

**CCPA Board Meeting  
January 18, 2018  
Teleconference  
19:00 – 20:00 (ET)**

**Present:** John Driscoll (Chair), Natasha Caverley, Andrea Currie, Madeleine Lelievre, Leah Lewis, Joyce Milligan, Kathy Offet-Gartner, Jacqui Synard, Bill Thomas, Michel Turcotte, Kim Hollihan

**Regrets:** Marion Clorey, Carrie Foster, Serge Hall, Meredith Henry, Vicki-Anne Rodrigue, Jen Rowett, Kimberly Young, Barbara MacCallum

**Agenda**

1. Welcome
2. Approval of Agenda
3. Approval of Minutes of November 18-19, 2017
4. Conflict of Interest
5. Budget 2018-2019
6. Special Awards
7. Appointment of 2018 National Indigenous Director
8. Appointment of CACEP Council Member
9. Information Items
  - CACEP Rejuvenation Process
  - Research Paper Update
  - President's Award 2018 – Professional Champion
  - Conference
  - IAC Conference Partnership
  - Student Symposium 2018
10. Committee Updates
11. Next Meeting
12. Adjournement

**1. Welcome**

John welcomed everyone to the Board meeting.

**2. Approval of the Agenda**

**Motion:** To approve the agenda as presented.

**Moved by Leah Lewis. Seconded by Bill Thomas.  
CARRIED.**

**3. Approval of Minutes**

**Motion:** To approve the minutes of the November 18-19, 2017 Board meeting.

**Moved by Madeleine Lelievre. Seconded by Joyce Milligan.  
CARRIED.**

#### **4. Conflict of Interest**

- The following conflicts were noted:
  - Natasha Caverley regarding the Appointment of CACEP Council Member and the Lorne Flavelle Award.
  - Bill Thomas and Natasha Caverley regarding the Appointment of 2018 Indigenous Director.
  - Kathy Offet-Gartner regarding the Humanitarian Award.
- A declaration of conflict may be made at any time during the meeting.

#### **5. Budget 2018-2019**

- The budget was emailed to the Board of Directors by Barbara MacCallum on December 7, 2017 with questions due by January 11, 2018.
- John Driscoll invited the Board of Directors to ask any questions during the teleconference. None were posed.
- Thank you to Barbara MacCallum for her tremendous work on the budget.

**Motion:** To approve the minutes of the 2018-2019 Budget.

**Moved by Michel Turcotte. Seconded by Bill Thomas.  
CARRIED.**

#### **6. Special Awards**

- One nomination was received for each of the following special awards: Humanitarian, Lorne Flavelle and Indigenous Practice.
- These special awards were adjudicated by the Executive at their January 9, 2017 meeting.
- Applications for each nominee were emailed to the Board of Directors in advance of the teleconference.

**Motion:** That the Humanitarian Award be presented to Cathy Underhill at the 2018 CCPA Annual Conference.

**Moved by Natasha Caverley. Seconded by Madeleine Lelievre.  
1 abstention. CARRIED.**

**Motion:** That the Lorne Flavelle Award be presented to Wendy Woloshyn at the 2018 CCPA Annual Conference.

**Moved by Madeleine Lelievre. Seconded by Bill Thomas.  
1 abstention. CARRIED.**

**Motion:** That the Indigenous Practice Award be presented to Razieh Namdari at the 2018 CCPA Annual Conference.

**Moved by Leah Lewis. Seconded by Kathy Offet-Gartner.  
CARRIED.**

**7. Appointment of 2018 National Indigenous Director**

- There was one application for the Indigenous Director position – Jamie Warren.
- Jamie Warren's nomination package was emailed to the Board of Directors in advance of the teleconference.
- The vote on this motion will be continued electronically as we did not have quorum on the teleconference (3 abstentions).
- Kim Hollihan will email a notice to the Board of Directors for the electronic vote. John Driscoll will chair the e-vote.

