



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

CCPA Board Meeting
March 19, 2020
18:00 -19:02 (ET)

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

Regrets: Kim Hollihan, Leah Lewis, Liette Goyer, Andrea Garland.

Agenda

1. Welcome
2. Approval of Agenda
3. Approval of Minutes
4. Conflict of Interest Declaration
5. COVID-19
 - Office
 - Conference
 - Board Meetings
 - AGM
6. Code of Ethics
7. Cyber Event Policy
8. Gender Neutral Language Policy
9. Advocacy Opportunity
10. Committee Updates
11. Update on Kairos Blanket Exercise and Presidential Roadshow
12. Next Meeting
13. Adjournment

1. Welcome

Jen welcomed Andreea as note-taker.

2. Approval of the Agenda

Motion: To approve the agenda as presented.

Moved by Serge Hall. Seconded by George Maringapasi.
CARRIED

3. Approval of Minutes

Motion: To accept the minutes of the February 20, 2020 Board Meeting as accurately reflecting the discussions and decisions of the National Board of Directors.

Moved by Lori Rudniski. Seconded by Carrie Foster.
CARRIED

4. Conflict of Interest Declaration

Kathy Offet-Gartner declared a conflict of interest related to item #6, the Code of Ethics.

5. COVID-19

Office

- Staff is working from home. The office is still open, so they can drop in and out to get paperwork.
- Tony is working from the office to ensure mail is received and servers are working.

Conference

- CCPA approached the Hotel in Edmonton and cancellation fees were going to be \$150,000 - \$200,000. We were able to postpone to 2021 because there was a clause in the contract.
- In PEI, there was no such clause, however someone else wanted to book those dates, which worked perfectly because we were able to postpone to 2022.
- We are currently giving members the option of either signing up for next year or getting a full refund of the fees. Members have been notified.

Awards presented at the Conference

- Winners will be contacted and asked if they want their award mailed to them or presented at the conference in 2021. CCPA is currently working on the logistics.
- Travel awards: CCPA will ask winners to tell us what expenses occurred after having to cancel their plans and up to \$500 will be refunded for their expenses.

Board Meetings

- The Board will not try to recreate the 2-day Board meetings.
- The suggestion is to keep the April 16th teleconference Board meeting and allow potentially up to 2 hours for that meeting. Instead of booking a time during the day, the Board would meet the third Thursday night of May (May 21st) and allow up to potentially 2 hours for that meeting to cover anything essential that the board would have covered during the May meeting at the Conference.

AGM

- CCPA contacted legal counsel regarding the AGM.
- CCPA has 14 months from the last AGM to have another one.
- If CCPA wants to have the AGM during the same timeframe, 50 people are needed for quorum.
- CCPA needs to announce a physical place for the meeting (CCPA National Office), but people will join by teleconference, as long as there is one member in the office.
- To vote for the motions, CCPA is looking into voting software and costs. Participants can go to a website and a question will be presented to them, which will be the motion to accept the item on the agenda.
- More information will come!

Chapters

- CCPA sent an email to Chapter Presidents.
- Instructions were sent on how and when to do their AGM.

- CCPA will provide logistical support.
- CCPA suggested they have their AGMs in May.

Membership renewal

- CCPA will offer members the opportunity delay any penalties until October.
- Also, we will allow a 4-month extension instead of the 3-month CCPA normally allows.
- Four-installment payments will also be offered.
- Cashflow problems might occur, however, CCPA has \$900 000 in reserve in case, but it depends how long the pandemic lasts.
- FACTs were contacted last week to advocate for smaller associations that may not survive.

Action: Post frequently on Twitter and Facebook outlining that the association is still open and that we are here to answer questions and to advocate for our members. Send bulletin with more information.
Publish information on website.

6. Code of Ethics

- A lot of time and expertise has been spent on this project.
- Some discrepancies were noted in the definition of consultation.
On page 32, the Code of Ethics states that consultation is an informal arrangement, and on page 24, the Code states that consultation can be offered in formal and informal contexts.

Motion: To approve Code of Ethics with changes noted above.

