



**CCPA Board of Directors Meeting
September 15, 2021 / 15 September 2021
18:00-19:00 ET / HE**

Present: Kathy Offet-Gartner (Chair), Kevin Alderson, Nicola Sherwin-Roller, , Rabeea Siddique, Cynthia Schoppmann, Kaitlyn Munn, Sylvie Arseneau, George Maringapasi, Siri Brown, Corrine Hendricken-Eldershaw, Carrie Foster, Barbara MacCallum, Kim Hollihan (Secretary), Pascale Thériault (note-taker).

Regrets: Jen Rowett, Melissa Jay, Arash Kameli, Janis Campbell, Lori Rudniski

Absents: Liette Goyer

Agenda

1. Welcome
2. Approval of Agenda
3. Approval of Minutes
4. Conflict of Interest
5. RDF for Member Services Audit
6. RDF for Counselling and Psychotherapy Month
7. Telework Policy
8. Anti-Racism Advisory Group
9. Information Updates
 - a. COVID-19
 - b. Conference
10. Committee Updates
11. Next Meeting – October 20 – 6:00 -7:00 PM (EDT)
12. Adjournment

1. Welcome

- Kathy Offet-Gartner welcomed everyone to the meeting.
- Kathy reminded everyone to please arrive to Board meetings on time and if unable to attend, to please let National Office know.

2. Approval of the Agenda

Motion: To approve the agenda as presented.

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

3. Approval of Minutes

Required amendments

- Item 4 – To remove ‘No conflicts of interests’.
- Items 5 and 6 – To adjust the fonts.

Motion: To approve the August 18, 2021 Board Meeting Minutes as amended.

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

4. Conflict of Interest

- Rabeea Siddique declared a conflict of interest related to item #8.
- George Maringapasi declared a conflict of interest related to item #8.

5. RDF for Member Services Audit

- This RDF proposal was prepared by Karina Albert and is for an audit of CCPA member services, benefits and programs to evaluate their effectiveness and modify as needed to enhance value.
- The audit is expected to take 8 – 12 weeks and will be conducted by an external group called Phil.
- Members and staff will be consulted as part of the review process.
- The amount requested is \$11,000.
- The audit coincides nicely with the launch of the new Communications and Partnerships division at National Office and the Governance Circle's work.
- Thank you to Karina for proposing this important and timely project.

Motion: To approve the Member Services Audit RDF proposal.

**Moved by Corrine Hendricken-Eldershaw. Seconded by Kevin Alderson.
CARRIED**

6. RDF for Counselling and Psychotherapy Month

- Monika Green and Karina Albert are proposing an annual counselling and psychotherapy month to be held every April.
- This initiative would be similar to social work month by CASW, psychology month by CPA and counseling month by ACA.
- The purpose of counselling and psychotherapy month is to raise awareness of the profession amongst the public, stakeholders and decision-makers and to celebrate the important work of counsellors and psychotherapists.
- The proposal includes a variety of activities, virtual and in-person, that would take place during the month of April.
- The amount requested is \$15,000.
- Thank you to Monika and Karina for their thorough work on this exciting proposal.
- There was a suggestion to include provincial/territorial proclamations in the listing of activities.

Motion: To approve Counselling and Psychotherapy Month RDF proposal.

**Moved by Sylvie Arseneau. Seconded by Nicola Sherwin-Roller.
CARRIED**

Action: Kim Hollihan to connect with Monika and Karina to explore provincial/territorial proclamations of Counselling and Psychotherapy Month.

7. Telework Policy

- This policy would enable those staff interested in continuing to work remotely following a return to the office (to be determined) to apply to do so.
- The policy and appendices have been reviewed by the Governance, Quality Assurance and Executive Committees as well as a lawyer.
- Forms to enable staff to apply to work fulltime from home due to medical reasons (personal and/or immediate family member) have been developed by the lawyer and are under review by the Management Team.
- It was recommended that a line be added to the policy that clarifies those working from home fulltime due to a medical condition are still required to comply with all terms as set out in the policy.
- It was recommended that the related forms include an estimate of the duration of the medical need.

