



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

CCPA Board Meeting
May 21, 2020
18:00 -20:00 (ET)

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

Regrets: Liette Goyer, Cynthia Schoppmann.

Agenda

1. Welcome
2. Approval of Agenda
3. Approval of Minutes
4. Conflict of Interest Declaration
5. Audited Financial Statements
6. RDF Application for E-Supervision Webinar
7. Mentorship Pilot Report and Recommendation
8. Motion from Certification Committee
9. Charitable Donation
10. Supervision Initiatives
11. Information Updates
 - Director, Chapter and Committee Reports
 - COVID-19
12. AGM – June 16, 12:00 pm EST
13. Next Meeting
14. Adjournment

1. Welcome

Jenn welcomes everyone on Zoom. She asks everyone to mute themselves if they are not speaking.

2. Approval of the Agenda

Motion: To approve the agenda as presented.

Moved by Serge Hall. Seconded by Melissa Jay.
CARRIED

3. Approval of Minutes

Motion: To accept the minutes of the April 16, 2020 Board Meeting as accurately reflecting the discussions and decisions of the National Board of Directors.

**Moved by Blythe Shepard. Seconded by Nicola Sherwin-Roller.
CARRIED**

4. Conflict of Interest Declaration

Blythe Shepard declared a conflict of interest related to item #6, the RDF Application for E-Supervision Webinar.

5. Audited Financial Statements

- Barb MacCallum walked the board through a PowerPoint presentation presenting the financial statements.
- Thank you Barb for presenting the statements and thank you Carrie for reviewing the presentation!

Motion: To receive the Audited Financial Statements as presented.

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

6. RDF Application for E-Supervision Webinar

- This RDF application is to cover the costs of offering a free bilingual 2-hour webinar to members on e-supervision.
- The webinar will be recorded and the recording will be provided free to members.
- The presenters are Blythe Shepard, Jeff Landine, Dawn Schell and Liette Goyer.
- The webinar (live and recorded) will be available to non-members for a fee of \$35.00.
- The amount requested is \$2560.
- Thank you Kim and Karina for preparing the RDF!
- Thank you Blythe for your hard work and for offering this opportunity!

Motion: To approve RDF Application for E-Supervision Webinar as presented.

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

7. Mentorship Pilot Report and Recommendation

- The Mentorship Pilot Report was prepared by Ben Szaplanczay, Mentorship Coordinator, in consultation with the National Advisory Committee for this pilot.
- A one year extension to the program is recommended with special attention paid to the recruitment of mentors.
- The extension would commence early fall of 2020.
- This pilot has already been planned in this year's budget.
- Thanks to Ben for the report and for working on the project.

Motion: To approve a one-year extension on the Mentorship Pilot program.

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

8. Motion from Certification Committee

- The purpose of this motion from the Certification Committee is to accommodate students who have been practicing through e-services in their practicum due to the COVID-19 crisis.
- The motion would temporarily allow students and recent graduates whose practicums were interrupted by COVID-19 to complete up to 75 hours of the required 150 direct client contact hours via e-counselling.

Motion: To approve the motion from the Certification Committee allowing students impacted by COVID-19 to complete up to 75 hours of the required 150 direct client contact hours via e-counselling.

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

9. Charitable Donation

- Barb MacCallum and Kim Hollihan are proposing a donation to a national charity that is addressing COVID-19 related issues.
- Several options were discussed including those related to mental health research, mental health services, food security, domestic violence and homelessness.
- Support was expressed by the Executive to help women's shelters, specifically ShelterSafe.ca, an online resource to help women and their children seeking safety from violence and abuse.
- ShelterSafe.ca is an initiative of [Women's Shelters Canada](#), a network of 14 provincial and territorial shelter networks representing over 400 shelters across Canada.
- Recommendation was a \$5000 donation and it was approved by the Executive.
- Thank you Andreea for the research.
- Thank you Barb and Kim for bringing the idea!

Motion: To approve the charitable donation of \$5000 is given to ShelterSafe as presented.

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

1 ABSTENTION

10. Supervision Initiatives

- Blythe Shepard walked the board through a PowerPoint presentation about supervision initiatives.
- Thank you Blythe for your hard work and for this initiative!

11. Information Updates

Director, Chapter and Committee Reports

- Thank you everyone for your contribution to the reports!
- Wonderful to be up-to-date with everything that is going on.

COVID-19

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

- There is no reopening date Ontario is still on Phase 1 of reopening.
- The National Office is looking into furniture dividers to find out how much that would cost.
- CCPA will be getting face masks and sanitizer that everyone will have at their desk.
- The kitchen will be closed to keep the office COVID free.
- The landlord installed hand sanitizer machines and changes were made to access the washroom.
- There might be a document coming to the board for approval for additional furniture.
- Only half the staff will come in when the office will open to make it safe for everyone.

12. AGM – June 16, 12:00 pm EST

- The AGM will be hosted via Zoom.
- Members who would like to participate have to register for the event via CCPA's website.

13. Next Meeting

- The next meeting will be held on June 18, 2020 6:00 pm to 7:00 pm EST.
- Feedback on Zoom platform for next meetings will be sought.

14. Adjournment

Motion: To adjourn the meeting.

**Moved by Siri Brown.
CARRIED**

President

Date

Summary of Motions

Motion: To approve the agenda as presented.

**Moved by Serge Hall. Seconded by Melissa Jay.
CARRIED**

Motion: To accept the minutes of the April 16, 2020 Board Meeting as accurately reflecting the discussions and decisions of the National Board of Directors.

**Moved by Blythe Shepart. Seconded by Nicola Sherwin-Roller.
CARRIED**

Motion: To receive the Audited Financial Statements as presented.

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

Motion: To approve RDF Application for E-Supervision Webinar as presented.

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

Motion: To approve a one-year extension on the Mentorship Pilot program.

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

Motion: To approve the motion from the Certification Committee allowing students impacted by COVID-19 to complete up to 75 hours of the required 150 direct client contact hours via e-counselling.

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

Motion: To approve the charitable donation of \$5000 is given to ShelterSafe as presented.

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

Motion: To adjourn the meeting.

**Moved by Siri Brown.
CARRIED**

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1				