



CCPA Board Meeting
April 15, 2021 / Le 15 avril 2021

6 :00 p.m. – 7 :30 p.m. ET / 18 h 00 – 19 h 30 HE

Present: Jen Rowett (Chair), George Maringapasi, Lori Rudniski, Melissa Jay, Rabeea Siddique, Serge Hall, Kathy Offet-Gartner, Nicola Sherwin-Roller, Cynthia Schoppmann, Siri Brown, Barbara MacCallum, Kim Hollihan, Andreea Andrei (note-taker).

Regrets: Liette Goyer, Meredith Henry, Blythe Shepard, John Driscoll, Carrie Foster.

Agenda

- Welcome
- Approval of Agenda
- Approval of Minutes
- Conflict of Interest Declaration
- Standards of Practice
- Health and Safety Policies
- LSF Proposal for BC
- Sunset of Global Partnerships Committee
- National Office Restructure
- Honouring Bill Thomas
- Review Progress on 2019-2021 Strategic Leadership Plan
- Information Updates
 - COVID-19
 - Staffing
 - Conference
 - Professional Champion Award
- Review of the Strategic Leadership Plan
- Adjournment

1. Welcome

The President welcomed everyone to the meeting.

2. Approval of the Agenda

Motion: To approve the agenda as presented.

**Moved by Siri Brown. Seconded by Serge Hall.
CARRIED**

3. Approval of Minutes

Motion: To approve the minutes of the March 18, 2021 Board meeting.

**Moved by Lori Rudniski. Seconded by George Maringapasi.
CARRIED**

4. Conflict of Interest Declaration

- Siri Brown declared a conflict of interest with item #7, LSF Proposal for BC.

5. Standards of Practice

- Thank you to Lorna Martin, Kathy Offet-Gartner and Kim Hollihan for their wonderful work on this project.
- Thank you to everyone who participated in this project.

Motion: To approve the Standards of Practice as presented.

**Moved by Siri Brown. Seconded by Serge Hall.
CARRIED.**

6. Health and Safety Policies

- The Harassment in the Workplace Guidelines and Procedures and the Workplace Health and Safety and Prevention of Workplace Violence Policies are required to ensure that CCPA is compliant with the Occupational Health and Safety Act of Ontario.
- The policies were prepared by IHR (HR consultants for CCPA) and have been reviewed by the Management Team, Governance and QA Committees and the Executive.
- The Board requested an amendment to the witness section in both policies (*witnesses to the incident*).
- There was a question about the Prevention of Workplace Violence requirement that employee notify a director of the Ministry of Labour in writing if they sustain an occupational injury or illness. .
- Kim Hollihan will consult with iHR on this requirement.

Motion: To approve the Harassment in the Workplace Guidelines and Procedures as amended.

**Moved by Rabea Siddique. Seconded by Kathy Offet-Gartner.
CARRIED.**

Motion: To approve the Workplace Health and Safety and Prevention of Workplace Violence Policy be approved as amended.

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

Action item: Kim Hollihan to contact iHR regarding notification to the ministry of Labour.

7. LSF Proposal for BC

- The FACT BC contribution this year is \$5 per member in BC.
- The total amount for National Office is \$3,295.
- The amount is lower for this year due to COVID issues and the budget developed for 2021.
- Paul Yeung, the BC Chapter Treasurer, has already agreed to pay the amount owed by the Chapter.

Motion: To approve the LSF Proposal for BC.

Moved by George Maringapasi. Seconded by Kathy Offet-Gartner.

CARRIED.

1 ABSTENTION

8. Sunset of the Global Partnership Committee

- After Jen Rowett consulted with members of the Global Partnerships and Executive Committees, a request is being brought forward to sunset the Global Partnerships Committee.
- Following is the rationale:
 1. The committee's work is naturally integrated into the responsibilities of National Office and the President (such as relationship building with other national and international associations).
 2. With the new Anti-racism Advisory Group and the Governance Circle, the service of Board members will be needed on these additional committees.
 3. Over the past six years, the outcomes of the Global Partnership Committee have been minimal.

Motion: To sunset of the Global Partnership Committee.

