



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

**CCPA Board Meeting
November 23-24, 2019
8:30 – 16:30**

Present: Jen Rowett (Chair), John Driscoll, Kathy Offet-Gartner, Carrie Foster, Liette Goyer, Meredith Henry, Serge Hall, Cynthia Schoppmann, Siri Brown, Nicola Sherwin-Roller, George Maringapasi, Lori Rudniski, Andrea Garland, Blythe Shepard, Rabeea Siddique, Melissa Jay, Barbara MacCallum, Kim Hollihan (note-taker)

Regrets: Leah Lewis

Agenda

1. Welcome
2. Indigenous Acknowledgement
3. Approval of Agenda
4. Approval of Minutes
5. Conflict of Interest Declaration
6. Directors' Round Table Discussion
7. Conference Update
8. Next Research Conference
9. Strategic Leadership Plan 2019-2021
 - CEO Succession Planning
10. Information Items
 - Presidential Roadshow
 - Third Party Billing
11. Media Training – Impact Public Affairs
12. Social Media Campaign Launch – Bae Communications
13. Inuit Workshop - Elder Manitoq Thompson
14. Allyship Workshop - Denise McCuaig
15. Honoraum for Certification Chair
16. Update to the Canadian Standards and Guidelines for Career Practitioners
17. Revised Ethics Complaints Procedures
18. Demo of Ethics FAQ
19. Ethics Support Pilot Report
20. Mentorship Pilot Update
21. New Expense Form
22. Review of Risk Management Report
23. Committee Meetings, Reports and Motions
24. Summary and Feedback
25. Adjournment

1. Welcome

- Jen Rowett welcomed everyone to the meeting.

2. Indigenous Acknowledgement

- Melissa Jay, newly appointed National Indigenous Director, led participants through an Indigenous land acknowledgement.

3. Approval of the Agenda

- Items added: CEO Succession Planning (under Strategic Leadership Plan, item #9) and Update to the Canadian Standards and Guidelines for Career Practitioners (S&Gs).
- Item removed: CCC-S Revisions

Motion: To approve the agenda as amended.

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

4. Approval of Minutes

Motion: To accept the minutes of the October 24, 2019 Board Meeting as accurately reflecting the discussions and decisions of the National Board of Directors.

**Moved by George Maringapasi. Seconded by Carrie Foster.
CARRIED**

5. Conflict of Interest Declaration

- None declared.

6. Directors' Round Table Discussion

- Each Director took a few minutes to speak about key issues/initiatives/landscape in their respective regions.
- Highlights include:
 - Differences between and benefits of professional associations and regulatory colleges.
 - The importance of connections, relationships and collaboration.
 - Using more creative ways to communicate information/updates with members such as videos and vlogs.
 - Include a synopsis of listserv content at the beginning of the listserv to increase the likelihood of members reading it.
 - Be as specific as possible in subject lines for member communications.

Action:

- Karina Albert will investigate video and vlog options, inclusion of a listserv synopsis and specificity around subject lines for member communications.

7. Conference Update

- A firm commitment is pending, however, ACA responded favourably to the CCPA proposal for 2023 in Toronto.
- Karina Albert presented the Cities in Sync proposal for 3 conferences: Saskatoon 2022; Victoria or elsewhere in BC 2024; and St John's 2025.
- The Cities in Sync proposal should result in a cost-savings for the Association at a minimum of \$2500 per conference.
- The International Congress of Psychotherapy Conference may be held in QC in 2026.

- Directors are asked to forward any ideas for conference-related collaboration opportunities, such as with other professional associations, to Karina.

Motion: To approve the Cities in Sync proposal as presented.

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

8. Next Research Conference

- The 2020 research conference, the Atlantic Education Graduate Student Conference, will take place in Fredericton, NB at the University of New Brunswick June 19-20.
- A UNB student rep will co-chair the conference with a PhD student.
- The theme is entanglement of learning and sub-themes include relational accountability, radical hope, and two-eyed seeing.
- Jen Rowett will include the conference as part of her Presidential Roadshow.
- A journal publication will be associated with the conference.

9. Strategic Leadership Plan 2019-2021

- Over the course of last summer, Jen Rowett checked with all Board members for their feedback on the draft strategic leadership plan.
- Following the September 19, 2019 Board meeting when Jamie Warren resigned from the Board, she emailed her resignation letter which included some feedback on the strategic plan.
- Jen reviewed the TRC-related actions from the strategic plan and explained that these ideas emerged from the work of the Truth and Reconciliation Sub-Committee as well as from other Indigenous Board members.
- These ideas were all reviewed by the Board resulting in the collaborative creation of a meaningful list.
- Melissa Jay requested an addition to the plan of the Chapters for Reconciliation initiative of which ICC is the lead.
- The Elder-in-Residence proposed protocol will go through the ball toss and should be included in the plan.
- Need to ensure all Indigenous members/voices have the opportunity to be heard, those who are members of the ICC and those who are not.
- Melissa is willing to take the lead on consultations with members, for example, through sharing circles and member surveys.
- Thanks to Jen for all the work put into the plan and for taking the time to speak with and gather input from each Director.

