



**CCPA Board Meeting
October 18, 2018
Teleconference
7:00pm – 8:00pm (ET)**

Present: John Driscoll (Chair), Jen Rowett, Madeleine Lelievre, Natasha Caverley, Jamie Warren, Michel Turcotte, Serge Hall, Lori Rudniski, Nicola Sherwin-Roller, Leah Lewis, Meredith Henry, Andrea Currie, Carrie Foster, Barbara MacCallum, Kim Hollihan

Regrets: Jacqui Synard, Kathy Offet-Gartner, Marion Clorey

Agenda

- Welcome
- Approval of Agenda
- Announcement by Vicki-Anne Rodrigue
- Approval of September 20, 2018 Minutes
- Conflict of Interest
- Professional Champion Award - 2019
- MB University Tour – Regional Development Fund Application
- Notice of Board Elections
- Directors Discussion
- Chapters for Reconciliation Initiative
- Information Items:
 - Indigenous CEC Initiative
 - Research Task Group Paper Sub-Committee
 - CACEP Rejuvenation Initiative
 - Third Party Billing Update
- Committee Updates
- Cognica – Director Submissions
- Next Meeting
- Adjournment

1. Welcome

- John Driscoll welcomed everyone and thanked them for attending the meeting.

2. Approval of the Agenda

Motion: To approve the agenda as amended.

**Moved by Carrie Foster. Seconded by Nicola Sherwin-Roller.
CARRIED**

3. Announcement by Vicki-Anne Rodrigue

- Vicki-Anne Rodrigue announced that she has resigned from the Board due to a potential conflict of interest with her employment specific to CCPA's lobbying activities.
- Vicki-Anne hopes to continue her CCPA volunteer activities that do not pose a conflict of interest.
- She has appreciated the opportunity to serve on the Board and is disappointed to leave.
- Thanks expressed to Vicki-Anne for her service. A more formal thank you is planned during the November 2018 Board dinner.
- Vicki-Anne left the Board teleconference following this announcement.

4. Approval of Minutes

- Change John Driscoll to Jen Rowett under the Welcome message agenda item.

Motion: To accept the minutes of the September 20, 2018 Board meeting as amended.

Moved by Madeleine Lelievre. Seconded by Leah Lewis.

CARRIED

5. Conflict of Interest Declaration

- Lori Rudniski declared a conflict of interest for item #7 (MB University Tour – Regional Development Fund Application).

6. Professional Champion Award - 2019

- John Driscoll announced the recipient of the 2019 Professional Champion Award: Barbara MacCallum.
- Barb was selected given the remarkable work she has done for the Association and in support of regulation across the country.
- She champions the counselling/psychotherapy profession nationally and internationally.
- Congratulations, Barb, well deserved!

7. MB University Tour – Regional Development Fund Application

- Lori Rudniski provided an overview of the RDF application which involves CCPA presentations to faculty and students at 3 universities in Winnipeg in November, 2018.
- Presentations will be co-delivered by Lori and Erika Tilson, Certification Coordinator.
- The funding request is for \$2200 to cover travel expenses and catering.

Motion: To approve the RDF application for the MB University Tour.

Moved by Serge Hall. Seconded by Meredith Henry.

1 abstention.

CARRIED

- Clarification provided on the Regional Directors Fund (\$3000 annually budgeted for this fund). This fund is for requests between \$100 and \$1000. A small committee of the Board reviews/approves these applications.
- Director-related activities under \$100 do not require application and approval. Simply complete and submit an expense claim with receipts.

8. Notice of Board Elections

- Directors who are eligible to and interested in renewing must submit an application by December 15, 2018.

- Elections will be held in regions with more than one applicant.
- John encouraged those who are eligible to apply to renew to do so. Those who can't are invited to consider other volunteer positions within CCPA such as President-Elect.
- A free webinar "So...you want to be a Board member?" is planned for October 19, 2018 and will be co-facilitated by John and Barb. The webinar will be recorded.
- Nomination forms can be accessed from the CCPA homepage (www.ccpa-accp.ca).
- Please encourage other CCPA members in your networks to apply.

9. Directors Discussion

- As occurred at the May 2018 Board meeting in Winnipeg, time will be dedicated on the November Board agenda to a Directors Discussion.
- Any Directors wishing to submit a topic for this agenda item, please do so via email to Kim Hollihan by October 29, 2018.

Action: Email topics for the Directors Discussion to Kim Hollihan by October 29, 2018.

10. Chapters for Reconciliation Initiative

- Before beginning her overview of the Chapters for Reconciliation Initiative, Jamie Warren thanked Board members and National Office staff for participating in Orange Shirt Day and standing in solidarity with residential school survivors.
- The Chapters for Reconciliation Initiative stems from the TRC Board Committee's work on the calls to action, as discussed at the May 2018 Board meeting.
- The initiative is in collaboration with the Indigenous Circle Chapter.
- Nine/sixteen Chapters accepted the invitation to participate in this initiative.
- A series of sharing circles are planned for participating Chapters, the first one on November 8, 2018.

