

**CCPA Board Meeting
April 19, 2018
Teleconference
19:00 – 20:00 (ET)**

Present: John Driscoll (Chair), Natasha Caverley, Madeleine Lelievre, Leah Lewis, Kathy Offet-Gartner, Jacqui Synard, Bill Thomas, Michel Turcotte, Marion Clorey, Serge Hall, Meredith Henry, Jen Rowett, Vicki-Anne Rodrigue, Barbara MacCallum, Kim Hollihan

Regrets: Joyce Milligan, Kimberly Young, Serge Hall, Andrea Currie, Carrie Foster

Agenda

1. Welcome
2. Approval of Agenda
3. Approval of Minutes of March 15, 2018
4. Conflict of Interest
5. Advancement of Clinical Supervision Committee – Terms of Reference
6. Code of Ethics and Standards of Practice Update Task Group – Terms of Reference
7. Bylaw Change – Signing Authority
8. CACEP Council Appointments
9. Directors Discussion – May Board Meeting
10. Minders for the Conference
11. Information Items
 - CACEP Rejuvenation Process
 - Research Paper Update
 - Indigenous CEC Review Panel
12. Saskatchewan Director
13. Committee Updates
14. Next Meeting
15. Adjournement

1. Welcome

John welcomed everyone to the Board meeting.

2. Approval of the Agenda

Motion: To approve the agenda as amended.

**Moved by Kathy Offet-Gartner. Seconded by Bill Thomas.
CARRIED.**

3. Approval of Minutes

Motion: To approve the minutes of the March 15, 2018 Board meeting.

**Moved by Marion Clorey. Seconded by Vicki-Anne Rodrigue.
CARRIED.**

4. Conflict of Interest

- Natasha Caverley declared a conflict of interest for item #8 CACEP Council Appointments (Anglophone nominee).
- Michel Turcotte declared a conflict of interest for #8 CACEP Council Appointments (Francophone nominee).
- A declaration of conflict may be made at any time during the meeting.

5. Advancement of Clinical Supervision Committee – Terms of Reference

Motion: To approve the terms of reference for the Advancement of Clinical Supervision Committee.

**Moved by Madeleine Lelievre. Seconded by Marion Clorey.
CARRIED.**

Action: Kim Hollihan will advise the Co-Chairs of the Advancement of Clinical Supervision Committee (Beth Robinson and Blythe Shepard) that the terms of reference has been approved.

6. Code of Ethics and Standards of Practice Update Task Group – Terms of Reference

- The task group has been formed and consists of representation from Chapter Presidents, Past Presidents, current and former Ethics Committee Chairs, the Ethics Amicus and the Board of Directors. There are 12 participants.
- Jen Rowett and Vicki-Anne Rodrigue will represent the Board of Directors.
- Lorna Martin will chair the task group. Lorna chaired the last review/update of the Code of Ethics and Standards of Practice.
- The task group will meet in Winnipeg during the conference. Most task group members will join in-person. Teleconference option will be available for those off-site.

Motion: To approve the terms of reference for the Code of Ethics and Standards of Practice Update Task Group.

**Moved by Vicki-Anne Rodrigue. Seconded by Madeleine Lelievre.
CARRIED.**

Action: Kim Hollihan will advise the Chair of the Code of Ethics and Standards of Practice Update Task Group (Lorna Martin) that the terms of reference has been approved.

7. Bylaw Change – Signing Authority

- Current bylaws identify Office Manager as having signing authority. This position no longer exists since the national office reorganization effective March 1, 2018.
- Recommend updating bylaw to allow CEO to designate signing authority with Executive approval.
- Proposed wording has been reviewed and approved by the Executive and the Governance and Quality Assurance Committees.

- If approved by the Board at tonight's meeting, the change will be included in the agenda for the May 2018 AGM.
- Bylaw rewording was sent to the Board in advance of this teleconference.

Motion: To approve the Bylaw change regarding signing authority as presented.

