

CANADIAN COUNSELLING AND PSYCHOTHERAPY ASSOCIATION  
ASSOCIATION CANADIENNE DE COUNSELING ET DE PSYCHOTHÉRAPIE  
SPIRITUALITY IN COUNSELLING CHAPTER  
SECTION DU SOUTIEN SPIRITUELITY EN COUNSELING

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**Minutes of the Annual General meeting  
May 11<sup>th</sup> 2018 07:08 AM (CDT) to 8:40 AM (CDT)  
Teleconference 1.800.509.6344 PC 0560595#**

**Procès verbal de l'Assemblée générale annuelle  
French Translation**

**ATTENDANCE/ PRÉSENCES:** Cathy Underhill (Secretary); Gerard Vardy (Secretary/Treasurer); (teleconference – Jim Russel and Nicole Richard (member at large); Alexander Choy\*; Maren Ronne; Cathy Gomez; Christian Bellehumeur; Adriana Renajfo; Brandon McElhaney; Beverly Hagen; Monique Raimbault8; Amgad Nagaib; and Mary Frelund.

Cathy Underhill, President, called the AGM to order at 7:08 AM (CDT). Gerard Vardy acted as secretary. Cathy thanked everyone for attending the AGM, including those who called into the AGM from across the country.

**1. Motion to Approve 2018 Meeting Agenda / Proposition d'adoption de l'ordre du jour de l'Assemblée de 2018**

**Motion:** Maren moved that the 2018 Meeting Agenda be approved.  
Brandon seconded the motion. No abstentions. All in favour. Carried.

**2. Minutes of the previous AGM 2017 held by teleconference on 6<sup>th</sup> May 2017/ procès verbal de l'AGA en 2017 à teleconference de 2017**

The SCC Secretary presented the minutes of the last AGM and gave a summary of the meeting minutes held by teleconference 06<sup>th</sup> May 2017.

**Motion:** Gerard moved that the 2017 AGM Meeting Minutes be approved as read.  
Nicole seconded the motion. No abstentions. All in favour. Carried.

**3. Nomination and Appointment President/Vice President/ Member at Large/Secretary-Treasurer positions / Nomination du/ de la / president/ les postes de trésorier / secrétaire et vice-président**

Cathy Underhill, President proposed that the position of Secretary / Treasurer be split as previously.

**Motion:** Brandon moved that the position of Treasurer and Secretary, which had been combined at last years' AGM, be separated into two positions once again. Beverly seconded the motion. No abstentions. All in favour. Carried

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Cathy Underhill, President, asked for nominations for the vacation positions.

Maren Ronne was nominated for position of Secretary. Maren Ronne accepted the nomination.

**Motion:** Brandon moved that the nomination of Maren Ronne to the position of Secretary be accepted and approved. Beverly seconded the motion. No abstentions. All in favour. Carried.

Gerard Vardy accepted to complete his term as Treasurer. No vote was necessary.

Dr. Saira Sabzaali was nominated for Member at Large position. Dr. Saira Sabzaali accepted the nomination.

**Motion:** Gerard moved that Dr. Saira Sabzaali's nomination be accepted and approved for the Member at Large position. Jim seconded the motion. No abstentions. All in favour. Carried.

Brandon McElhaney was nominated for the Vice President position. Brandon McElhaney was unable to accept the nomination at this time but would consider being appointed as needed. There as no record or need of a motion or vote. The new Board executive will appoint a Vice President at their next board meeting.

Vickie Ann Rodrique was nominated for the position of President. As she was absent from the AGM her written nomination dated 30 April 2018 was accepted.

Cathy Underhill agreed to allow her nomination to stand for an election for the President's position for a second term.

Brandon McElhaney agreed to conduct a secret ballot vote, along with a closed text ballot vote for those on teleconference, for the President's position. Twelve SCC members voted and two non-voting attendees observed the election procedures. Cathy Underhill was unanimously elected by a ballot count of 12/ 0. The ballot count was recorded by the non-voting attendees.

**Motion:** Adriana moved that the election results and nomination of Cathy Underhill for the President's position be accepted. Mary seconded the motion. No abstentions. All in favour. Carried.

**4. President's Report/ Rapport du Président.**

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Each attendee received a copy of the 2017-2018 President's Report, covering the period November 2017 through to March 2018. Cathy reviewed the report with those in attendance.

**Motion:** Jim moved to accept the report as read. Brandon seconded the motion. No abstentions. All in favour. Carried.

**5. Treasurer's Report / Rapport de la trésorière**

Gerard Vardy, Treasurer, presented the financial report to those in attendance.

**Motion:** Gerard moved to adopt the Treasurer's Report as presented, for the period April 1, 2017 – March 31, 2018. Nicole seconded the motion. No abstentions. All in favour. Carried.

**6. New business/ Nouvelles affaires**

**a. Student Liaison Position –**

Cathy Underhill, President, asked for the creation of a new Board position – Student Liaison. The purpose of the Student Liaison will be coordinate and assist student members and encourage student participation in the Chapter as well as promote the \$500.00 student bursary.

**Motion:** Cathy moved to create the Student Liaison position. Gerard seconded the motion. No abstentions. All in favour. Carried.

Lorraine Smith-MacDonald was nominated for position of Student Liaison. (**NOTE:** Lorraine Smith-MacDonald accepted the nomination by written email dated 04 May 2018).

**Motion:** Nicole moved that Lorraine Smith-MacDonald nomination be accepted and approved for the student liaison position. Beverly seconded the motion. No abstentions. All in favour. Carried.

**b. Amendments to the Chapter By-laws –**

Cathy noted that as a result of the approval of the new position the Chapter By-laws will need to be amended accordingly.

**Motion:** Gerard moved to accept the amendment as noted. Nicole seconded the motion. No abstentions. All in favour. Carried.

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**c. Webinar –**

The following are included in the AGM meeting minutes as action items for the new board:

1. Q & A Spirituality in Coounselling Webinar – Fall 2018
2. Spirituality in Counselling Workshop CCPA 2019 Moncton NB
3. Membership Development and Newsletter contributions from Student members

**7. Date of AGM 2019/ Date de la prochaine AGA 2018**

Our next AGM will be held at the CCPA Conference May 2019 Moncton NB, exact date and time to be determined by the Board.

Cathy thanked everyone who was present for the AGM.

Cathy moved to adjourn the meeting at 8:40 AM (CDT).