



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

**CCPA Board Meeting  
January 17, 2019  
19:00 - 20:00 (ET)**

**Present:** John Driscoll (Chair), Jen Rowett (Co-Chair), Kathy Offet-Gartner, Jamie Warren, Michel Turcotte, Marion Clorey, Serge Hall, Jen Rowett, Nicola Sherwin-Roller, Jacqui Synard, Leah Lewis, Carrie Foster, Meredith Henry, Barbara MacCallum, Kim Hollihan

**Regrets:** Lori Rudniski, Madeleine Lelievre, Andrea Currie, Natasha Caverley

**Agenda**

1. Welcome
2. Approval of Agenda
3. Approval of Minutes
4. Conflict of Interest Declaration
5. Budget FY 2019-2020
6. Alberta Regulation
7. Special Awards
8. RDF Social Media Project
9. Governance Handbook
10. Board Election Update
11. Information Items
  - CACEP Rejuvenation Process
  - Research Paper
  - Third Party Billing
12. Committee Updates
13. Next Meeting
14. Adjournment

**1. Welcome**

Jen Rowett welcomed everyone to the meeting and wished all a Happy New Year.

**2. Approval of the Agenda**

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

**Moved by Kathy Offet-Gartner. Seconded by Serge Hall.  
CARRIED**

**3. Approval of Minutes**

**Motion:** To accept the amended minutes of the November 16 – 18, 2018 Board Meeting as accurately reflecting the discussions and decisions of the National Board of Directors.

**Moved by Meredith Henry. Seconded by Nicola Sherwin-Roller.  
CARRIED**

**4. Conflict of Interest Declaration**

- None declared.

**5. Budget FY 2019-2020**

- Thanks to Barb MacCallum for putting together a clear and comprehensive budget.
- A few questions were received from Board members during the review period and were answered by Barb.
- Contributions of the National Office Management Team to the preparation of the budget were acknowledged.

**Motion:** To approve the CCPA Budget for FY 2019-2020 as presented.

**Moved by Michel Turcotte. Seconded by Kathy Offet-Gartner.  
CARRIED**

**6. Alberta Regulation**

- In Alberta, the regulation process is not funded by government.
- Alberta must raise money to hire a Registrar to get the regulatory college up and running (hire administrative staff, set up a system for registering members and collecting fees etc.). It is anticipated that \$500,000 will be needed.
- As practitioners join the college, revenue will come in (4000 practitioners are expected to join at approximately \$500 each).
- It is estimated that \$2 million in revenue will be received per year.
- The Alberta Association of Marriage and Family Therapy has applied for a \$50,000 grant from AAMFT. Other FACT Alberta members are supporting in smaller ways.
- The Executive is recommending a \$100,000 non-interest bearing loan for Alberta (specifically, the Association of Counselling Therapy in Alberta or ACTA) to be repaid in 3 years. Interest would accrue if the loan is not paid off in 3 years.
- There is precedence for this type of loan by CCPA with COMPASS.
- CCPA assisted with legal fees in NB in support of regulation.
- ON was given a loan by government which was eventually forgiven.
- It would be up to ACTA to decide if there is a conflict of interest with this financial arrangement.
- It's important to support regulatory efforts, the new AB college, CCPA members and the profession across the country.
- Success in AB, the fifth province to be regulated, will benefit all, particularly in terms of HST/GST exemption efforts.

**Motion:** To approve a \$100,000 3-year non-interest bearing loan to assist ACTA in establishing the regulatory college in Alberta.

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

**7. Special Awards**

- One nomination was received for each of the 4 special awards under consideration at this meeting.
- The special awards are given out annually. The Board can decide not to grant one or more of the awards.

- The Executive is recommending all 4 nominees to the Board.

### **Indigenous Practice Award**

**Motion:** To select Catherine Richardson as the recipient of the 2019 Indigenous Practice Award.

**Moved by Michel Turcotte. Seconded by Nicola Sherwin-Roller.  
1 abstention CARRIED**

### **Lorne Flavelle Award**

**Motion:** To select Corrine Hendricken-Eldershaw as the recipient of the 2019 Lorne Flavelle Award.

**Moved by Kathy Offet-Gartner. Seconded by Michel Turcotte.  
1 abstention CARRIED**

### **Humanitarian Award**

- The nominee is Dr Warren Corson, an international member living and working in the United States.
- Question asked if the humanitarian work must have been completed in Canada to be considered for this award. The award criteria do not include this requirement.
- Question asked if a member can be nominated by a relative for an award. There are currently no restrictions on nominators.
- Additional information is required regarding the nominee's humanitarian work in order to appropriately assess this nomination.

#### **Action:**

- Board members will email Kim Hollihan any specific questions they have regarding Dr Corson's nomination.

### **Professional Contribution Award**

**Motion:** To select Nicole Imgrund as the recipient of the 2019 Professional Contribution Award.

**Moved by Nicola Sherwin-Roller. Seconded by Kathy Offet-Gartner.  
CARRIED**

### **8. RDF – Social Media Project**

- The Social Media Project RDF proposal was submitted by Karina Albert, Manager, Member Services & Andreea Andrei, Member Services Coordinator.
- The request for \$5000 is to cover consultation sessions with Dani Gagnon, a digital marketer, to assist CCPA with the development of a CCPA digital marketing strategy.