**Moved by Nicola Sherwin-Roller. Seconded by Siri Brown.
CARRIED
1 ABSTENTION**

Motion: Thank the people involved and the committee for their hard work.

**Moved by Lori Rudniski. Seconded by Serge Hall.
CARRIED**

7. Cyber Event Policy

- Phishing and spoofing is an ongoing problem for companies.
- CCPA worked with Compulite (IT company) to create this document to increase awareness, create prevention measures, and provide a framework for reporting and managing cyber events.

Motion: To approve the Cyber Event Policy.

**Moved by Meredith Henry. Seconded by Carrie Foster.
CARRIED**

8. Gender Neutral Language Policy

- This document was developed in response of the request of the Quality Assurance Committee as they reviewed CCPA documents.
- During an Executive meeting, John mentioned that it would be a good document to have.

Motion: To approve the Gender Neutral Language Policy.

**Moved by Rabeea Siddique. Seconded by Melissa Jay.
CARRIED**

9. Advocacy Opportunities

- This opportunity came through info@ccpa-accp.ca.
- It seemed suspicious at first because they did not request any funding.
- Opportunity for CCPA members to provide commentary on various subjects. Format: they would ask different experts about their opinion and expertise on different subjects.
- They came to counsellors before psychologists because they thought counsellors would have a wider view on the topics.
- Anyone who participates will be compensated. Paid travel + 1-2 days of salary + 20% on top of that).
- Start date would be sometime in April, but given everything going on, timeline might be delayed.
- The people sent to these specific topic groups need to be trusted CCPA spokespersons.
- This project will be kept at the Board level, and maybe Chapter Executives if the Board does not have the expertise.
- Great opportunity and tremendous visibility for CCPA!
- Thank you, Barb, for your diligence!

Motion: To give National Office permission to move forward with the implementation of the project.

**Moved by Carrie Foster. Seconded by Kathy Offet-Gartner.
CARRIED**

10. Committee Updates

Awards Committee:

Committee met on March 2nd, and is currently working on different subjects that will be submitted to ball toss.

Governance:

Currently working on Elder/Knowledge Keeper in Residence policy.

11. Update on Kairos Blanket Exercise and Presidential Road Show by Nicola:

- The Blanket exercise was a great experience.
- Nicola shared her thought on the day:
 - Although we can go in to something feeling prepared and ready we can realize that a piece has been overlooked either because of miscommunication or because things have to be done differently, but that through that experience we can be grateful for some great lessons and hopefully meet it with creativity and humour.

- That we can roll with the punches, do the best we can with what we have and to remember to not take ourselves so seriously.
- I think with what has been unfolding with COVID that the lesson came with perfect timing and thankfully also turned out well.
- Let's remember to cut ourselves some slack.

12. Next Meeting

- The next meeting will be held on April 16, 2020. Please plan up to 2 hours i.e. 6-8 EST.

13. Adjournment

Motion: To adjourn the meeting.

**Moved by Carrie Foster.
CARRIED**

President

Date

Summary of Motions

Motion: To approve the agenda as presented.

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

Motion: To accept the minutes of the February 20, 2020 Board Meeting as accurately reflecting the discussions and decisions of the National Board of Directors.

**Moved by Lori Rudniski. Seconded by Carrie Foster.
CARRIED**

Motion: To approve Code of Ethics with changes noted above.

**Moved by Nicola Sherwin-Roller. Seconded by Siri Brown.
CARRIED
1 ABSTENTION**

Motion: Thank the people involved and the committee for their hard work.

**Moved by Lori Rudniski. Seconded by Serge Hall.
CARRIED**

Motion: To approve the Cyber Event Policy.

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CARRIED**

Motion: To approve the Gender Neutral Language Policy.

**Moved by Rabeea Siddique. Seconded by Melissa Jay.
CARRIED**

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**Moved by Carrie Foster. Seconded by Kathy Offet-Gartner.
CARRIED**

Motion: To adjourn the meeting.

**Moved by Carrie Foster.
CARRIED**

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	5	Post frequently on Twitter and Facebook outlining that the association is still open and that we are here to answer questions and to advocate for our members. Send bulletin with more information. Publish information on website.	Ongoing	National Office