



CANADIAN COUNSELLING AND
PSYCHOTHERAPY ASSOCIATION
L'ASSOCIATION CANADIENNE DE
COUNSELING ET DE PSYCHOTHÉRAPIE

CCPA Board Meeting
January 21, 2021 / Les 21 janvier 2021

6 :00 p.m. – 7 :40 p.m. ET / 18 h 00 – 19 h 40 HE

Present: Jen Rowett (Chair), George Maringapasi, Cynthia Schoppmann, Blythe Shepard, John Driscoll, Serge Hall, Siri Brown, Nicola Sherwin-Roller, Melissa Jay, Meredith Henry, Rabeea Siddique, Kathy Offet-Gartner, Carrie Foster (item 12), Barbara MacCallum, Kim Hollihan, Andreea Andrei (note-taker).

Regrets: Liette Goyer, Lori Rudniski.

Agenda

1. Welcome
2. Approval of Agenda
3. Approval of Minutes
4. Conflict of Interest Declaration
5. FY 21/22 Budget
6. FY 20/21 Financials
7. Certification Task Group Motions
8. RDF for Member Morale Campaign
9. Indigenous Practice Award – Rylee Godin
10. Board Secretary Appointment
11. Information Updates
 - COVID-19
 - Staffing
 - Conference
12. Governance Focus Groups Report and Discussion with Betty Ferreira
13. Adjournment

1. Welcome

- The President welcomes everyone.

2. Approval of the Agenda

Motion: To approve the agenda as amended.

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

3. **Approval of Minutes**

Motion: To approve the minutes of the November 20-21, 2020 Board meeting.

**Moved by Blythe Shepard. Seconded by Serge Hall.
CARRIED**

4. **Conflict of Interest Declaration**

- Blythe Shepard declared a conflict of interest related to item #7, Certification Task Group Motions.

5. **FY 21/22 Budget**

- Kim Hollihan acknowledged the great work of Accounting Team members Tony Laderoute, Sadaf Mahmood and Kubra Vurgun on the development of this budget.
- Kim recognized Barb MacCallum for her mentoring of staff with respect to the preparation of CCPA budgets.
- Kim thanked Carrie Foster, Treasurer, for her helpful input to the finalization of the budget.

Motion: To approve the FY 21/22 Budget.

**Moved by Nicola Sherwin-Roller. Seconded by Kathy Offet-Gartner.
CARRIED**

6. **FY 20/21 Financials**

- The RDF funding is transferred at the discretion of the Board.
- Current shutdown costs are estimated at \$700K. This number will be revised this year based on current commitments.
- Special projects in the 2021/22 budget are \$189K.
- The reserve is at \$879K.
- There is a difference of \$-10K.
- The RDF funding currently has more than sufficient funds to handle any projects in 2021.
- The Board can pass a motion to rescind the transfer for 2020/21.
- This would keep the funds in operations and add to the reserve.
- Tony Laderoute has checked with the auditors and this is allowed.

Motion: To keep the RDF funding for FY 20/21 within the Operating Budget.

**Moved by Serge Hall. Seconded by Kathy Offet-Gartner.
CARRIED**

7. **Certification Task Group Motions**

- There are five parts to the motion being recommended by the Certification Task Force.
- These motions have been through the ball-toss exercise.
- The motions relate to:
 - a. Part 1: Require practicum courses include a course seminar and evaluation component
 - b. Part 2: Require disclosure of any concerns regarding competencies
 - c. Part 3: Clinical practicum supervisors can be located off-site

- d. Part 4: Re-define what clinical practicum experiences are eligible
- e. Part 5: Virtual practicum placements

Motion: To accept the recommendations by the Certification Task Force.

Moved by Rabea Siddique. Seconded by Nicola Sherwin-Roller.

CARRIED

1 ABSTENTION

8. RDF for Member Morale Campaign

- To help recognize the work of counsellors and psychotherapists, Monika Green and Karina Albert would like to launch a campaign that allows members, non-members and members of the public to recognize the hard work of counsellors and psychotherapists across Canada (both members and non-members).
- CCPA would develop a page on our website where an individual could send a message of recognition, appreciation, or gratitude for a counsellor or psychotherapist during this time of unprecedented strain.
- Glenn Sheppard, CCPA's Ethics Amicus, has determined there were no ethical concerns around this project.
- The cost around launching this project is \$3020.
- Thank you to Monika Green and Karina Albert for bringing working on this project!

