



**CCPA Board Meeting
September 17, 2020
18:00 -19:45 (ET)**

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

Regrets: Liette Goyer, Melissa Jay, Andrea Garland.

Agenda

1. Welcome
2. Approval of Agenda
3. Approval of Minutes
4. Conflict of Interest Declaration
5. Elder/Knowledge Keeper in Residence Policy
6. Honorarium/Stipend Policy and Procedures for CCPA members
7. 2021-23 Board Elections
8. Governance Review/Transition Plan
9. Information Updates
 - COVID-19
 - Staffing
 - Conference
10. Committee Updates
11. Celebration for Barb
12. Next Meeting
13. Adjournment

1. Welcome

- The President welcomes everyone to the meeting.

2. Approval of the Agenda

Motion: To approve the agenda as amended.

**Moved by Kathy Offet-Gartner. Seconded by Leah Lewis.
CARRIED**

3. Approval of Minutes

Motion: To approve the minutes of the July 16, 2020 Board meeting.

**Moved by Lori Rudniski. Seconded by Siri Brown.
CARRIED**

Motion: To approve the minutes of the August 13, 2020 Board meeting.

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

4. Conflict of Interest Declaration

- No conflict of interest declared.

5. Elder/Knowledge Keeper in Residence Policy

- The objective of this policy is to ensure that an Elder/Knowledge Keeper is present at each CCPA Annual Conference to enhance a sense of community and provide an opportunity to support traditional ceremonies and teachings for Indigenous attendees and all conference participants.
- As best practice and to be culturally appropriate, CCPA wants to respectfully recognize the ancestral teachings and connections to community on the traditional lands where each Annual Conference is being held.
- As part of CCPA's commitment to the process of Reconciliation and Decolonization the Elder/Knowledge Keeper in Residence Program creates community connection with those who honour and share knowledge and teachings passed through the generations.
- Thank you to the Governance Committee, Melissa Jay, and the Indigenous Circle Chapter for their collaborative work on this policy during the past year.

Motion: To approve the Elder/Knowledge Keeper in Residence Policy.

**Moved by Leah Lewis. Seconded by Meredith Henry.
CARRIED**

6. Honorarium/Stipend Policy and Procedures for CCPA members

- The objective of this policy is to provide a cogent explanation for awarding Honorariums/Stipends to CCPA members who provide required services, expertise or hold positions of accountability in the day-to-day business operations of the Association.
- Thank you to the Governance and Quality Assurance Committees for their work on this policy.
- Thank you to Barbara MacCallum and Kim Hollihan for their input and help to create this policy.

Motion: To approve the Honorarium/Stipend Policy and Procedures for CCPA members.

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

7. 2021-23 Board Elections

- The Board of Directors for CCPA is elected every two years.
- Elections will be held in January 2021 and the new Board assumes its responsibilities in May 2021.
- Any current Board member who is eligible for a second term and who would like to be a part of the CCPA Board for the next term, please send the application to info@ccpa-accp.ca by December 15th, 2020.

- Any Board members who are not eligible or do not wish to apply for the 2021-23 term are encouraged to promote their position to other colleagues in the region.

8. Governance Review/Transition Plan

- As part of the 2019-2021 strategic plan, the Executive has engaged in a review of CCPA's current governance model
- The Executive brought in Betty Ferreira, who is an expert in remodeling non-profit boards.
- The Executive's recommendation for the Board is to meet with Betty Ferreira, who will take the Board through a similar review process to look at how the current CCPA governance model can be optimized.
- The plan is for the Board to meet with Betty during the October 15th, 2020 Board meeting for an overview of trends and analysis of CCPA's current model.
- The second meeting would take place during the November Board meeting on Sunday, the 22nd, and will consist of two 90-minute focus groups.
- Between those two meetings, the Board will have time to digest the information.
- After those two meetings, the Board will have the opportunity to meet with Betty personally, if they wish.
- At the January 21st Board meeting, the Board will meet with Betty again and she will give feedback on the November focus groups.
- There will be a lot of time to process the information between meetings before making a decision regarding any governance model changes.

9. Information Updates

COVID-19

- Ottawa has had a spike in COVID-19 cases.
- Certain regions of Ontario (including Ottawa) are back to Stage 2 with respect to limitations on social gatherings.
- This decision does not affect CCPA operations, as most staff continue to work remotely.

Staffing

- CCPA has hired four new staff members:
 - Julie Vachon, Program Coordinator
 - Danika Giguere, Membership Administrator
 - Jenny Suurland, Associate Registrar
 - Amalie Ascanius, Receptionist
- There is a lot of cross-training going on right now at the office.
- Great team, everyone is working well together!

Conference

- Alene Holmes and Karina Albert are doing a fantastic job with the planning of the virtual conference.
- The pre-conference proposals have been selected and will be scheduled soon.
- The call for proposals will be sent out to members shortly.

- Registration will open soon, and fees will be shared with members shortly.
- CCPA was able to cancel the hotel contract without any penalties for the conference in Edmonton.
- For the 2021 Virtual Conference, PD events will be presented throughout the month of May.
- There will be a 2-day conference, and a pre-conference day, but registering to the conference means one has access to all events throughout May.

10. Committee updates

- Awards Committee:
COVID slowed things up, but the committee worked on many aspects before COVID, and documents will be submitted shortly.
- Governance Committee:
The committee is working on the Awards Committee submissions and on developing policy definitions on issue papers, and policy statements.

11. Celebration for Barb

- Barb MacCallum, outgoing CEO, was recognized by the Board for her outstanding leadership of CCPA these past 16 years.
- Each Board member gifted Barb a piece of art from their own region.
- In-camera discussion.

12. Next Meeting

- The next meeting will be held on October 15, 2020 6:00 pm to 7:30 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 amended.

**Moved by Kathy Offet-Gartner. Seconded by Leah Lewis.
CARRIED**

Motion: To accept the minutes of the July 16, 2020 Board Meeting.

**Moved by Lori Rudniski. Seconded by Siri Brown.
CARRIED**

Motion: To accept the minutes of the August 13, 2020 Board Meeting.

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

Motion: To approve the Elder/Knowledge Keeper in Residence Policy.

**Moved by Leah Lewis. Seconded by Meredith Henry.
CARRIED**

Motion: To approve the Honorarium/Stipend Policy and Procedures for CCPA members.

**Moved by Nicola Sherwin-Roller. 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				