



CCPA Board of Directors Meeting
August 18, 2021 / 18 Aout 2021
18:00-19:00 ET / HE

Present: Kathy Offet-Gartner (Chair), , Jen Rowett, Kevin Alderson, Melissa Jay, Nicola Sherwin-Roller, Lori Rudniski, Rabeea Siddique, Cynthia Schoppmann, Arash Kameli, Liette Goyer, Kaitlyn Munn, Sylvie Arseneau, George Maringapasi, Siri Brown, Janis Campbell, Barbara MacCallum, Kim Hollihan (Secretary), Pascale Thériault (note-taker).

Regrets: Corrine Hendricken-Eldershaw, Carrie Foster

Agenda

1. Welcome
2. Approval of Agenda
3. Approval of Minutes
4. Conflict of Interest
5. Special Awards Preamble
6. Indigenous Practice Award
7. Masters Thesis Award
8. Creative Arts in Counselling and Psychotherapy Chapter Bylaw Changes
9. November 2021 – Board Meeting
10. Information Updates
 - a. COVID-19
 - b. Election Letter-Writing Campaign
 - c. Conference
11. Committee Updates
12. Next Meeting – September 15 – 6:00 -7:00 PM (EDT)
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 Cynthia Schoppmann. Seconded by Rabeea Siddique.
CARRIED

3. Approval of Minutes

Motion: To approve the June 16, 2021 Board Meeting Minute as presented.

Moved by Sylvie Arseneau. Seconded by Kaitlyn Munn.
CARRIED

4. Conflict of Interest

No conflict of interest declared.

- Lori Rudniski declared a conflict of interest related to items #5, #6 and #7.
- Melissa Jay declared a conflict of interest related to items #6 and #7.
- Liette Goyer declared a conflict of interest related to items #6 and #7.

5. Special Awards Preamble

- Changes to the Special Awards preamble were proposed by the Awards Committee and have been through the ball toss.
- Gratitude was expressed for the revised special awards preamble.
- Removing the ability to self-nominate was much appreciated.

Motion: To approve the revised special awards preamble.

**Moved by Rabea Siddique. Seconded by Sylvie Arseneau.
CARRIED
1 abstention**

6. Indigenous Practice Award

- Changes to the Indigenous Practice Award were recommended by the Awards Committee and have been through the ball toss.
- Many thanks to those who were involved in the collaborative revisions to this award, including the Indigenous Circle Chapter.

Motion: To approve the revised Indigenous Practice Award description.

**Moved by Kaitlyn Munn. Seconded by Nicola Sherwin-Roller.
CARRIED
3 abstentions**

7. Masters Thesis Award

- The Awards Committee is recommending an increase from \$450 to \$500 for the Masters Thesis award so it aligns with the other annual awards.
- A similar recommendation for the Student Rep award is forthcoming.
- T4As must be issued by national office for awards \$500 and above and must be claimed by the recipients for income tax purposes.

Motion: To approve an increase in the Masters Thesis Award to \$500.

**Moved by George Maringapasi. Seconded by Siri Brown.
CARRIED
3 abstentions**

8. Creative Arts in Counselling and Psychotherapy Chapter Bylaw Changes.

Motion: To approve the CACP Chapter bylaw changes.

**Moved by Jenny Rowett. Seconded by Sylvie Arseneau.
CARRIED**

- The Board reflects on who should be allowed to access, publish, and interact on Chapters' social media.
- Should these social media functions be limited to CCPA members or be open to the general public?
- Some Chapters choose to include non-members in their activities and events as a way to raise awareness and encourage new members.

Action: National Office to speak with Chapter Presidents about social media management at their September 2021 meeting.

9. November Board Meeting

- Due to COVID-19, the 2020 November Board Meeting reservation at Novotel (Ottawa) had to be postponed for November 19 (Executive), 20 and 21 (Board), 2021 at the Novotel. Given the current infection rate of the virus, Novotel has proposed 3 alternatives for the upcoming reservation :
 1. *Option #1 Full cancellation*
 2. *Option #2 Hybrid 2021*
 3. *Option #3 Postpone/Rebook.*

The Board has to take a decision and share it with the Novotel by August 20th.

Motion: To approve a virtual November Board Meeting.

**Moved by Kevin Alderson. Seconded by Sylvie Arseneau.
CARRIED**

Action: National Office will communicate the Board's decision to the Novotel sales manager and try to extend the rebooking option to November 2022.

10. Information Updates

COVID-19

- The telework policy is going through the ball toss including a legal review.
- The policy as currently written would allow remote working for up to 60% of a staff member's work week.
- The hope is to have this policy for Board approval at the September 15, 2021 meeting.
- An early fall 2021 return to office is still under consideration, pending health authority guidelines.
- Mandatory vaccination for staff is being explored in order to ensure a safe work environment.

Election Letter-Writing Campaign

- CCPA is planning an Election Letter-Writing Campaign for members during the current federal election.
- The campaign will provide members with the opportunity to advocate with federal candidates in their ridings from all parties on one or more of CCPA's 3 pre-budget submission asks.
- The *Push Politics* platform will include a pre-written letter for each of the 3 asks and members can choose the advocacy areas most relevant and important to them.
- Directors are invited to participate and to share the campaign with their networks once launched late August/early September.

Conference

- The 2021 conference report will be ready soon.
- Planning is underway for the 2022 hybrid conference in Charlottetown.
- The website has been updated with conference 2022 information.
- The pre-conference call for proposals is open and 16 submissions have been received so far.
- Keynotes have been confirmed.

11. Committee Updates

- Item to be postponed to the next Board Meeting.

12. Next Meeting

- September 15 – 6:00 -7:00 PM (EDT)

13. Adjournment

Motion: To adjourn the meeting.

Moved by Siri Brown.

President

Date

Summary of Motions

Motion: To approve the agenda as presented.

**Moved by Cynthia Schoppmann. Seconded by Rabeea Siddique.
CARRIED**

Motion: To approve the June 16, 2021 Board Meeting Minute as presented.

**Moved by Sylvie Arseneau. Seconded by Kaitlyn Munn.
CARRIED**

Motion: To approve the revised special awards preamble.

**Moved by Rabeea Siddique. Seconded by Sylvie Arseneau.
CARRIED
1 abstention**

Motion: To approve the revised Indigenous Practice Award description.

**Moved by Kaitlyn Munn. Seconded by Nicola Sherwin-Roller.
CARRIED**

3 abstention

Motion: To approve an increase in the Masters Thesis Award to \$500.

**Moved by George Maringapasi. Seconded by Siri Brown.
CARRIED**

3 abstentions:

Motion: To approve the CACP Chapter bylaw changes.

**Moved by Jenny Rowett. Seconded by Sylvie Arseneau.
CARRIED**

Motion: To approve a virtual November 2021 Board Meeting.

**Moved by Kevin Alderson. Seconded by Sylvie Arseneau.
CARRIED**

Motion: To adjourn the meeting.

Moved by Siri Brown.

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	8	National Office to speak with Chapter Presidents about social media management at their September 2021 meeting.	Next Chapter Meeting	Kim Hollihan
2	9	The National Office will communicate the Board's decision to the Novotel sales manager and try to extend the rebooking to November 2022.	August 20 th	Pascale Thériault