



CCPA Board Meeting

April 16, 2020

18:00 -18:57 (ET)

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

Regrets: Leah Lewis, Liette Goyer, Carrie Foster

Agenda

1. Welcome
2. Approval of Agenda
3. Approval of Minutes
4. Conflict of Interest Declaration
5. Legislative Support Fund Application for BC
6. Indigenous Director Position
7. Motion from Certification Committee
8. RDF for French Distance Counselling Webinar Training for CCPA Members & Second English Distance Counselling Webinar Training for CCPA Members
9. Information Updates
 - COVID-19
 - Conference
 - Code of Ethics 2020 Launch
10. Committee Updates
11. Next Meeting
12. Adjournment

1. Welcome

- Jen Rowett welcomed everyone to the meeting.

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 March 19, 2020 Board Meeting as accurately reflecting the discussions and decisions of the National Board of Directors.

Moved by Serge Hall. Seconded by Lori Rudniski.

CARRIED

4. Conflict of Interest Declaration

- Siri Brown and Blythe Shepard declared a conflict of interest related to item #5, the LSF Application for BC.

5. Legislative Support Fund Application for BC

- This LSF application is the standard annual request for member fees to FACTBC.
- The fee per certified member of CCPA is \$16.00.
- CCPA cost-shares these membership fees with the BC Chapter.
- The amount requested through the LSF is \$11,232.
- Barb MacCallum has asked if CCPA fees can be remitted when needed to FACTBC as opposed to the May 2020 deadline indicated in the LSF application and is awaiting a response.

Motion: To approve the LSF Application for BC as presented.

Moved by Lori Rudniski. Seconded by Andrea Garland.

CARRIED

2 ABSTENTIONS

6. Indigenous Director Position

- Melissa Jay joined the CCPA Board mid-term in November 2019.
- John Driscoll approached Melissa and asked if she would like to let her name to stand for the 2020-2021 Indigenous Director position.
- The Board appoints the Indigenous Director for a 1-year term, from AGM to AGM.
- The Indigenous Director can serve up to four 1-year terms.
- The Board feels blessed to have Melissa on the Board and they think she brings a lot of expertise.

Motion: To appoint Melissa Jay as the 2020-2021 Indigenous Director.

Moved by Meredith Henry. Seconded by George Maringapasi.

CARRIED

7. Motion from Certification Committee

- The purpose of this motion from the Certification Committee is to accommodate the unprecedented issue of recent graduates applying for CCC who have not completed the required 150 hours of direct client contact during their practicum due to COVID-19.
- The Certification Committee is also considering an accommodation for applicants who have had to offer counselling via distance in their practicums due to COVID-19.

- Concern was expressed that the ratio of supervision hours (0.1) to direct client hours may not be enough.
- A possible amendment to the second bullet of the motion was proposed whereby Registrars could, at their discretion, increase the number of supervision hours required.
- The Certification Chair and Registrars will be consulted regarding the proposed amendment.
- Either the current or amended motion will be forwarded to the Board for e-vote, following consultation with the Certification Chair and Registrars.

Motion: To approve the three-point motion from the Certification Committee.

Moved by John Discoll. Seconded by Meredith Henry.

The motion was deferred until the consultation could occur and an e-vote will be used to determine whether the motion will pass.

Action item:

- Kim Hollihan will consult the Certification Chair and Registrars regarding the proposed amendment.

8. RDF for French Distance Counselling Webinar Training for CCPA Members & Second English Distance Counselling Webinar Training for CCPA Member

- CCPA decided to do one application covering these two different webinars.
- The Board previously approved an RDF application for a distance counselling webinar in English that sold out in a few hours (500 participants) and there are several hundred on the waitlist.
- This new webinar in English will be recorded so the people who can't participate live will be able to get the recording.
- A similar webinar would be presented in French by Stéphane Bouchard and will also be recorded.
- The cost would be \$4000 for the English and \$3600 for the French one.
- Thank you to Karina Albert for her hard work on this!
- National Office is working with Blythe Shepard on an e-supervision webinar in English and an RDF should be available soon for the Board.
- National Office plans to contact Liette Goyer to gauge interest in presenting a similar webinar in French.

Motion: To approve the RDF for French Distance Counselling Webinar Training for CCPA Members & Second English Distance Counselling Webinar Training for CCPA Members.

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

9. Information Updates

COVID-19

- Staff are working remarkably well via distance. CCPA is conducting weekly meetings to make sure everything is going smoothly.

- The COVID-19 section of the website is updated regularly and relevant communiqués shared with members via social media, email and the list serv.
- Impact has contributed to the development of some of the member communiqués, and are proactively advocating on CCPA's behalf.

Conference

- 2020 Conference delegates have been contacted and offered a refund on their registration or a transfer to the 2021 conference.

Code of Ethics 2020 Launch

- The Code of Ethics will be launched June 1, 2020 pending the time required for translation, website updates, Member365 changes and printing.
- A pre-recorded webinar is under development in English and French that will guide members through the changes in the Code.
- Thanks to Lorna Martin for putting together the slides and script for the webinar.
- The Chairs of the Ethics Complaints and Ethics Queries/Education Committees will deliver the pre-recorded webinars.
- A live webinar may be offered a few months post-launch for Q&As.
- The Ethics Task Group continues their work on the Standards of Practice with a goal to have the draft ready for stakeholder review this summer.
- The goal is to send the draft Standards of Practice to the Governance Committee late summer or early fall.

10. Committee Updates

Governance:

- The Governance Committee is working on the final part of the Elder/Knowledge Keeper in Residence policy.
- They are beginning a review of honorariums and protocols on policy statements.

- There were no other Committee updates.

11. Next Meeting

- The next meeting will be held on May 21, 2020.
- Please leave 2 hours open for the meeting i.e. 6:00-8:00pm EST.

12. Adjournment

Motion: To adjourn the meeting.

**Moved by Nicola Sherwin-Roller.
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 March 19, 2020 Board Meeting as accurately reflecting the discussions and decisions of the National Board of Directors.

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

Motion: To approve the LSF Application for BC as presented.

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

Motion: To appoint Melissa Jay as 2020-2021 Indigenous Director.

**Moved by Meredith Henry. Seconded by George Maringapasi.
CARRIED**

Motion: To approve the three-point motion from the Certification Committee.

Moved by John Driscoll. Seconded by Meredith Henry.

Motion: To approve the RDF for French Distance Counselling Webinar Training for CCPA Members & Second English Distance Counselling Webinar Training for CCPA Members.

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

Motion: To adjourn the meeting.

**Moved by Nicola Sherwin-Roller.
CARRIED**

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	7	Consult the Registrars and Certification Committee chair regarding the proposed amendment.	ASAP	Kim Hollihan