

**CCPA Board Meeting  
July 19, 2018  
Teleconference  
19:00 – 19:30 (ET)**

**Present:** John Driscoll (Chair), Madeleine Lelievre, Kathy Offet-Gartner, Jamie Warren, Michel Turcotte, Marion Clorey, Serge Hall, Vicki-Anne Rodrigue, Jen Rowett, Nicola Sherwin-Roller, Barbara MacCallum, Kim Hollihan

**Regrets:** Andrea Currie, Natasha Caverley, Jacqui Synard, Leah Lewis, Carrie Foster, Meredith Henry

**Agenda**

1. Welcome
2. Approval of Agenda
3. Approval of Minutes of June 21, 2018
4. Conflict of Interest
5. Appointment of MB/NU Director
6. Regional Development Fund Proposal – Development of an Ethics Queries Database and FAQ
7. Information Items
  - CACEP Rejuvenation Process
  - Research Paper Update
  - Indigenous CEC Review Panel
8. Committee Updates
9. Next Meeting
10. Adjournement

**1. Welcome**

John welcomed everyone to the Board meeting.

**2. Approval of the Agenda**

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

**Moved by Kathy Offet-Gartner. Seconded by Vicki-Anne Rodrigue.**

**CARRIED.**

**3. Approval of Minutes**

**Motion:** To approve the minutes of the June 21, 2018 Board meeting.

**Moved by Kathy Offet-Gartner. Seconded by Marion Clorey.**

**CARRIED.**

**4. Conflict of Interest**

- None declared.
- A declaration of conflict may be made at any time during the meeting.

### **5. Appointment of MB/NU Director**

- There is one applicant for the MB/NU Director position, Lori Rudniski.
- Great choice!

**Motion:** To appoint Lori Rudniski to the position of Manitoba/Nunavut Director on the CCPA National Board.

**Moved by Serge Hall. Seconded by Jamie Warren.  
CARRIED.**

### **6. Regional Development Fund Proposal – Development of an Ethics Queries Database and FAQ**

- National Office is proposing to hire a summer graduate student to review archived ethics queries/responses and prepare (1) a database for staff and the Ethics Committee and (2) an FAQ for CCPA members and members of the public. Both tools would address the category of ethics-related questions that are straight-forward and require a standard response.
- The concept was developed in consultation with Dr Cristelle Audet, Chair of the Ethics Committee – Queries/Education Division.
- The requested amount is \$5000 (\$3000 to pay the student and \$2000 for technology).
- Barb MacCallum clarified that the Regional Development Fund is not restricted to geographic regions.

**Motion:** To approve the Regional Development Fund proposal for the development of an ethics queries database and FAQ.

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

### **7. Information Items**

#### **CACEP Update – July 2018**

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

- The revised Standards with stakeholder consultation and related notes will now be finalized by the CACEP Advisory Committee. Two teleconference calls will be held in late August 2018 to finalize the revised Standards for submission to the CCPA Executive Committee and CCPA National Board of Directors in fall 2018.
- Natasha inquired to the CCPA Executive Committee about the CACEP Advisory Committee 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 (i) review and discussion; or (ii) review, discussion, and approval.
- Natasha with assistance from Barbara and Kim coordinated a “meeting of the minds” on July 12, 2018 to discuss the possibility of a collaborative pre-conference “event” 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. The proposed audience for this session is counsellor educators – though any interested CCPA members are welcome to attend this pre-conference “event”.

### **Research Paper Update – July 2018**

- The Research Task Group Sub-Committee met via teleconference call on July 3, 2018 to advance the board motions made during the May 2018 CCPA Board of Directors’ meeting. This includes preparing proposals for national and international presentations at the 2019 CCPA Conference in Moncton, NB. The prioritization of the Research Task Group Paper recommendations were also discussed as a parallel process.
- Sub-Committee members are currently drafting a CCPA conference proposal for the national presentation concept, and collecting relevant background information about process, timelines, and related next steps for advancing the international presentation concept – in collaboration with one or more IAC Roundtables.
- The Sub-Committee is planning to meet again in September 2018.

### **Indigenous CEC Review Panel Update – July 2018**

- FAQs and resources about the Indigenous CEC Initiative are currently being drafted.
- The Indigenous CEC Review Panel will be meeting to internally select an inaugural Chair of the Review Panel.
- There is a plan to make a webinar presentation in mid to late August 2018 (date/time to be determined) to the CCPA Certification Chair and select CCPA National Office staff (involved in certification and CECs) to learn about the Indigenous CEC Initiative in advance of the September 2018 launch. The Sub-Committee and inaugural Indigenous CEC Review Panel Chair will co-present.

## **8. Committee Updates**

### **Risk Management:**

- Quiet month.

### **Governance:**

- Reviewing CCPA policy manual.

### **Quality Assurance:**

- Reviewed Certification motion re: CCC-Q forwarded by Governance. This motion will be on the agenda for the next Executive meeting.
- Welcome to new committee member, Nicola Sherwin-Roller!
- Joyce Milligan, former MB/NU member, has agreed to continue on the committee.

## **9. Next Meeting**

- The next Board meeting will be September 20, 2018.

## **10. Adjournment**

**Motion:** To adjourn the meeting.

**Moved by Serge Hall. Seconded by Vicki-Anne Rodrigue.  
CARRIED.**

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President

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Date

### SUMMARY OF MOTIONS

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

**Moved by Kathy Offet-Gartner. Seconded by Vicki-Anne Rodrigue.  
CARRIED.**

**Motion:** To approve the minutes of the June 21, 2018 Board meeting.

**Moved by Kathy Offet-Gartner. Seconded by Marion Clorey.  
CARRIED.**

**Motion:** To appoint Lori Rudniski to the position of Manitoba/Nunavut Director on the CCPA National Board.

**Moved by Serge Hall. Seconded by Jamie Warren.  
CARRIED.**

**Motion:** To approve the Regional Development Fund proposal for the development of an ethics queries database and FAQ.

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

**Motion:** To adjourn the meeting.

**Moved by Serge Hall. Seconded by Vicki-Anne Rodrigue.  
CARRIED.**