Motion: To approve the RDF for Member Morale Campaign as presented.

Moved by Rabea Siddique. Seconded by Serge Hall.

CARRIED

9. Indigenous Practice Award – Rylee Godin

- This item will be addressed during the next board meeting, as it is not time sensitive.

10. Board Secretary Appointment

- The by-laws indicate that the CEO or designate will act as the Secretary.
- The motion passed in May 2019 named Barbara MacCallum as Secretary.
- Since Kim Hollihan is now the CEO, a motion should be passed by the Board indicating that Kim is now the Secretary.

Motion: As per the CCPA bylaws, pass a motion appointing Kim Hollihan as the Secretary.

Moved by Meredith Henry. Seconded by George Maringapasi.

CARRIED

11. Information Updates

COVID19

- Due to the Ontario lockdown, the CCPA management has added an additional step to visit the office.
- Staff must check with their manager prior to going to the office.

Staffing

- The National Office has hired two new people: a new receptionist and an additional person for the CCC Administration team.
- We have one staff member leaving for Maternity Leave in January 2021 and another leaving as she has received a job offer from the RCMP.

Conference

- The 2021 Conference this year will be virtual.
- Registration for the event is quite low.
- It will cost approximately \$40,000 to cancel the conference.
- The program has not yet been posted. The goal is to post it by the end of January 2021.
- It is anticipated that registration will increase once the program is posted

12. Governance Focus Groups Report and Discussion with Betty Ferreira

- Betty Ferreira presented a powerpoint summary report of the governance focus groups that were held with the Board at their November 2020 meeting.
- Discussion ensued from Betty's presentation.
- Here is a summary of comments:
 - feeling positive, grateful
 - this is an exciting journey
 - critical to connect with members and inform them of this initiative, including regular updates
 - a marketing and communications plan will be needed
 - relations will be important throughout this process
 - there will be a need unlearn and relearn
 - training may be required
 - regional representation is important to members – current and new regional Chapters can play a role here
 - consider an evaluation of what's working and not working with current structure
 - how will the governance structures of Chapters be impacted by governance changes at the national level (changes could be helpful to Chapters)
 - how has regulation impacted the need for regional representation
- Board members are asked to consider the suggestion of forming a small task group to develop a governance transitional plan.
- The task group would begin their work in March 2021 with the aim to conclude by late 2020/early 2021.
- Funding (\$10,000) has been allocated in the FY 21/22 budget as special project for an external consultant(s) to assist with transitional planning.
- This item will be revisited at the February 2021 Board meeting.

Action: Board members are asked to consider the suggestion of forming a small task group to develop a governance transitional plan.

13. Adjournment

Motion: To adjourn the meeting.

Moved by Rabea Siddique.

President

Date

Summary of Motions

Motion: To approve the agenda as presented.

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

Motion: To approve the minutes of the November 20-21, 2020 Board meeting.

**Moved by Blythe Shepard. Seconded by Serge Hall.
CARRIED**

Motion: To approve the FY 21/22 Budget.

**Moved by Nicola Sherwin-Roller. Seconded by Kathy Offet-Gartner.
CARRIED**

Motion: To keep the RDF funding for FY 20/21 within the Operating Budget.

**Moved by Serge Hall. Seconded by Kathy Offet-Gartner.
CARRIED**

Motion: To accept the recommendations by the Certification Task Force.

**Moved by Rabeea Siddique. Seconded by Nicola Sherwin-Roller.
CARRIED
1 ABSENTION**

Motion: To approve the RDF for Member Morale Campaign as presented.

**Moved by Rabeea Siddique. Seconded by Serge Hall.
CARRIED**

Motion: As per the CCPA bylaws, pass a motion appointing Kim Hollihan as the Secretary.

**Moved by Meredith Henry. Seconded by George Maringapasi.
CARRIED**

Motion: To adjourn the meeting.

**Moved by Rabeea Siddique.
CARRIED**

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	12	Consider the suggestion of forming a small task group to develop a governance transitional plan.	In preparation for February 18, 2021 Board meeting	Board members