**Motion:** To approve the Regional Development Fund application for the social media project.

**Moved by Serge Hall. Seconded by Leah Lewis.  
CARRIED**

## **9. Governance Handbook**

- Via the ball toss, there has been a comprehensive review and update of the Governance Handbook over the last several months.
- Board members are asked to review the revised Governance Handbook in preparation for the February Board meeting.
- There will be an omnibus vote on the revisions i.e. all amendments will be included in one vote. If there are amendments with which some Board members disagree, these will be removed from the vote and dealt with separately.
- The personnel policies are part of the governance handbook and the current review, however, they are presented as a separate document because they also serve as a handbook for employees. The personnel policies have been brought up to current standards for e.g. maternity leave.

### **Action:**

- Directors will review the updated Governance Handbook for discussion and vote at the February 2019 Board meeting.

## **10. Board Election Update**

- Directors have been acclaimed in NL, NB Anglophone and Francophone, PEI, QC Anglophone and Francophone, MB, and SK.
- Natasha Caverley and National Office continue to recruit in provinces without a nominee. The deadline to submit an application was extended until January 20, 2019.
- An election will be held in AB/NWT and in NS as there are 2 candidates for each position.
- An election will be held for President-Elect as there are 3 candidates: Kathy Offet-Gartner, Boyd Perry and Bill Thomas. The last election for President-Elect was held in 2005.
- The President-Elect and Regional Director elections will take place via e-vote during the month of February 2019.

## **11. Information Updates**

### **CACEP Rejuvenation Initiative**

- A debrief was held with the co-presenters from the November 2018 Board meeting.
- A legal opinion has been sought for proposed revisions to Standard II.
- A certification/accreditation alignment meeting was held on January 7, 2019. The major action item arising from this meeting is to develop a scope of work for a proposed accreditation-certification-regulation congruency/alignment “project” to support review and rejuvenation activities that are occurring with CACEP and the Certification program. Barbara and Natasha will be preparing the initial scope of work for review and consideration by designated CACEP and Certification Program representatives.
- A half-day pre-conference event will be held in Moncton, NB on regulation, accreditation and certification. Kim Hollihan and Natasha Caverley are currently reaching out to select CCPA Chapters, Committees and Directors to aid in sponsoring the event (for refreshments and light snacks).
- Bill Borgen, Sharon Robertson, Pam Patterson and Natasha will be meeting in February and March 2019 to prepare their co-presentation about the CACEP

Rejuvenation Initiative – the presentation will occur during the CCPA-IAC conference in May 2019.

### **Research Paper**

- Reviewed Board motion regarding presentation at the Moncton conference. New Board members and Chapters will be invited to attend the presentation.
- Preparing 2 Cognica articles on this project.
- Proposing a yearly review/audit of the document prepared by National Office addressing the recommendations included in the research paper. This review would include Chapters.

### **Third Party Billing**

- The MB pilot is underway. Training was delivered to the project team in January 2019 in Winnipeg by Kim Hollihan, Emily Gale (Impact) and Julie Holden (insurance industry consultant).
- In-camera discussion occurred on CCPA’s public sector outreach strategy/activities.

## **12. Committee Reports**

### **Governance:**

- Review of the Personnel Policy manual and Governance Handbook.
- Pleased to welcome Carrie Foster as a new committee member.
- Review of the Truth and Reconciliation standing committee terms of reference.
- Review of the Student Representative Award.

**Risk Management:** nothing to report

**Quality Assurance:** nothing to report

### **Awards:**

- All awards have been adjudicated and winners will be notified.
- Thank you to all the volunteers who helped adjudicate.
- Seeking feedback from award chairs on award criteria and rubrics.

## **13. Next Meeting**

- The next meeting will be February 21, 2019 at 7:00pm ET.

## **14. Adjournment**

**Motion:** To adjourn the meeting.

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

**Motion:** To accept the amended minutes of the November 16 – 18, 2018 Board Meeting as accurately reflecting the discussions and decisions of the National Board of Directors.

**Moved by Meredith Henry. Seconded by Nicola Sherwin-Roller.  
CARRIED**

**Motion:** To approve the CCPA Budget for FY 2019-2020 as presented.

**Moved by Michel Turcotte. Seconded by Kathy Offet-Gartner.  
CARRIED**

**Motion:** To approve a \$100,000 3-year non-interest bearing loan to assist ACTA in establishing the regulatory college in Alberta.

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

**Motion:** To select Catherine Richardson as the recipient of the 2019 Indigenous Practice Award.

**Moved by Michel Turcotte. Seconded by Nicola Sherwin-Roller.  
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**Motion:** To select Corrine Hendricken-Eldershaw as the recipient of the 2019 Lorne Flavelle Award.

**Moved by Kathy Offet-Gartner. Seconded by Michel Turcotte.  
1 abstention CARRIED**

**Motion:** To select Nicole Imgrund as the recipient of the 2019 Professional Contribution Award.

**Moved by Nicola Sherwin-Roller. Seconded by Kathy Offet-Gartner.  
CARRIED**

**Motion:** To approve the Regional Development Fund application for the social media project.

**Moved by Serge Hall. Seconded by Leah Lewis.  
CARRIED**

**Motion:** To adjourn the meeting.

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

### Summary of Action Items

<b>Task Number</b>	<b>Minute Reference</b>	<b>Task</b>	<b>Date</b>	<b>Responsibility</b>
1	7	Email Kim Hollihan any specific questions they have regarding Dr Corson's award nomination.	asap	Board Members
2	9	Review the updated Governance Handbook for discussion and vote at the February Board meeting.	For February 21, 2019	Board Members