Motion: To approve the Strategic Leadership Plan 2019-2021 as amended.

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

Action:

- Kim Hollihan will email the CASW apology to Indigenous Peoples to the Board.

10. Information Items

Presidential Roadshow:

- The Presidential Roadshow is part of the strategic leadership plan, carried over from a previous Board.
- The purpose of the roadshow is to provide opportunities for face to face connections, engagement with members, building awareness of CCPA and the benefits of membership, and learning from members about their needs.
- Roadshow events have taken place in Whitehorse (in conjunction with the supervision workshops), Montreal (in conjunction with the PsyCause screening) and Ottawa (in conjunction with the Board meeting).
- Feedback from participants thus far has been quite positive.

Third Party Billing:

- CCPA and the Canadian Life and Health Insurance Association (CLHIA) is collaborating on a survey of CLHIA members regarding inclusion of counsellors and psychotherapists in benefit plans.
- The results of the survey will be presented at the May 2020 CLHIA conference.
- Kim Hollihan and Julie Holden (insurance industry consultant) will have a booth at the January 2020 Human Resources Professionals Association's national conference.
- Following the federal election, outreach to MPs and Standing Committees regarding the Public Service Healthcare Plan will recommence.

Succession Planning:

- Barb MacCallum announced that she will step down as CEO in fiscal 2020.
- Barb will continue to work for CCPA on a part-time basis on the regulation file.
- Kim Hollihan will assume the CEO position.
- The Deputy CEO position will discontinue and a new Executive Assistant (EA) position will be created to support the CEO.
- The next several months will serve as a transition to the new model with an EA budgeted as a special project for FY 2020/21.
- Support was expressed by the Board for the succession plan as presented.

11. Media Training

- Impact Public Affairs delivered a media relations workshop that included opportunities for Directors to engage in simulated interviews.

12. Social Media Campaign Launch

- Karina Albert and Dani Gagnon and Steph Perron from Bae Communications introduced the #talkingcanhelp campaign which included a demonstration of the new website and a viewing of the videos.
- Thanks to those who took part in the video shoot: Kathy Offet-Gartner, George Maringapasi, Cynthia Schoppmann and Stel Raven.
- Directors who are active on social media are encouraged to please engage with CCPA posts in an effort to increase interaction.
- Thanks, Karina, for the great work leading the #talkingcanhelp campaign.

13. Inuit Workshop

- Elder Manito Thompson delivered an Inuit workshop that explored history, governance, diet, social values and life as it is today.

14. Allyship Workshop

- Denise McCuaig delivered a workshop on allyship and how it differs from advocacy.

15. Honoraum for Certification Chair

- CCPA provides annual honoraria to the Chairs of the Ethics Committees (Complaints and Queries/Education), Ethics Amicus, CACEP, CJCP Editor and President.
- Depending on who is in these roles, the honoraria may be in the form of a course buy-out/release to a university.
- The Certification Chair has not received such an honorarium in the past, however, it is recommended that an annual honorarium be implemented given the significant amount of expertise and time that is required for the role.
- It is important to have guiding principles on honoraria (ie who receives them, amounts, criteria) in order to avoid any conflict of interest.
- The development of guidelines for CCPA honoraria has been referred to the Governance Committee.

Motion: To approve a \$5000 annual honorarium for the Chair of the Certification Committee.

**Moved by Serge Hall. Seconded by Liette Goyer.
CARRIED**

16. Update to the Canadian Standards and Guidelines for Career Practitioners

- Kathy Offet-Gartner and Kim Hollihan recently met with the Canadian Career Development Foundation (CCDF) to discuss the update to the Canadian Standards and Guidelines for Career Development Practitioners (S&Gs).
- CCPA has not had a representative on the S&Gs update Steering Committee for about a year as the Career Counsellors Chapter representative stepped down due to a change in role and was not replaced.
- Kathy will join the Steering Committee and attend their next meeting in Ottawa on January 14, 2020 (travel costs covered by the project).
- Kathy and Kim will keep Rebecca Hudson Breen, President of the Career Counsellors Chapter, updated on the initiative.
- Kathy and Rebecca will co-present with CCDF on this topic at the 2020 annual conference.

