



CANADIAN COUNSELLING AND
PSYCHOTHERAPY ASSOCIATION
L'ASSOCIATION CANADIENNE DE
COUNSELING ET DE PSYCHOTHÉRAPIE

CCPA Board Meeting
April 18, 2019
19:00 - 20:15 (ET)

Present: John Driscoll (Chair), Jen Rowett, Kathy Offet-Gartner, Jamie Warren, Michel Turcotte, Marion Clorey, Lori Rudniski, Madeleine Lelievre, Jacqui Synard, Leah Lewis, Carrie Foster, Andrea Currie, Natasha Caverley Barbara MacCallum, Kim Hollihan (note-taker)

Regrets: Meredith Henry, Nicola Sherwin-Roller, Serge Hall

Agenda

1. Welcome
2. Approval of Agenda
3. Approval of Minutes
4. Conflict of Interest Declaration
5. Chapter Support Fund (CSF) Proposal from ICC
6. Legislative Support Fund (LSF) Proposal for BC
7. Student Representative Award
8. Use of Name for the LGBTTTQQI2+ Community Guidelines
9. Endorsement Policy
10. ON Update – Jacqui Synard
11. Information Items
 - Conference Update
 - Mentorship Program Pilot
12. Committee Updates
13. Next Meeting
14. Farewell and Thanks
15. Adjournment

1. Welcome

John Driscoll welcomed everyone to the meeting.

2. Approval of the Agenda

Motion: To approve the agenda as presented.

**Moved by Lori Rudniski. Seconded by Leah Lewis.
CARRIED**

3. Approval of Minutes

Motion: To accept the minutes of the March 19, 2019 Board Meeting as accurately reflecting the discussions and decisions of the National Board of Directors.

**Moved by Michel Turcotte. Seconded by Lori Rudniski.
CARRIED**

4. Conflict of Interest Declaration

- Jamie Warren declared a conflict for agenda item #5 - Chapter Support Fund (CSF) Proposal from ICC.
- Madeleine Lelievre declared a conflict of interest for agenda item #6 - Legislative Support Fund (LSF) Proposal for BC.
- Lori Rudniski and Jamie Warren declared a conflict of interest for agenda item #7 - Student Representative Award.

5. Chapter Support Fund (CSF) Proposal from ICC

- The CSF proposal from the ICC requests \$2000 to cover travel, accommodation and an honorarium for an Elder in Residence at the May 2019 CCPA conference.
- Jamie Warren has submitted a Regional Director Fund application for \$1000 to support this initiative.
- The ICC will contribute the remaining funds required (approximately \$400).
- The Executive recommends that the evaluation of this pilot initiative include a review of the selection process leading to the development of a protocol for Elders in residence at any future conferences.

Motion: To approve the ICC Chapter Support Fund application with the understanding that, within two months of the May 2019 conference, a review of the Elder selection process will be conducted and that subsequently a protocol will be co-developed by the National Indigenous Director, ICC, National Office and the Conference Planning Committee.

**Moved by Michel Turcotte. Seconded by Madeleine Lelievre.
CARRIED
4 ABSTENTIONS**

6. Legislative Support Fund (LSF) Proposal for BC

- This LSF funding request is for \$9,632 to cover the FACT-BC levy for certified members in BC who do not belong to the BC Chapter.
- The FACT-BC levy is \$16.00 per member. The BC Chapter will cover the cost of certified Chapter members.
- This funding formula for FACT-BC has been followed for the last few years.

Motion: To approve the Legislative Support Fund proposal for BC.

**Moved by Leah Lewis. Seconded by Marion Clorey.
CARRIED
1 ABSTENTION**

7. Student Representative Award

- The Awards Committee has been working on this new award for a couple of years, stemming from a recommendation from the Executive.
- The goal of the award is to revitalize the Student Rep program, to highlight and recognize the good work and involvement of student reps and to garner interest in the role.
- Student reps often become strong leaders for the Association.
- Thanks to the Awards Committee for their work on developing this award.

Motion: To approve the Student Representative award.

Moved by Leah Lewis. Seconded by Carrie Foster.

CARRIED

2 ABSTENTIONS

8. Use of Name for the LGBTTTQQI2+ Community Guidelines

- These guidelines were developed to reflect CCPA's mandate of inclusivity.
- The Governance Committee wanted to develop guidelines to coincide with the development of CCPA's new database.
- Gender neutral language and proof of identity were considered.
- Mini cross-jurisdictional research was conducted on how different orders of government address gender diversity.
- The proposed policy was reviewed by the Risk Management Committee and the Quality Assurance Committee.
- Thanks to both committees.
- Proof of identity has been expanded beyond government issued identification to support those transitioning.
- National Office will ensure the new database supports the guidelines.
- The policy is clean and clear, well done.

Motion: To approve the Use of Name for the LGBTTTQQI2+ Community Guidelines.

Moved by Madeleine Lelievre. Seconded by Lori Rudniski.

