



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

**CCPA Board Meeting
October 24, 2019
18:00 -19:00 (ET)**

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

Regrets: Liette Goyer, Leah Lewis, Meredith Henry, Barb MacCallum

Agenda

1. Welcome
2. Approval of Agenda
3. Approval of Minutes
4. Conflict of Interest Declaration
5. RDF for In-Person Ethics Task Group Meeting
6. Post-Secondary Counsellors Chapter Bylaw Changes
7. CJCP Editor Recommendation
8. Motion from Research Task Group
9. Signing Authority
10. Information Items
 - Update on National Indigenous Director Appointment
 - Clinical Supervision Workshops in Whitehorse
 - Presidential Roadshow
 - Asia/Pacific Brisbane Conference
 - Conference Update
11. Committee Updates
12. Next Meeting
13. Adjournment

1. Welcome

- Jen Rowett welcomed everyone to the meeting.

2. Approval of the Agenda

- Item added: RDF for In-Person Ethics Task Group Meeting.

Motion: To approve the agenda as amended.

**Moved by Kathy Offet-Gartner. Seconded by Lori Rudniski.
CARRIED**

3. Approval of Minutes

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

**Moved by Nicola Sherwin-Roller. Seconded by George Maringapasi.
CARRIED**

4. Conflict of Interest Declaration

- Kathy Offet-Gartner declared a conflict of interest related to item #5: RDF for In-Person Ethics Task Group Meeting.
- Kathy Offet-Gartner, Carrie Foster and John Driscoll declared a conflict of interest related to item #8: Motion from Research Task Group.

5. Regional Development Fund Proposal for In-Person Ethics Task Group Meeting

- National Office is requesting \$12, 500 to host an in-person meeting of the Ethics Task Group November 29-30, 2019 in Ottawa.
- The purpose of the meeting is to begin work on revising the Standards of Practice.
- It was an oversight that the cost of the meeting was not included in the annual budget.

Motion: To approve the RDF for the In-Person Meeting of the Ethics Task Group.

**Moved by Blythe Shepard. Seconded by Andrea Garland.
CARRIED
1 ABSTENTION**

6. Post-Secondary Counsellors Chapter Bylaw Changes

- Proposed revisions to the Post-Secondary Counsellors Chapter bylaws were reviewed.
- The Executive had questioned the rationale for one of the Member at Large positions being a one-year term and the other 2, two-year terms.
- The President of the Post-Secondary Counsellors Chapter, Jen Davies, responded to the Executive's question.
- Jen Davies indicated that the Chapter's intent is to try to prevent 100% turnover in all roles, to create the potential for some greater continuity and to offer a lower-commitment opportunity to entice people onto the Executive.
- The Chapter has had a difficult start with 2 Presidents having to resign and few past Executive members returning.

Motion: To approve the Post-Secondary Counsellors Chapter bylaw changes.

**Moved by Serge Hall. Seconded by George Maringapasi.
CARRIED**

7. CJCP Editor Recommendation

- Kevin Alderson will be stepping down as the CJCP Editor on June 30, 2020.
- A sub-committee consisting of Jen Rowett, Carrie Foster, Barb MacCallum and Kevin Alderson was formed to recruit and select the next Editor.
- The person originally recommended by Kevin was unable to commit to the position.

- There were 2 applicants for the position and 1 did not meet the criteria established including significant scholarly publications and experience as a journal editor or reviewer.
- The other applicant, Jose Domene, met the criteria and was interviewed by Jen and Barb.
- Jose has previous experience as a journal editor (including interim editor of CJCP), has significant scholarly experience, has expertise in different research methodologies, and has already been proactive in identifying possible areas for improvement to the journal.
- Kevin is very supportive of Jose's candidacy.
- Jose plans to maintain the same publishing press but may hire a new editorial assistant.
- Jose is willing to make a 5 year commitment to the position.
- Kevin will begin mentoring the new Editor immediately following the appointment.
- This is not a paid position but instead there is a course buy-out equal to approximately \$12,500 annually.
- Jose is well qualified for this position and a great choice.

Motion: To appoint Dr Jose Domene as the new Editor in Chief of CJCP, effective July 1, 2020.

**Moved by Siri Brown. Seconded by Blythe Shepard.
CARRIED**

Action:

- Jen Rowett will inform Jose Domene of the appointment.

8. Motion from Research Task Group

- The Research Task Group (Natasha Caverley, John Driscoll, Kathy Offet-Gartner, and Carrie Foster) submitted a notion of motion to:
 - sunset the group now that their work is completed, and,
 - ensure that the audit documentation prepared by National Office is reviewed regularly by the Quality Assurance Committee
- Results were shared and discussed with approximately 50 delegates at the 2019 CCPA conference, a wonderful way to wrap up this important initiative.
- Feedback from authors of the original report who were present at the conference session was very positive.
- Current and past Research Task Group members have done significant work under the leadership of Natasha Caverley.
- Thanks to all Task Group members for their hard work on this initiative.

Motion: To approve the Notice of Motion from the Research Task Group.

**Moved by George Maringapasi. Seconded by Lori Rudniski.
CARRIED
3 ABSTENTIONS**

9. Signing Authority

- Currently cheques above \$5000 require signature by a member of the CCPA Management Team and either the President or Treasurer.