**Motion:** To appoint Jamie Warren as the CCPA National Indigenous Director for the period of May 2018-April 2019.

**Moved by Madeleine Lelievre. Seconded by Joyce Milligan.**

**DEFERRED to electronic vote.**

**8. Appointment of CACEP Council Member**

- The CACEP Co-Chairs, Dr Bill Borgen and Dr Sharon Robertson, have recommended the appointment of Dr Anne Marshall to the CACEP Council.
- Dr Marshall's application was emailed to the Board of Directors in advance of the teleconference.
- There remains a vacancy on the CACEP Council for a Francophone member. The CACEP Council will advertise the vacancy.

**Motion:** That Dr Anne Marshall be appointed to the CACEP Council.

**Moved by Joyce Milligan. Seconded by Michel Turcotte.**

**1 abstention.**

**CARRIED.**

**9. Information Items**

**CACEP Rejuvenation Project:**

**Stakeholder Consultation Process on Revised Standards:**

- The 8 standards were revised by the Advisory Committee based on a literature review and internal consultation.
- Material for consultation process on the 8 revised CACEP standards was prepared and finalized.
- Invitations to participate in the review were sent to site visitors, Counsellor Educator Chapter members, Chapter Presidents, Program Leads for accredited programs and Program Leads for interested programs in December.
- Feedback due from participants by January 31, 2018.
- A third party researcher has been engaged to analyze and synthesize the feedback and prepare a report. This is the same researcher from phase 1 of the CACEP review, selected given the high quality of and satisfaction with her work.
- A CCPA 2018 conference workshop led by Dr Bill Borgen and Dr Sharon Robertson has been approved where feedback on the revised standards will be gathered in-person from interested delegates.

- Following the May conference, the standards will be finalized and sent to the Board for review.

### **Site Visitors**

- Final training sessions for the 6-8 Site Visitors were completed end of November. These individuals are now ready to conduct reviews as part of the accreditation and/or reaccreditation process.

John Driscoll expressed thanks to Natasha Caverley for her outstanding work on the CACEP Rejuvenation Project.

### **Research Paper Update:**

- The sub-committee (Natasha Caverley, Vicki-Anne Rodrigue and Kathy Offet-Gartner) is meeting January 29, 2018 to review the recommendations section of the paper.
- As decided upon at the November 2017 Board of Directors meeting, the review process will involve prioritizing of items, identifying which align with CCPA's mandate, preparing a status report on each and identifying how to move forward.
- No queries have been received from the original research team regarding the status of the paper.
- The great work of the sub-committee was acknowledged.

### **President's Award 2018 – Professional Champion:**

- The 2018 recipient of the Professional Champion Award is Grand Chief Sheila North Wilson, Manitoba Keewatinowi Okimakanack Inc.
- Grand Chief North Wilson will be presented with the award during the opening ceremonies of the May conference in Winnipeg.

### **Conference Update:**

- The preliminary program is up: <https://www.ccpa-accp.ca/conference-programs/>.
- The early bird deadline is January 31, 2018.
- As of January 9, there are 61 people registered for the conference and 16 people registered for the pre-conference.
- Please contact Veronica Legg to book flights and Karina Albert to book hotel rooms.
- Directors are encouraged to spend some extra time visiting the beautiful city of Winnipeg.

### **IAC Conference Partnership:**

- IAC invited CCPA to partner on the 2019 conference in Moncton.
- A partnership proposal was submitted to CCPA by Naoise Kelly, Chief Executive Officer of IAC.
- The Executive approved the conference partnership at their January 9, 2018 teleconference.
- Partnering with IAC will serve to “internationalize” the conference in terms of delegates (approximately 60-80 IAC members are expected to attend), presenters/topics and session structure (for ex. round tables).