11. Information Items:

Indigenous CEC Initiative Update (Natasha Caverley)

- FAQs and resources about the Indigenous CEC Initiative were reviewed, finalized, translated, and posted. Many thanks to CCPA National Office staff! Refer to <https://www.ccpa-accp.ca/wp-content/uploads/2018/09/The-CCPA-Indigenous-CEC-Initiative-has-now-been-launched-communicate-as-of-Sept-17-2018.pdf>
- A COGNICA article (fall 2018 edition) on the Indigenous CEC Initiative was submitted. The co-authors were Natasha, Carrie, Kim, and Danielle.
- The Indigenous CEC Initiative was officially launched at the end of September 2018.
- As the Indigenous CEC Initiative Sub-Committee sunsets, Kim, Carrie, and Natasha will proceed with the following final activities – (i) review a new CEC brochure which will contain information about the Indigenous CEC Initiative; and (ii) determine interest from CAMIMH organizations about a possible webinar in 2019 to learn more about the Indigenous CEC Initiative.
- The "feather is now being passed" to the Indigenous CEC Review Panel who will be officially proceeding with their review and assessment of Indigenous CEC applications.

Research Paper Update (Natasha Caverley)

- The Research Task Group Sub-Committee submitted a 2019 CCPA conference proposal for the national update/presentation concept.

- Based on information provided to the Sub-Committee from John, Carrie, and Andrea about inclusion of a Research Task Group presentation during one or more IAC Roundtables, it was deemed advantageous and pragmatic to proceed with one common presentation proposal submission (as opposed to separate presentation submissions – international and national/domestic) with CCPA members and international delegates being invited/welcome to attend said session.
- Thank you to John, Vicki-Anne, Kathy, and Carrie (with support from Andrea) with their value-added guidance on this final phase of the Research Task Group Project.

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 were held in October 2018 to finalize the revised Standards for future submission to the CCPA Executive Committee and CCPA National Board of Directors.
- 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. The CACEP Rejuvenation Initiative and a general overview of the revised Standards will be articulated to the CCPA Board for review and discussion.
- On behalf of the CACEP Advisory Committee, Drs. Sharon Robertson and Bill Borgen submitted a 2019 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.
- Natasha is seeking guidance from various CCPA leads in regulation, certification, accreditation for a proposed interactive discussion/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.

Third Party Billing (Kim Hollihan)

- The Canadian Life and Health Insurance Association has invited Kim Hollihan to present to their disability management group at their December 2018 face-to-face meeting in Toronto.
- This is a good sign that CLHIA is open to receiving CCPA's message re: approving counsellors and psychotherapists as approved service providers.
- Kim is consulting Corrine Hendricken-Eldershaw, President of the Private Practitioners Chapter, on the concept of a standardized receipt.
- The Manitoba Pilot lead, Brie DeMone, issued a call to MB members for volunteers to join the project team.

- **Committee Updates**

Governance Committee (Natasha Caverley)

- Reviewing revised Guidelines on the Uses of Technology in Counselling and Psychotherapy from the Technology and Innovative Solutions Chapter (TISC).
- The technology guidelines will be forwarded to the Quality Assurance Committee for review prior to the November Board meeting.
- TISC representatives will join the November Board meeting (in-person and via

teleconference) to co-present the revised guidelines.

TRC Committee (Andrea Currie)

- Draft Terms of Reference has been submitted to Governance Committee for review.
- Proposing a name change to “Truth and Reconciliation Committee” as TRC stands for the Truth and Reconciliation Commission.
- Facilitating a sharing circle during the November Board meeting with a focus on actions Directors have taken to contribute to reconciliation.
- The sharing circle is connected to the new section on the Director’s Report re: the calls to action and will provide Directors with an opportunity to reflect on what they are doing in this area, individually and collectively.

Quality Assurance (Nicola Sherwin-Roller)

- Reviewing revised Indigenous Acknowledgement protocol which proposes territorial acknowledgement at CCPA AGMs.
- Will be reviewing revised Guidelines on the Uses of Technology in Counselling and Psychotherapy from the Technology and Innovative Solutions Chapter once the Governance Committee completes their review.

Risk Management (Jen Rowett)

- Reviewing and updating the Risk Management report in preparation for the November 2018 Board meeting.
- **Cognica – Director Submissions**
- Directors are reminded that submitting an article to Cognica is an annual responsibility.
- Seeking 3 Directors to submit articles for the winter edition (deadline of December 1, 2018) and 3 for the spring edition (deadline of March 1, 2019).
- John expressed thanks to National Office staff for their quality work on Cognica.

Action: Please contact Kim Hollihan re: Cognica submissions.

12. Next Meeting

- The next Board meeting will be held in-person November 16 - 18, 2018 at the Sheraton Ottawa.

15. Adjournment

Motion: To adjourn the meeting.

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

President

Date

Summary of Motions

Motion: To approve the agenda as amended.

**Moved by Carrie Foster. Seconded by Nicola Sherwin-Roller.
CARRIED**

Motion: To accept the minutes of the September 20, 2018 Board meeting as amended.

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

Motion: To approve the RDF application for the MB University Tour.

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

Motion: To adjourn the meeting.

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

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	9	Email topics for the Directors Discussion to Kim Hollihan.	By October 29, 2018	Directors
2	13	Please contact Kim Hollihan re: Cognica submissions.	December 1 (for winter edition) March 1 (for spring edition)	Directors