Moved by Cynthia Schoppmann. Seconded by Rabea Siddique.

CARRIED.

9. National Office Restructure

- Kim Hollihan described the new structure for the National Office.
- Changes are required due to workload issues.
- The changes will occur on July 1, 2021.
- CCPA is growing very quickly.
- There will be three divisions:
 - Operations (Tony Laderoute)
 - Certification and Continuing Education (Andreea Andrei)
 - Communications and Partnerships (Karina Albert).
- A new Executive Assistant is being sought as Andreea is moving into her new management position.
- The Board is supportive of the plan and thanked Kim for her foresight.
- Congratulations to Andreea on a well-deserved promotion and thanks for providing such great support of the Board!

10. Honouring Bill Thomas

- The ICC will be honouring Bill Thomas by renaming their award in his honour.
- Perhaps the National Award could be for Professional Development.

- The Board shared ideas about the possibility of creating a professional development grant for remote and northern locations in order to remove barriers for the counsellors in those areas.
- A possible amount of \$1000 was discussed.
- The Awards Committee will reflect and consult on this idea.

Action: The Awards Committee will consider the possibility of an award in Bill Thomas' honour.

11. Information Updates

COVID19

- Ottawa lockdown has been changed to stay-at-home.
- CCPA protocols remain the same.

Staffing

- The staff will participate in a virtual Kairos Blanket Exercise on April 22nd, 2021. Melissa Jay will be joining us for the activity. During the day, Cathrine Chambers, Past President of the ICC and Carla Pauls, current President of the ICC will be available to support staff.
- On May 27th, 2021, CCPA will offer staff a self-care workshop facilitated by Michael Sorsdahl. Staff will learn more about self-care concepts and strategies, work-life balance and how to create a self-care plan.

Conference

- Current registration numbers are 365 for the full conference and 119 for the pre-conference.
- All activities to prepare for the conference remain on schedule.
- Karina Albert is in the process of creating and organizing booths for various volunteers and leaders within the association. This will give them the opportunity to talk about the initiatives they have been working on.

Professional Champion Award

- This award should have been presented in 2020, but due to COVID-19, it has been postponed to this year. The recipient of this award is Elder Albert Marshall.
- Jen Rowett would like to have a live presentation and have Elder Marshall accept the award in person.
- Karina Albert has agreed to create a video for the event. Multiple individuals will record themselves speaking to how Elder Marshall's work has impacted them.
- Emma Stevens will be performing live at the event. She is from Elder Marshall's community.

12. Review of the strategic leadership plan

- Jen Rowett shared some reflections regarding the strategic leadership plan and the meaningful work that has been done in the past years.
- Jen presented thank you gifts to the Board, beautifully handcrafted pens from a NB artisan.
- The Board shared beautiful memories from the time they had together.

13. Adjournment

Motion: To adjourn the meeting.

Moved by Cynthia Schoppmann.

President

Date

Summary of Motions

Motion: To approve the agenda as presented.

**Moved by Siri Brown. Seconded by Serge Hall.
CARRIED**

Motion: To approve the minutes of the March 18, 2021 Board meeting.

**Moved by Lori Rudniski. Seconded by George Maringapasi.
CARRIED**

Motion: To approve the Standards of Practice as presented.

**Moved by Siri Brown. Seconded by Serge Hall.
CARRIED**

Motion: To approve the Harassment in the Workplace Guidelines and Procedures as amended.

**Moved by Rabeea Siddique. Seconded by Kathy Offet-Gartner.
CARRIED**

Motion: To approve the Workplace Health and Safety and Prevention of Workplace Violence Policy be approved as amended.

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

Motion: To approve the LSF Proposal for BC.

**Moved by George Maringapasi. Seconded by Kathy Offet-Gartner.
CARRIED.
1 ABSTENTION**

Motion: To sunset of the Global Partnership Committee.

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

Motion: To adjourn the meeting.

**Moved by Cynthia Schoppmann.
CARRIED.**

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	6	Kim Hollihan to contact iHR regarding notification to the ministry of Labour.	ASAP	Kim Hollihan
2	10	To consider the possibility of an award in Bill Thomas' honour.		The Awards Committee