**Moved by Marion Clorey. Seconded by Vicki-Anne Rodrigue.
CARRIED.**

8. CACEP Council Appointments

- As part of the CACEP rejuvenation process, the committee looked at the composition of the Council.
- Two vacancies were identified – 1 Anglophone and 1 Francophone.
- A recruitment call by National Office resulted in the recommendation of two nominees by the CACEP Council Co-Chairs, Bill Borgen and Sharon Robertson.
- The nominees are Dr Liette Goyer and Dr Pam Patterson. Application packages for both were sent to the Board in advance of this meeting.
- Dr Patterson is a member of the CACEP rejuvenation process committee and as such, is very well informed on CACEP.
- Dr Goyer is a professor at Université Laval with many years of experience in supervision and research. She has been an active member of the Counsellor Educators Chapter.
- Both nominees are strong candidates. Appreciation was expressed for their applications.

Motion: To appoint Dr Pam Patterson to the CACEP Council.

**Moved by Madeleine Lelievre. Seconded by Marion Clorey.
1 abstention CARRIED.**

Motion: To appoint Dr Liette Goyer to the CACEP Council.

**Moved by Vicki-Anne Rodrigue. Seconded by Leah Lewis.
1 abstention CARRIED.**

Action: Barb MacCallum will advise CACEP Council Co-Chairs (Bill Borgen and Sharon Robertson) that the appointments of Drs Patterson and Goyer were approved.

9. Directors Discussion – May Board Meeting

- There was some feedback from the Board self-evaluations that there isn't enough time during the monthly Board teleconferences for discussion.
- A 90 minute item has been added to the May meeting agenda entitled *Directors Discussion*.
- In order to organize the time appropriately, please send discussion topics by April 30 to Kim Hollihan.
- Good idea, thanks for including.

Action: Board members send topics for the Directors Discussion to Kim Hollihan by April 30.

Minders for the Conference

- We will have 2 international guests at the Winnipeg conference: Caryl Sibbett, BACP Vice-Chair, and Gerard Lawson, ACA President.
- We would like to assign “minders” to each guest ie a Board member who would accompany them to various parts of the conference, introduce them to other delegates, and facilitate their integration into the conference.
- This can be an enjoyable experience and an opportunity to learn more about these other associations and their conferences.
- The role can be shared amongst Board members.
- If interested, please advise Barb MacCallum who will provide more details.
- Great idea.

Action: Board members are to advise Barb MacCallum if they are interested in being minders for our international guests at the upcoming Winnipeg conference.

10. Information Items

CACEP Update

Stakeholder Consultation Process on Revised Standards:

- On March 21, 2018, the CACEP Advisory Committee reviewed and discussed the findings from the CACEP Stakeholder Consultation report. The next step in the stakeholder consultation process is to advance an interactive presentation on CACEP at the 2018 CCPA conference. This will be another venue for obtaining final feedback on the revised Standards from interested delegates. The CACEP presentation team (Bill, Sharon, Pam and Natasha) met via teleconference call on March 29, 2018 for an initial discussion on the presentation format for the CACEP session. They will be meeting again to finalize their presentation on April 20, 2018.
- Following the May 2018 CCPA conference, the CACEP Standards will be finalized and then sent to the CCPA Board for review.

CACEP Anglophone Vacancy:

- Drs. Bill Borgen and Sharon Robinson recommended a candidate for the CACEP Anglophone role.

CACEP Francophone Vacancy:

- Drs. Bill Borgen and Sharon Robinson recommended a candidate for the CACEP Francophone role.

Proposed Council orientation session during the 2018 CCPA Conference:

- Drs. Bill Borgen and Sharon Robinson are planning to hold a CACEP orientation session for the new members of the Council at the 2018 CCPA conference in Winnipeg, MB.

Research Paper Update

- *Presentation Concept.* At the November 2017 CCPA Board of Directors’ meeting, interest was expressed in having a “presentation” or related concept at a future CCPA

conference regarding key themes and concepts expressed in the Research Task Group Paper. On March 7, 2018, the Research Paper Sub-Committee met via teleconference call to discuss presentation and roundtable formats which engage global/international dimensions to topics such as social justice, ethics and diversity. A presentation concept “report” was prepared by the Sub-Committee outlining options for the CCPA Executive and Board of Directors to review and consider. Said “report” will be reviewed and discussed by the CCPA Board during the May 2018 CCPA Board of Directors’ meeting.