CARRIED

9. Endorsement Policy

- The endorsement policy was developed in response to individual experiences of Board members and staff being approached by CCPA members seeking official support on such matters as employment, professional development events, training, and proposals.
- Up to this point, the practice has been to decline endorsement in any official capacity as a representative of CCPA but to do so as private citizen if one chooses.
- Thanks to the Risk Management Committee and the Quality Assurance Committee for reviewing and providing feedback on the proposed policy.
- A time limit on endorsements has been added.
- A statement will be added that CCPA reserves the right to remove or rescind the endorsement at any time.

Motion: To approve the Endorsement Policy.

Moved by Marion Clorey. Seconded by Michel Turcotte.

CARRIED

10. ON Update – Jacqui Synard

- Jacqui Synard expressed thanks to the Board for their support.
- As mentioned previously, ON members in private practice may lose access to their supervisors in January 2020 due to new supervision regulations by the College of Psychologists (members cannot supervise the controlled act outside of their profession).
- This will impact some clients' access to insurance coverage.
- Jacqui considers this a risk management issue (possible decline in membership, certification) and recommends continuing communications with members.

- Jacqui, Kim Hollihan and Barb MacCallum met recently to work on a plan for the advocacy money that was approved by the Board in the 2019/2020 budget.
- Planning will continue with the incoming ON Directors.
- Jacqui thanked Kim and Barb for their hard work and advocacy on behalf of the profession.
- John Driscoll spoke to the value of the profession to the mental health field.
- John thanked Jacqui for all she's done on behalf of her ON members.

11. Information Updates

Conference Update :

- Thanks to the local planning committee and National Office staff who have been working very hard preparing for the conference.
- There are approximately 400 full, 80 pre-conference and 30 one-day registrations.

Mentorship Program Pilot:

- National Office has started including the flyer for the mentorship program pilot in mailouts to members.
- An e-blast to members is planned for the week of May 6, 2019.
- Flyers will be disseminated at the conference.
- Customization of the software program continues, in consultation with the National Advisory Committee.
- A mandatory webinar for participants is under development.
- The new program lead is Ben Szaploneczay.
- Ben replaces Kayla Manley who has moved to Toronto to follow other pursuits.
- Thanks to Kayla for her leadership on this program.

12. Committee Reports

Awards:

- The Awards Committee has developed 5 general amendments regarding the awards.
- The Executive reviewed these amendments at their last meeting and will be seeking additional information/clarification from the Committee before bringing them forward to the Board.
- At the Board meeting in May 2019, time will be allocated for current Committee Chairs to meet with new Committees/Committee Chairs to update them on the activities of the Committee and to ensure that work is transitioned in such a way that nothing is lost.

Quality Assurance:

- The Quality Assurance Committee had a busy month, reviewing all the policies from tonight's Board agenda.

Truth and Reconciliation:

- The Truth and Reconciliation Sub-committee has been working on their terms of reference.
- The Executive provided feedback to the Sub-committee on their draft terms of reference following a review at the April 2019 Executive Committee meeting.

- A reconciliation session/presentation is planned for the May 2019 Board meeting.

13. Next Meeting

- Saturday, May 11 and Sunday, May 12, 2019 in Moncton, NB at the Delta Beauséjour from 8:30am – 5:00pm AST both days.

14. Farewell and Thanks

- This is the last meeting of the current Board.
- John Driscoll expressed thanks to the Board for all that has been accomplished on behalf of CCPA members.
- It was a pleasure to work together.
- John also expressed thanks to Barb MacCallum and Kim Hollihan for their leadership and to the National Office staff for their hard work

15. Adjournment

Motion: To adjourn the meeting.

**Moved by Carrie Foster. Seconded by Madeleine Lelievre.
CARRIED**

President

Date

Summary of Motions

Motion: To approve the agenda as presented.

**Moved by Lori Rudniski. Seconded by Leah Lewis.
CARRIED**

Motion: To accept the amended minutes of the March 19, 2019 Board Meeting as accurately reflecting the discussions and decisions of the National Board of Directors.

**Moved by Michel Turcotte. Seconded by Lori Rudniski.
CARRIED**

Motion: To approve the ICC Chapter Support Fund application with the understanding that, within two months of the May 2019 conference, a review of the Elder selection process will be conducted and that subsequently a protocol will be co-developed by the National Indigenous Director, ICC, National Office and the Conference Planning Committee.

**Moved by Michel Turcotte. Seconded by Madeleine Lelievre.
CARRIED
4 ABSTENTIONS**

Motion: To approve the Legislative Support Fund proposal for BC.

**Moved by Leah Lewis. Seconded by Marion Clorey.
CARRIED
1 ABSTENTION**

Motion: To approve the Student Representative award.

**Moved by Leah Lewis. Seconded by Carrie Foster.
CARRIED
2 ABSTENTIONS**

Motion: To approve the Use of Name for the LGBTTTQQI2+ Community Guidelines.

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

Motion: To approve the Endorsement Policy as amended.

**Moved by Marion Clorey. Seconded by Michel Turcotte.
CARRIED**

Motion: To adjourn the meeting.

**Moved by Carrie Foster. Seconded by Madeleine Lelievre.
CARRIED**

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
None to record				