



CCPA Board Meeting
March 18, 2021 / Le 18 mars 2021

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

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

Regrets: Liette Goyer, Siri Brown, Meredith Henry.

Agenda

- Welcome
- Approval of Agenda
- Approval of Minutes
- Conflict of Interest Declaration
- CACEP Standards
- Information Updates
 - Board of Directors 2021-23
 - COVID-19
 - Staffing
 - National Office Position – Director of Indigenous Initiatives
 - Conference
 - Update on Governance Circle
- Committee Updates
- Dates to Remember
- Adjournment

1. Welcome

The President welcomes everyone to the meeting.

2. Approval of the Agenda

Motion: To approve the agenda as amended.

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

3. Approval of Minutes

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

Moved by George Maringapasi. Seconded by Lori Rudniski.

CARRIED

4. Conflict of Interest Declaration

- No conflict of interest declared.

5. CACEP Standards

- Thank you to Natasha Caverley and the CACEP team for the updates on the documents.
- Wonderful job incorporating the Board's feedback.
- Information for the website will be coordinated by National Office.

Motion: To approve the CACEP Standards as presented.

Moved by Blythe Shepard. Seconded by Kathy Offet-Gartner.

CARRIED

6. Information Updates

Board of Directors 2021-23

- Andreea Andrei sent an attachment which lists our returning and new Directors.
- Congratulations to Carrie Foster and Rabeea Siddique for winning their respective elections!

COVID-19

- Ottawa is re-entering the red zone after midnight tonight.
- Business as usual for National Office with staff working remotely, seeking management approval to visit the office and adhering to the required protocols.

Staffing

- Three staff recently left CCPA for opportunities either with the federal government (x2) or directly in their field (x1).
- Recruitment for a new Certification Administrator and CEC Administrator is complete, staff have been hired and will start asap.
- Managers and staff are doing a wonderful job onboarding new staff virtually with orientation, IT set-up and training.
- Recruitment is underway for another CEC Administrator who will also assume the CACEP Administrative Assistant position in the spring and split their time between these 2 roles.
- A fun team-building event (virtual trivia) was held yesterday for staff.
- A follow-up session to the February 2021 anti-oppression/cultural competence workshop is scheduled for March 29, 2021.
- The Kairos virtual blanket exercise is planned with staff on April 22, 2021. On-call mental health support has been arranged with 2 members of the ICC Executive. Thanks to Melissa Jay for helping to arrange this.
- The second anti-racism book club for staff is planned for late April, 2021. Melissa helped us choose our book – The Inconvenient Indian.

National Office Position – Director of Indigenous Initiatives

- In the FY 21/22 budget, the Board approved \$80,000 to support the governance restructure.
- From that amount, \$10,000 is allocated for external consultants, and \$70,000 to hire subject matter experts at National Office.
- Melissa Jay suggested to have an Indigenous staff person on CCPA's team.
- Kim Hollihan, Jen Rowett and Melissa collaborated on the development of the job description.
- Melissa sought input from the ICC Executive and the ICC Elders and Knowledge Keepers Council.
- Great initiative! Thank you to everybody who is involved.

Conference

- Registration continues to climb and we anticipate a surplus, assuming all delegates submit their registration fees and barring any unexpected expenses.
- Registration is now at 335 full conference and 116 pre-conference.
- There are 6 sponsors this year with revenue of over \$4000.
- The conference team is currently working on volunteer schedules, scripting, virtual networking sessions, Chapter involvement, lobby videos to help answer questions about the technology, and gamification prizes.

Governance Circle

- Governance Circle members include: Kathy Offet-Gartner, Carrie Foster, Melissa Jay, Nicola Sherwin-Roller, Karina Albert and Kim Hollihan.
- Meetings are already scheduled for March and April 2021.
- Jen Rowett will join these 2 initial meetings.
- An invitation will be extended to Directors joining the Board in May 2021, in hopes of recruiting 1 or 2 new members.

7. Committee Updates

Awards Committee:

Lori Rudniski, Kathy Offet-Gartner, Kim Hollihan, and Andreea Andrei met to make sure that National Office and the Awards Committee have the same information related to awards. A few awards will be sent through the ball toss process in the coming months and others will be reviewed.

Governance:

The Publication Policies document has been sent to the Executive..

Risk Management:

There will be an updated report coming by the end of the month.

8. Dates to Remember

- Semi-annual Director and Committee Reports due March 29, 2021
- Awards Ceremony - May 6, 2021
- Conference - May 13 – 15, 2021

9. Adjournment

Motion: To adjourn the meeting.

Moved by Rabea Siddique.

President

Date

Summary of Motions

Motion: To approve the agenda as presented.

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

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

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

Motion: To approve the CACEP Standards as amended.

**Moved by Blythe Shepard. Seconded by Kathy Offet-Gartner.
CARRIED**

Motion: To adjourn the meeting.

**Moved by Rabeea Siddique.
CARRIED**