



**CCPA Board Meeting
September 20, 2018
Teleconference
7:00pm – 8:00pm (ET)**

Present: Jen Rowett (Chair), Madeleine Lelievre, Natasha Caverley, Kathy Offet-Gartner, Jamie Warren, Michel Turcotte, Marion Clorey, Serge Hall, Lori Rudniski, Nicola Sherwin-Roller, Leah Lewis, Meredith Henry, Jacqui Synard (joined at 7:45pm), Barbara MacCallum, Kim Hollihan

Regrets: Andrea Currie, Carrie Foster, Vicki-Anne Rodrigue, John Driscoll

Agenda

1. Welcome
2. Approval of Agenda
3. Approval of July 19, 2018 Minutes
4. Conflict of Interest
5. Award Nomination for John Banmen
6. Counsellor Educators Chapter Bylaw Changes
7. Creative Arts in Counselling Chapter Bylaw Changes
8. CCC-Q Motion
9. RDF for Ethics Complaints Committee Support Person
10. RDF – Ethics Task Group Meeting
11. Information Items:
 - Indigenous CEC Initiative
 - Research Task Group Paper Sub-Committee
 - CACEP Rejuvenation Initiative
 - Third Party Billing Update
12. Committee Updates
13. Spirituality in Counselling Chapter Board Liaison
14. Conference Program Selection Committee
15. Next Meeting
16. Adjournment

1. Welcome

- Jen Rowett welcomed everyone and thanked them for attending the meeting.

2. Approval of the Agenda

Motion: To approve the agenda as amended.

**Moved by Serge Hall. Seconded by Nicola Sherwin-Roller.
CARRIED**

3. Approval of Minutes

- Add Nicola Sherwin-Roller to the list of attendees.

Motion: To accept the minutes of the July 19, 2018 Board meeting as amended.

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

CARRIED

4. Conflict of Interest Declaration

- None declared.

5. Award Nomination for John Banmen

- Dr John Banmen, CCPA President Emerita (1973-75), has been a member in good standing for 53 years.
- He is the only Past President (who is still a member) without the Honorary Life Membership Award.
- Dr Banmen is recommended for this award due to his long-term commitment to the Association and the counselling/psychotherapy field.
- Strong support expressed for Dr Banmen receiving this award.
- Suggestion that Dr Banmen receive a gift with his award. Barb MacCallum and Kim Hollihan will explore options.

Motion: To approve Dr John Banmen for the CCPA Honorary Life Membership Award.

Moved by Marion Clorey. Seconded by Madeleine Lelievre.

CARRIED

Action:

- Barb and Kim will explore options for a gift to accompany Dr Banmen's award.

6. Counsellor Educators Chapter Bylaw Changes

- The Counsellor Educators Chapter is requesting bylaw changes that reflect a broadening of the scope and mandate of the Chapter to include clinical supervisors.
- The changes were approved at the May 2018 AGM of the Counsellor Educators Chapter.
- A friendly amendment based on feedback from the Executive was approved via an e-vote conducted with Chapter members in August 2018.

Motion: To approve the Counsellor Educators Chapter Bylaw changes.

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

CARRIED

7. Creative Arts in Counselling Chapter Bylaw Changes

- The Creative Arts in Counselling Chapter is proposing a name change to the Creative Arts in Counselling and Psychotherapy Chapter.
- The name change is intended to be more inclusive of chapter membership.
- Support for the name change was assessed through a chapter member survey followed by an approved motion at the Chapter's 2018 AGM.

Motion: To approve the Creative Arts in Counselling Chapter Bylaw changes.

**Moved by Leah Lewis. Seconded by Jamie Warren.
CARRIED**

8. CCC-Q Motion

- The Certification Committee has put forth a motion requiring CCPA members with the CCC-Q designation to accrue continuing education credits (CECs) during their qualifying period.
- The motion has been reviewed and supported by the Governance Committee, Quality Assurance Committee and Executive.
- Vicki-Anne Rodrigue noted via email a couple of typos in the document prepared by the Certification Committee. Kim Hollihan will share this information with Monika Green, Registrar.
- Clarification provided regarding the eligibility of post-graduate supervision for CECs.

Motion: To approve the CCC-Q motion from the Certification Committee.

**Moved by Lori Rudniski. Seconded by Madeleine Lelievre.
CARRIED**

Action:

- Kim will share typos with Monika Green.

