



CCPA Board Meeting
July 16, 2020
18:00 -19:00 (ET)

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

Regrets: Liette Goyer, Carrie Foster, George Maringapasi, Meredith Henry.

Agenda

1. Welcome
2. Approval of Agenda
3. Approval of Minutes
4. Conflict of Interest Declaration
5. Creative Arts in Counselling and Psychotherapy Chapter Bylaw Changes
6. Spirituality in Counselling Chapter Bylaw Changes
7. Technology and Innovative Solutions Chapter Bylaw Changes
8. CCPA Group RSP Contribution
9. November 2020 Board Meeting
10. August Calls with President and Directors
11. Information Updates
 - COVID-19
 - Summer Closure
 - Staffing
 - PSHCP
 - IAC Mapping Project
12. Next Meeting
13. Adjournment

1. Welcome

The President welcomed everyone to the meeting.

2. Approval of the Agenda

Motion: To approve the agenda as presented.

Moved by Kathy Offet-Gartner. Seconded by Melissa Jay.
CARRIED

3. Approval of Minutes

Motion: To accept the minutes of the May 21, 2020 Board Meeting as accurately reflecting the discussions and decisions of the National Board of Directors.

**Moved by Leah Lewis. Seconded by Nicola Sherwin-Roller.
CARRIED**

4. Conflict of Interest Declaration

No conflict of interest declared.

5. Creative Arts in Counselling and Psychotherapy Chapter Bylaw Changes

- Bylaw changes from the Creative Arts in Counselling and Psychotherapy Chapter were reviewed.

Motion: To approve the Creative Arts in Counselling and Psychotherapy Chapter bylaw changes.

**Moved by Leah Lewis. Seconded by Nicola Sherwin-Roller.
CARRIED**

6. Spirituality in Counselling Chapter Bylaw Changes

- Bylaw changes from the Spirituality in Counselling Chapter were reviewed.

Motion: To approve the Spirituality in Counselling Chapter bylaw changes..

**Moved by Melissa Jay. Seconded by Andrea Garland.
CARRIED**

7. Technology and Innovative Solutions Chapter Bylaw Changes

- Bylaw changes from the Technology and Innovative Solutions Chapter were reviewed.

Motion: To approve the Technology and Innovative Solutions Chapter bylaw changes.

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

8. CCPA Group RSP Contribution

- CCPA currently offers to match an employee's RSP contribution at 3%.
- The 3% contribution has remained the same since the benefit was first introduced about 12-13 years ago.
- A recent review of Charity Village's 2019 Canadian Nonprofit Sector Salary and Benefits report showed that most of the employers who have a group RSP program offer 3.9%.
- It is recommended that CCPA increase its group RSP contribution to 4% effective February 1, 2021.
- This is a soft benefit that contributes to CCPA's competitiveness as an employer in the Ottawa market.

Motion: To increase the CCPA group RSP contribution program from 3% to 4% effective February 1, 2021.

Moved by Leah Lewis. Seconded by Nicola Sherwin-Roller.

CARRIED

9. November 2020 Board Meeting

- A report prepared by National Office outlining options for the November 2020 Board meeting was reviewed.
- Considering all factors, the safest and lowest risk option is to hold a virtual meeting via zoom.
- Guest speakers could be part of the agenda and committee meetings could still take place using the breakout rooms feature.
- Thank you Kim Hollihan and Andreea Andrei for putting the document together.

Motion: That the November 2020 Board meeting take place via zoom instead of in-person.

**Moved by Cynthia Schoppman. Seconded by Siri Brown.
CARRIED**

10. August Calls with President and Directors

The President invited Board members to contact her to arrange an individual meeting in August, if needed.

Action:

- Directors are to contact Jen Rowett if they would like to have a one on one meeting in August.

11. Information Updates

COVID-19

- The glass panel extensions for work stations are expected to arrive mid-July with installation to follow soon thereafter.
- A rotating work schedule should not be required upon the return to office given several staff have opted to continue to work from home due to health and/or child care reasons.
- Everyone continues to work well remotely, independently and as a team. The province is asking people to work from home if they can.

Conference

- Karina Albert, Alene Holmes, Kim Hollihan and Barb MacCallum will meet this week regarding the 2021 Conference.
- A virtual conference is on the table.
- A decision is needed in August given the planning that is required.
- The Board will meet to decide on conference 2021 on August 13, 2020 at 6 pm EDT.

Summer Closure

- The summer closure is from July 27 to August 7.

- Staff will be back at work on August 4, but they are using the 4-day week to catch up on their emails.

Staffing

- Monika Green, Registrar, will assume a new role in September 2020 – Director of Public Affairs
- Monika will be responsible for media, government, and stakeholder relations and will support the Board, Committees, Chapters and staff as a subject matter expert in the counselling/psychotherapy field.
- Kayla Manley was temporarily hired by the CCPA due to a layoff during the pandemic and will return to her former employer next week
- Julie Vachon, who had been hired as Receptionist three weeks ago, has been promoted to replace Kayla as Administrative Assistant, and a new Receptionist will be hired.
- Barb MacCallum is stepping down as CEO on September 30, 2020, and will start her new role as CEO Emerita on October 1, 2020.

PSHCP

- PSHCP stands for Public Service Health Care Plan.
- RPs in Ontario are covered by the PSHCP under the temporary measure announced late April.
- CCPA is still working with the Treasury Board to recognize counselling therapists in NS and NB and CCCs in unregulated provinces under the temporary measure.
- A one-page briefing was sent to the Minister's Office by Impact with a meeting request to discuss the issue.

IAC World Mapping Project

- This project was approved by the Board a few months ago.
- Barb MacCallum and Kim Hollihan attended a meeting with the 8 students working on the project and their supervisor.
- The students walked them through the project and showed them the end product, an interactive world map with statistics regarding counselling.
- Amazing talent and enthusiasm on the students' end!
- Thank you from IAC to the Board for their support of this project.

12. Next Meeting

The next meeting will be held on August 13, 2020 6:00 pm to 7:00 pm EST.

13. Adjournment

Motion: To adjourn the meeting.

**Moved by Leah Lewis.
CARRIED**

President

Date

Summary of Motions

Motion: To approve the agenda as presented.

**Moved by Kathy Offet-Gartner. Seconded by Melissa Jay.
CARRIED**

Motion: To accept the minutes of the May 21, 2020 Board Meeting as accurately reflecting the discussions and decisions of the National Board of Directors.

**Moved by Leah Lewis. Seconded by Nicola Sherwin-Roller.
CARRIED**

Motion: To approve the Creative Arts in Counselling and Psychotherapy Chapter bylaw changes.

**Moved by Leah Lewis. Seconded by Nicola Sherwin-Roller.
CARRIED**

Motion: To approve the Spirituality in Counselling Chapter bylaw changes..

**Moved by Melissa Jay. Seconded by Andrea Garland.
CARRIED**

Motion: To approve the Technology and Innovative Solutions Chapter bylaw changes.

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

Motion: To increase the CCPA group RSP contribution program from 3% to 4% effective February 1, 2021.

**Moved by Leah Lewis. Seconded by Nicola Sherwin-Roller.
CARRIED**

Motion: To hold the November 2020 Board meeting via zoom instead of in-person.

**Moved by Cynthia Schoppman. Seconded by Siri Brown.
CARRIED**

Motion: To adjourn the meeting.

**Moved by Leah Lewis.
CARRIED**

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	10	Contact Jen Rowett to request a one on one meeting in August (if required).	ASAP	Directors