17. Revised Ethics Complaints Procedures

- A task group led by Michael Sorsdahl, Ethics Complaints Committee Chair, was established to review and update the ethics complaints procedure document.
- This document has been through the Ball Toss.
- It was noted that a chart outlining the steps would be helpful in addition to the words that describe the process.
- It is recommended that Michael include a summary of the types of complaints received in his semi-annual Committee reports to the Board.

Motion: To approve the Ethics Complaints Procedure with the proposed change noted.

**Moved by Lori Rudniski. Seconded by Andrea Garland.
CARRIED**

18. Demo of Ethics FAQ

- Karina Albert provided a demo of the Ethics FAQ.
- This initiative was funded under an RDF approved by the previous Board.
- Cristelle Audet, Ethics Queries/Education Committee Chair, is editing the FAQ and once complete, it will be posted to the member portal.

19. Ethics Support Pilot Report

- Andreea Andrei presented a report on the Ethics Complaints Support Pilot.
- It is recommended that CCPA maintains this position and that it be bilingual, part-time, and evaluated on an annual basis (ie time required, nature of work, and training required).
- Andreea Andrei will continue in the position.
- A job description will be prepared.

Motion: To approve the continuation of the Ethics Complaints Support position.

Moved by Siri Brown. Seconded by Rabea Siddique.

CARRIED

20. Mentorship Pilot Update

- Ben Szaploneczay provided an update on the mentorship pilot.
- The final evaluation report should be ready in February 2020.
- General support was expressed for the program.
- Funds will be set aside in the FY 2020/21 budget under Special Projects for the monthly MentorCity fee, should the Board opt for a national roll-out of the program.

21. New Expense Form

- Tony Laderoute presented the new expense form.
- Scanned receipts are acceptable moving forward.
- Direct deposit is encouraged for reimbursement.
- Member kits are now digital, however, print copies will be available on request.

22. Review of Risk Management Report

- There will be a major overhaul of the Risk Management report in February and March in preparation for the May 2020 Board meeting.
- Directors are reminded of their fiduciary responsibility and the importance of becoming familiar with the report and asking questions as needed.

23. Committee Reports

Awards:

- Melissa Jay has joined the Awards Committee.
- Award applications are due December 1.
- Adjudication Chairs and Committees are being put in place.

Quality Assurance (QA):

- The QA Committee has been reviewing documents forwarded by the Governance Committee.
- The Committee has proposed the use of gender neutral language, specifically the non-binary pronoun they, in CCPA policies and procedures.

- This proposal will be considered in the new year.
- Serge Hall will take over as QA Committee Chair from February to May 2020 while Cynthia Schoppmann is on maternity leave.

Governance:

The Governance Committee is working on the following:

- a leave category status recommendation (sent to QA)
- cyber security policy
- honoraria guidelines
- Elder-in-Residence selection process
- Additional Indigenous Director

Global Partnerships:

- Jen Rowett briefed Meredith Henry and Rabeea Siddique on the 2019 Asia Pacific Rim Confederation of Counsellors Conference she attended in Brisbane.
- Rabeea Siddique has joined the Global Partnerships Committee.

24. Next Meeting

- The next meeting will be held on January 16, 2020 at 6:00pm EST.

25. Adjournment

Motion: To adjourn the meeting.

**Moved by Cynthia Shoppmann.
CARRIED**

President

Date

Summary of Motions

Motion: To approve the agenda as amended.

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

Motion: To accept the minutes of the October 24, 2019 Board Meeting as accurately reflecting the discussions and decisions of the National Board of Directors.

**Moved by George Maringapasi. Seconded by Carrie Foster.
CARRIED**

Motion: To approve the Cities in Sync proposal as presented.

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

Motion: To approve the Strategic Leadership Plan 2019-2021 as amended.

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

Motion: To approve a \$5000 annual honorarium for the Chair of the Certification Committee.

**Moved by Serge Hall. Seconded by Liette Goyer.
CARRIED**

Motion: To approve the Ethics Complaints Procedure with the proposed change noted.

**Moved by Lori Rudniski. Seconded by Andrea Garland.
CARRIED**

Motion: To approve the continuation of the Ethics Complaints Support position.

**Moved by Siri Brown. Seconded by Rabeea Siddique.
CARRIED**

Motion: To adjourn the meeting.

**Moved by Cynthia Shoppmann.
CARRIED**

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	6	Investigate video and vlog options, inclusion of a listserv synopsis and specificity around subject lines for member communications.	January 2020	Karina Albert
2	9	Email the CASW apology to Indigenous Peoples to the Board.	December 2019	Kim Hollihan
3	19	Prepare a job description for the Ethics Support Position	ASAP	National Office
4	20	Ensure that the Mentorship Pilot project is placed in the budget as a Special Project.	Dec 15, 2019	Kim Hollihan