### **Student Symposium:**

- The symposium will take place in Quebec City March 22 (evening) and March 23 (all day) 2018. Details can be found on the CCPA website under Continuing Education/Student Symposium 2018 <https://www.ccpa-accp.ca/student-symposium-2018/>.
- Twenty-nine proposals were accepted representing 10 universities, 4 outside QC.
- The program is under development.
- CCPA will have visibility at the event and will be donating publications and a free student membership as well as have a table there for the duration of the event. Karina Albert will attend.
- CCPA will have an opportunity to present the evening before the symposium.
- With less English proposals submitted than anticipated, the simultaneous translation fees that CCPA is covering are lower than originally quoted (1 room with interpretation).
- Directors are asked to please promote the student symposium with their student reps.

### **TRC Workshop Follow-up:**

- A question was asked as to whether Directors can share the list of ideas generated during the TRC workshop at the November 2017 Board of Directors meeting with a Chapter.
- If shared, it would be important to state that it is a brainstormed list that will be reviewed by the sub-committee of Bill Thomas, Andrea Currie, Madeleine Lelievre and Leah Lewis and an action plan developed for the Board's review and consideration.

## **10. Committee Updates**

### **Awards:**

- The Awards Committee is developing 2 new awards to propose to the Board.
- The committee is reviewing past documentation to ensure policies/guidelines are up to date.
- Question arose as to whether an individual can receive more than 1 travel award (ie conference travel award and student travel award).
- The Awards Committee will research current policy/guideline on travel awards.

**Motion:** With regard to the current year, only 1 travel award per person will be given.

**Moved by Kathy Offet-Gartner. Seconded by Joyce Milligan.**

**CARRIED**

### **Quality Assurance:**

- Marion provided an update via email prior to the teleconference.
- The Quality Assurance Committee will meet February 5, 2018 to review the CCPA Board Nominations Election document.

## **11. Next Meeting**

The next meeting will be February 15, 2018.

## **12. Adjournment**

**Motion:** To adjourn the meeting.

**Moved by Leah Lewis. Seconded by Bill Thomas.  
CARRIED**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

### **SUMMARY OF MOTIONS**

**Motion:** To approve the agenda as presented.

**Moved by Leah Lewis. Seconded by Bill Thomas.  
CARRIED.**

**Motion:** To approve the minutes of the November 18-19, 2017 Board meeting.

**Moved by Madeleine Lelievre. Seconded by Joyce Milligan.  
CARRIED.**

**Motion:** That the Humanitarian Award be presented to Cathy Underhill at the 2018 CCPA Annual Conference.

**Moved by Natasha Caverley. Seconded by Madeleine Lelievre.  
1 abstention. CARRIED.**

**Motion:** That the Lorne Flavelle Award be presented to Wendy Woloshyn at the 2018 CCPA Annual Conference.

**Moved by Madeleine Lelievre. Seconded by Bill Thomas.  
1 abstention. CARRIED.**

**Motion:** That the Indigenous Practice Award be presented to Razieh Namdari at the 2018 CCPA Annual Conference.

**Moved by Leah Lewis. Seconded by Kathy Offet-Gartner.  
CARRIED.**

**Motion:** To appoint Jamie Warren as the CCPA National Indigenous Director for the period of May 2018-April 2019.

**Moved by Madeleine Lelievre. Seconded by Joyce Milligan.  
DEFERRED to electronic vote.**

**Motion:** That Dr Anne Marshall be appointed to the CACEP Council.

**Moved by Joyce Milligan. Seconded by Michel Turcotte.  
1 abstention. CARRIED.**

**Motion:** With regard to the current year, only 1 travel award per person will be given.

**Moved by Kathy Offet-Gartner. Seconded by Joyce Milligan.  
CARRIED**

**Motion:** To adjourn the meeting.

**Moved by Leah Lewis. Seconded by Bill Thomas.  
CARRIED.**

### Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	7	Email a notice to the Board of Directors for the electronic vote.  Chair the e-vote.		Kim Hollihan  John Driscoll
2	9	Contact Veronica Legg to book flights for May 2018 Board meeting.  Contact Karina Albert to book hotel rooms for May 2018 Board meeting and, if applicable, conference.		Board of Directors  Board of Directors
3	9	Promote the Student Symposium 2018 to student reps.		Regional Directors