9. RDF for Ethics Complaints Committee Support Person

- The RDF is for a 6 month pilot of an ethics complaints investigator position.
- The requested amount of \$15,000 will cover salary and training of Monika Green.

Motion: To approve the RDF application for the Ethics Complaints Support Person.

**Moved by Madeleine Lelievre. Seconded by Leah Lewis.
CARRIED**

10. RDF – Ethics Task Group Meeting

- The Code of Ethics/Standards of Practice Review and Update Task Group has an in-person meeting planned for Ottawa on November 3, 2018.
- The meeting will be held at National Office.
- The RDF request includes travel and accommodation costs for attendees plus catering for a total of \$10,500.
- The amount requested is amended from \$9500 to \$10,500 due to the recent addition of Tina Nash as an Indigenous representative on the task group.

Motion: To approve the RDF application for the Ethics Task Group Meeting as amended.

**Moved by Serge Hall. Seconded by Meredith Henry.
CARRIED**

11. Information Items:

Indigenous CEC Initiative Update (Natasha Caverley)

- In August 2018, an Indigenous CEC Initiative webinar was held (co-led by Natasha, Carrie, Kim, and Danielle Lambrecht – inaugural Indigenous CEC Review Panel Chair) for Dr. Jeff Landine (Certification Committee Chair) and CCPA National Office staff who are involved with certification and CECs. The webinar was a great

way to support shared learning and understanding of the Indigenous CEC Initiative in advance of the official launch.

- FAQs and resources about the Indigenous CEC Initiative were reviewed, finalized, and translated. Many thanks to CCPA National Office staff for value-added feedback regarding same.
- A COGNICA article (fall 2018 edition) on the Indigenous CEC Initiative was submitted and prepared for review and consideration. The co-authors were Natasha, Carrie, Kim, and Danielle.
- The Indigenous CEC Initiative will be launched by the end of September 2018.

Research Paper Update (Natasha Caverley)

- The Research Task Group Sub-Committee is drafting a CCPA conference proposal for the national presentation concept.
- On behalf of the Sub-Committee, John and Carrie (with support from Andrea Currie) will be collecting relevant background information during the 2018 IAC conference (Rome, Italy) about process, timelines, and related next steps for advancing the international presentation concept – in collaboration with one or more IAC Roundtables. In the event that the IAC Roundtable format is not compatible with our proposed course of action, the Sub-Committee will then submit an IAC conference proposal for an international presentation concept.

CACEP Update (Natasha Caverley)

Finalizing CACEP Standards for submission to the CCPA Executive and Board of Directors

- The revised Standards with stakeholder consultation and related notes are being finalized by the CACEP Advisory Committee.
- Two teleconference calls will be held in mid October 2018 to finalize the revised Standards for submission to the CCPA Executive Committee and CCPA National Board of Directors. Thank you to Barbara for assisting in the coordination of said meetings.
- The CACEP Advisory Committee will be making an in-person presentation to the CCPA Board at the November 2018 Board of Directors' meeting in Ottawa. At that time, the revised CACEP Standards will be presented to the CCPA Board for review and discussion. Thank you to Kim for assisting in coordinating this opportunity for an in-person presentation to the CCPA Board.
- On behalf of the CACEP Advisory Committee, Drs. Sharon Robertson and Bill Borgen will submit a CCPA conference proposal for an annual update on the CACEP Rejuvenation Initiative – for review and consideration. Drs. Pam Patterson and Natasha Caverley will be co-presenters.
- On a separate but related note, Natasha (with assistance from Barbara and Kim) had a “meeting of the minds” in July 2018 with the CE Chapter President, Certification Program representatives, CCPA National Office (Barbara and Kim), and CACEP to discuss the possibility of a collaborative “pre-conference” workshop at the 2019 CCPA Conference in Moncton, NB to discuss current and emerging trends in accreditation, certification and regulation, and the implications of same from a CCPA perspective. Logistics for the event will be prepared and discussed in October 2018 for subsequent posting on the CCPA conference website.