- For efficiency purposes, National Office is requesting the ability to process cheques/payments up to \$10,000 without a signature by the President or Treasurer.
- The Executive expressed support for this request providing approval by the President or Treasurer for payments between \$5001 and \$10,000 is sought via email before processing the payments.
- There is an increasing number of payments over \$5000 and requiring a signature by the President or Treasurer on an actual cheque sent through the mail slows down payment timelines.
- The change will enable more payments to be processed via e-transfer/direct deposit, thereby saving both time and money.
- No bylaw changed is required in order to implement this change.

Motion: That CCPA payments between \$5,001 and \$10,000 require email approval from either the President or Treasurer and signatures from two members of the National Office Management Team.

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

CARRIED

10. Information Items

Update on National Indigenous Director Appointment

- The recruitment call has closed.
- Three excellent candidates were nominated.
- As per the policy on the Annual Appointment of an Indigenous Director, the Indigenous Circle Chapter via the Chapter President was invited to select 3 or more culturally-appropriate consultants to review the applications.
- Feedback from the consultants is expected next week and will be reviewed by the Executive who will in turn share with the Board for vote.

Clinical Supervision Workshops in Whitehorse

- This was a wonderful experience for Jen Rowett, Blythe Shepard and Siri Brown.
- Both supervision workshops were at capacity and the feedback from participants was very positive.
- Participants were appreciative of the 2 back-to-back workshops (introductory and intermediate).
- There was a range of experience and the more advanced participants could have used more in-depth case studies.
- It was a great setting.
- Several participants travelled from BC.
- Other professional development topics were identified by participants.
- Kudos and thanks to the facilitators!
- There is a need to build facilitation capacity for the supervision workshops.
- Lori Rudniski will co-facilitate an advanced pre-conference workshop on supervision with Blythe Shepard in May 2020.

Presidential Roadshow

- The Presidential Roadshow kicked-off in Whitehorse during the supervision workshops (lunch on day 1).
- Participants expressed interest in more professional development on a variety of topics.

- Participants were grateful for CCPA's advocacy work such as CCC approved provider status with Veterans Affairs Canada in unregulated provinces.
- There was feedback on the CCC-S application process which will likely be addressed by the upcoming CCC-S revisions.
- A successful event!

Asia/Pacific Brisbane Conference

- Jen Rowett and Barb MacCallum attended this conference at the end of September.
- The conference was co-hosted by the Australian Counselling Association and the American Counseling Associations.
- Jen sat on international panel with leaders from 10-12 countries and co-fielded thoughtful questions from a large audience of students and practitioners.
- Jen and Barb co-presented on the landscape of the counselling profession in Canada and the status of regulation.
- A few Canadian students who were attending university in Queensland participated in Jen and Barb's session.
- Jen and Barb met with senior leaders from the Australian Counselling Association for 4-5 hours and had a good cross-cultural discussion on such issues as reconciliation, regulation, and supervision.
- The conference was productive and a great experience.
- As requested, CCPA/ACA meeting notes will be shared with the Global Partnership Committee.

Action:

- Jen Rowett will share CCPA/ACA meeting notes with the Global Partnership Committee.

Conference 2020

- The call for conference proposals closed October 21.
- Many proposals were received and are now being prepared (de-identified) for review by the program review committee.
- Presenters should expect to hear back late November/early December.
- The program will be posted mid-December, prior to the CCPA holiday closure.
- Registration is open <https://www.ccpa-accp.ca/general-continuing-education/annual-conference/>.
- Directors are asked to please promote the conference.
- The opening of the regulatory college in Alberta will be celebrated at the conference and the work of the AB/NWT Chapter will be highlighted.
- Blythe Shepard is working on conference involvement by Students Reps in the province.
- Dr Michael Sorsdahl, Chair of the Ethics Complaints Committee, will have an ethics Q&A booth at the conference given the success of last year's booth.

11. Committee Reports

- None at this time.
- There will be time set aside at the November 2019 Board meeting for Committees to meet in-person.

12. Next Meeting

- The next meeting will be held on November 23 and 24, 2019 at the Novotel, Ottawa.
- Looking forward to seeing everyone in Ottawa and having deeper discussions.
- A wonderful agenda has been prepared and will be sent out within the next couple of weeks.

13. Adjournment

Motion: To adjourn the meeting.

**Moved by Siri Brown.
CARRIED**

President

Date

Summary of Motions

Motion: To approve the agenda as amended.

**Moved by Kathy Offet-Gartner. Seconded by Lori Rudniski.
CARRIED**

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

**Moved by Nicola Sherwin-Roller. Seconded by George Maringapasi.
CARRIED**

Motion: To approve the RDF for the In-Person Meeting of the Ethics Task Group.

**Moved by Blythe Shepard. Seconded by Andrea Garland.
CARRIED
1 ABSTENTION**

Motion: To approve the Post-Secondary Counsellors Chapter bylaw changes.

**Moved by Serge Hall. Seconded by George Maringapasi.
CARRIED**

Motion: To appoint Dr Jose Domene as the new Editor in Chief of CJCP, effective July 1, 2020.

**Moved by Siri Brown. Seconded by Blythe Shepard.
CARRIED**

Motion: To approve the Notice of Motion from the Research Task Group.

**Moved by George Maringapasi. Seconded by Lori Rudniski.
CARRIED
3 ABSTENTIONS**

Motion: That CCPA payments between \$5,001 and \$10,000 require email approval from either the President or Treasurer and signatures from two members of the National Office Management Team.

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

Motion: To adjourn the meeting.

**Moved by Siri Brown.
CARRIED**

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	7	Inform Jose Domene of his appointment as CJCP Editor.		Jen Rowett
2	10	Share CCPA/ACA meeting notes with the Global Partnership Committee.		Jen Rowett