- *Review and prioritization of Research Task Group Paper recommendations section.* The Research Paper Sub-Committee prepared a set of guidelines to aid CCPA National Office in reviewing the recommendations section of the Research Task Group Paper. CCPA National Office responded to said questions and prepared a confidential “report” on same. Said “report” informed the Sub-Committee’s discussion when we met on April 9, 2018. The “report” will be reviewed and discussed by the CCPA Board during the May 2018 CCPA Board of Directors’ meeting.
- Thanks to Kim Hollihan for assistance in discussing initial concepts and Jen Rowett for her ideas on international strategies regarding the presentation concept.
- Thanks to Barbabra MacCallum and Kim Hollihan for or reviewing the recommendations from the report and providing status updates in a reader-friendly, and comprehensive report. This CONFIDENTIAL report will be included in the Board binder for the May 2018 meeting.
- Huge amount of gratitude expressed to the Research Paper Sub-committee for this amazing work and thanks to Natasha Caverley for her leadership role.

Indigenous CEC Review Panel Update

- The Indigenous CEC Review Panel engaged in a second mock case study training session on March 26, 2018 via teleconference call.
- Upon completion of the second training session with the Indigenous CEC Review Panel members, the Sub-Committee will determine next steps (and related logistics) for officially launching the CCPA Indigenous CEC Initiative.
- Based on the second case study training session, elements of the Indigenous CEC Review Panel Initiative process will be further revised and FAQs will also be developed to aid in clarifying and clearly articulating the evaluation process, information required by CCPA members via the Indigenous CEC forms, Indigenous CEC Review Panel scope/mandate, and internal resources (to aid in strength-based informed decision-making). The Sub-Committee met via teleconference call on April 18, 2018 to discuss same.
- Announcement of the initiative is planned for the 2018 conference in Winnipeg (President’s Report at AGM) with official launch date of September 1, 2018.

11. Saskatchewan Director

- One application was received for the SK Director position: Nicola Sherwin-Roller, an Art Therapist in Prince Albert.
- Nicola is unable to attend the May 2018 Board meeting due to a prior commitment.
- Her nomination will be reviewed at the May Executive meeting.

12. Committee Updates

- Committees will have time to meet and report in-person at the May Board meeting.

13. Next Meeting

- The next meeting will be May 8 and 9, 2018.

14. Adjournment

Motion: To adjourn the meeting.

**Moved by Kathy Offet-Gartner. Seconded by Meredith Henry.
CARRIED.**

President

Date

SUMMARY OF MOTIONS

Motion: To approve the agenda as amended.

**Moved by Kathy Offet-Gartner. Seconded by Bill Thomas.
CARRIED.**

Motion: To approve the minutes of the March 15, 2018 Board meeting.

**Moved by Marion Clorey. Seconded by Vicki-Anne Rodrigue.
CARRIED.**

Motion: To approve the terms of reference for the Advancement of Clinical Supervision Committee.

**Moved by Madeleine Lelievre. Seconded by Marion Clorey.
CARRIED.**

Motion: To approve the terms of reference for the Code of Ethics and Standards of Practice Update Task Group.

**Moved by Vicki-Anne Rodrigue. Seconded by Madeleine Lelievre.
CARRIED.**

Motion: To approve the Bylaw change regarding signing authority as presented.

**Moved by Marion Clorey. Seconded by Vicki-Anne Rodrigue.
CARRIED.**

Motion: To appoint Dr Pam Patterson to the CACEP Council.

**Moved by Madeleine Lelievre. Seconded by Marion Clorey.
1 abstention CARRIED.**

Motion: To appoint Dr Liette Goyer to the CACEP Council.

**Moved by Vicki-Anne Rodrigue. Seconded by Leah Lewis.
1 abstention CARRIED.**

Motion: To adjourn the meeting.

**Moved by Kathy Offet-Gartner. Seconded by Meredith Henry.
CARRIED.**

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	5	Advise the Co-Chairs of the Advancement of Clinical Supervision Committee (Beth Robinson and Blythe Shepard) that the terms of reference has been approved.	Asap	Kim Hollihan
2	6	Advise the Chair of the Code of Ethics and Standards of Practice Update Task Group (Lorna Martin) that the terms of reference has been approved.	Asap	Kim Hollihan
3	8	Advise CACEP Council Co-Chairs (Bill Borgen and Sharon Robertson) that the appointments of Drs. Patterson and Goyer were approved.	Asap	Barb MacCallum
4	9	Board members send topics for the <i>Directors Discussion</i> May agenda item to Kim Hollihan.	By April 30	All Directors
5	10	Advise Barb MacCallum if interested in being minders for our international guests at the upcoming Winnipeg conference.		All Directors