Third Party Billing (Kim Hollihan)

- Jacqui Synard has requested a third party billing update as a standing item on the Board agendas.
- Kim Hollihan and Barb MacCallum met with Joan Weir, Canadian Life and Health Insurance Association (CLHIA) this summer and continue to build a relationship with this important stakeholder. Topics discussed included:
 - Standardized receipt (draft developed - consultation with Private Practitioners Chapter Executive to follow)
 - Fall webinar for CLHIA disability management group
 - CLHIA 2019 conference presentation (proposal submitted)
 - Letter from CLHIA supporting regulation of the counselling/psychotherapy profession that can be used by those provinces working toward regulation (under development by CLHIA)
- Accepted as an exhibitor and presenter at the Independent Financial Brokers of Canada 2018 Summit in Toronto this November. Kim Hollihan and Julie Holden, external consultant, will represent CCPA at this event.
- The Private Practitioners Chapter is planning a third party billing round table for the 2019 CCPA conference given the success of the 2018 round table in Winnipeg.
- The Manitoba Pilot is picking up speed. Brie DeMone has been identified as MB Chapter lead and has developed a 2 year project plan.
- Kim has a call next week with Madeleine Lelievre and Tammy Lee, BC Chapter President about BC potentially becoming the second pilot site.

12. Committee Updates

Governance Committee (Natasha Caverley)

- Completing a review of the conference program selection process.
- Creating a Board Liaison policy to clarify the roles and responsibilities of this position.
- Amending the Indigenous Acknowledgement policy to include reference to CCPA's AGM.

Risk Management (Jen Rowett)

- Meeting next week to review the Risk Management report in preparation for the November 2018 Board meeting.

Quality Assurance (Marion Clorey)

- Nothing to report at this time.

Awards (Kathy Offet-Gartner)

- In process of tidying up the last of the awards-related documents.
- Will be passing on documents soon to reviewers and Chapter Presidents.

13. Spirituality in Counselling Chapter Board Liaison

- There is a vacancy for Board Liaison for the Spirituality in Counselling Chapter.
- Please inform Kim Hollihan by September 28 if interested in assuming this position until the May 2019 Board meeting.

Action:

Inform Kim if interested in the Board Liaison position for the Spirituality in Counselling Chapter.

14. Conference Program Selection Committee

- A call has gone to all CCPA members seeking new representation on the conference program selection committee. Deadline to submit an application is October 1.
- The hope is a more diverse selection committee in terms of population(s) served, area(s) of practice/specialization, geographic region and language.
- A survey accompanies the application process to assess these categories.
- Board members are invited to assist National Office in reviewing applications received for membership on the conference program selection committee. Please inform Kim Hollihan by September 28.

Action:

Inform Kim if interested in reviewing applications for the conference program selection committee.

15. Next Meeting

- The next Board meeting will be October 18, 2018 via teleconference.

16. Adjournment

Motion: To adjourn the meeting.

**Moved by Leah Lewis. Seconded by Nicola Sherwin-Roller.
CARRIED**

President

Date

Summary of Motions

Motion: To approve the agenda as amended.

**Moved by Serge Hall. Seconded by Nicola Sherwin-Roller.
CARRIED**

Motion: To accept the minutes of the July 19, 2018 Board meeting as amended.

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

Motion: To approve Dr John Banmen for the CCPA Honorary Life Membership Award.

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

Motion: To approve the Counsellor Educators Chapter Bylaw changes.

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

Motion: To approve the Creative Arts in Counselling Chapter Bylaw changes.

Moved by Leah Lewis. Seconded by Jamie Warren.

CARRIED

Motion: To approve the CCC-Q motion from the Certification Committee.

**Moved by Lori Rudniski. Seconded by Madeleine Lelievre.
CARRIED**

Motion: To approve the RDF application for the Ethics Complaints Support Person.

**Moved by Madeleine Lelievre. Seconded by Leah Lewis.
CARRIED**

Motion: To approve the RDF application for the Ethics Task Group Meeting as amended.

**Moved by Serge Hall. Seconded by Meredith Henry.
CARRIED**

Motion: To adjourn the meeting.

**Moved by Leah Lewis. Seconded by Nicola Sherwin-Roller.
CARRIED**

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	5	Explore options for a gift to accompany Dr Banmen's award.		Kim Hollihan and Barb MacCallum
2	8	Share typos in Certification Committee's CCC-Q motion document with Monika Green.	asap	Kim Hollihan
3	12	Inform Kim Hollihan if interested in the Board Liaison position for the Spirituality in Counselling Chapter.	By September 28, 2018	Directors
4	13	Inform Kim Hollihan if interested in reviewing applications for the conference program selection committee.	By September 28, 2018	Directors