Motion: To approve the Teleworking Policy as amended.

**Moved by Corrine Hendricken-Eldershaw. Seconded by Siri Brown.
CARRIED**

Action:

National Office will update the policy to include a line clarifying that fulltime remote workers need to comply with all terms set out in the policy.

National Office will ensure that the medical forms include an estimate of the duration of the medical need.

8. Anti-Racism Advisory Group

8.1 Terms of Reference

- The anti-racism advisory group has put together a document outlining the role and purpose of the Advisory Group as well as further define its mandate, goals & objectives.
- The Anti-Racism Advisory Group aims to amplify BIPOC voices, review, and support anti-racism initiatives within the CCPA community and beyond. To provide consultation and to advise to the Counselling and Psychotherapy Association (CCPA) National Office and the National Board of Directors and bring forth community perspectives on issues and initiatives related to anti-racism

Motion: To approve the Anti-Racism Advisory Group Terms of Reference.

**Moved by Carrie Foster. Seconded by Cynthia Schoppman.
CARRIED
2 Abstentions**

9.2 Guidance for BIPOC events

- As requested by the Board, the Anti-Racism Advisory Group created guidance for CCPA Chapters, Committees and staff to use when organising BIPOC events.
- After Board Members' review and discussion, there was a decision that the Anti-Racism Advisory group would revisit the proposed guidance.

Action: The Anti-Racism Advisory group will revisit the guidance in light of the Board's feedback.

9. Information Updates

COVID-19

- The Management Team continues to work on developing a vaccination policy for National Office.
- For now, staff are not permitted to visit the office unless they have been double vaccinated.
- A return to office date has not been set as we are awaiting direction from health authorities.

Conference

- Registration fees have been determined and registration launch is expected by the end of September.
- The pre-conference schedule has been set and once presenters confirm, the program will be published.
- Keynotes will be announced as soon as contracts are signed.
- Planning for social activities is underway.
- Information is being gathered on possible grant applications.

10. Committee Updates

- Item to be postponed to the next Board Meeting.

11. Next Meeting

- October 20th – 6:00 -7:00 PM (EDT)

12. Adjournment

Motion: To adjourn the meeting.

Moved by Carrie Foster.

President

Date

Summary of Motions

Motion: To approve the agenda as presented.

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

Motion: To approve the August 18, 2021 Board Meeting Minute as amended.

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

Motion: To approve Member Services Audit RDF proposal.

**Moved by Corrine Hendricken-Eldershaw. Seconded by Kevin Alderson.
CARRIED**

Motion: To approve Counselling and Psychotherapy Month RDF proposal.

**Moved by Sylvie Arseneau. Seconded by Nicola Sherwin-Roller.
CARRIED**

Motion: To approve the Teleworking Policy

**Moved by Corrine Hendricken-Eldershaw. Seconded by Siri Brown.
CARRIED**

Motion: To approve the Anti-Racism Advisory Group Terms of Reference.

**Moved by Carrie Foster. Seconded by Cynthia Schoppman.
CARRIED
2 Abstentions**

Motion: To adjourn the meeting.

Moved by Carrie Foster.

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	6	Kim Hollihan to connect with Monika and Karina to explore provincial/territorial proclamations of Counselling and Psychotherapy Month.	October 20 th	Kim Hollihan
2	7	National Office will update the policy to include a line clarifying that fulltime remote workers need to comply with all terms set out in the policy.	October 20 th	Pascale Thériault
3	7	National Office will ensure that the medical forms include an estimate of the duration of the medical need.	October 20 th	Pascale Thériault
5	9.2	The Anti-Racism Advisory group will revisit the guidance in light of the Board's feedback.	To be determined	Anti-Racism Advisory Group