



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

**CCPA Board Meeting
October 15, 2020
18:00 -19:50 (ET)**

Present: Jen Rowett (Chair), Blythe Shepard, John Driscoll, Leah Lewis, Serge Hall, Siri Brown, , Lori Rudniski, Kathy Offet-Gartner, Nicola Shewin-Roller, Melissa Jay, Carrie Foster, Kim Hollihan, Andreea Andrei (note-taker).

Regrets: Liette Goyer, Andrea Garland, George Maringapasi, Cynthia Schoppmann, Rabeea Siddique, Meredith Henry, Barbara MacCallum.

Agenda

1. Welcome
2. Approval of Agenda
3. Approval of Minutes
4. Conflict of Interest Declaration
5. Anti-Racism Initiatives
6. AODA Update
 - Training
 - Policies
 - Report
7. Information Updates
 - COVID-19
 - Conference
 - Mentorship Program Launch
8. Governance Review with Betty Ferreira
9. Next Meeting
10. Adjournment

1. Welcome

- The President welcomed everyone to the meeting.
- The Board gave consent for the governance session with Betty Ferreira to be recorded.

2. Approval of the Agenda

Motion: To approve the agenda as amended.

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

3. Approval of Minutes

Motion: To approve the minutes of the September 17, 2020 Board meeting.

**Moved by Kathy Offet-Gartner. Seconded by Leah Lewis.
CARRIED**

4. Conflict of Interest Declaration

- No conflict of interest declared.

5. Anti-Racism Update/Initiatives

- CCPA has several initiatives relating to Anti-Racism.

BIPOC Panel Series

- Panel date: October 28, 2020; 6:00-7:30 pm ET
Panel title: The Costumes We Wear: A Panel for Counsellors and Psychotherapists Who Identify as BIPOC
- Panel description:
 - This facilitated panel discussion will create a brave space to honour our lived experiences as CCPA members who identify as being Black, Indigenous or a person of colour (BIPOC). Panellists will explore themes of identity and the intersectionality of accessibility for services of BIPOC identifying clients. This is the first part of a series, a follow-up event will be presented for everyone, including non-BIPOC members.
- Participants:
 - CCPA members who identify as BIPOC.
- Moderator: Margot Mutombo, CCPA Membership Administrator
- Panelists:
 - Dr. Melissa Jay, Registered Psychologist, CCPA Indigenous Director
 - Saira Sabzaali, RCC, CCC-S
 - George Maringapasi, CCC, CCPA Nova Scotia Director
 - Zoom Moderator: Margot Mutombo, Membership Administrator with CCPA
 - Facilitator: Kara Ko, RCC
- Second panel details are not yet available.
- Great step as an association! Excited to move forward with this!

Materials Received from the University of Ottawa

- There are some outstanding questions related to this material:
 - Who is the information intended for?
 - Are there any fees involved in using it?
 - Does the Researcher want CCPA to endorse the materials?
 - What is the Researcher's vision for the materials?

Action Items:

- Jen will email the Researcher again regarding the outstanding questions.

Board members will be invited to review the training material for the November Board meeting.

BIPOC Advisory Group

- A BIPOC Advisory Group will be formed.
- The Role of the Advisory Group will be to review suggestions of anti-racism initiatives and activities that could be undertaken by CCPA.
- An invitation to be part of the group will be sent to members along with an application form.
- Advisory Group will consist of Melissa Jay, George Maringapasi, Rabeea Siddique, Margo Mutombo and 3-4 other members.
- There was a suggestion to pay a stipend to non-Board and non-staff members of the advisory group.
- This suggestion will be reviewed within the context of CCPA's honorarium/stipend policy.

Action Items:

- Jen Rowett and Board reps to develop description of the Advisory Group along with a recommendation regarding stipends.
- National Office to develop Application Form and recruitment call/announcement to members.

National Office Initiatives

- There are plans for staff to create a book club.
- Possible creation of a new Chapter in consultation with the Social Justice Chapter.
- Staff Training – Feb 10, 2020 for 2.5 hours.
 - This was the first date we could obtain as the presenter is extremely busy.
- Karina Albert, George Maringapasi, and Rabeea Siddique are working on a specialization for the Find a CCC directory on the website.

6. AODA Update (not presented at the meeting due to time constraints)

- CCPA must comply with the AODA.
- CCPA is seen as a large company as the total of Ontario staff, volunteers and Board members is over 50.
- Staff, volunteers and Board members must complete a 1.5 training which is free and online.
- A certificate of completion is provided once the training has been completed.
- These certificates must be stored and recorded at National Office.
- Andreea Andrei is coordinating the training plan.
- CCPA must also complete a Compliance Report by the end of the year.
- Two policies are required and will be put through the ball toss once drafts are finalized:
 - Equal Opportunity Statement
 - Accessibility Policy
- National Office has hired an HR consulting firm who specializes in assisting organizations in complying with the AODA requirements.
- The website must be compliant by December 31, 2021.
- Nova Scotia and Manitoba have Disability Acts but training is not mandatory.
- More research is being conducted on what is required in those provinces.

7. Information Updates (not presented at the meeting due to time constraints)

COVID-19

- Ottawa is in modified stage 2.
- Ontario implemented new requirements for workplaces on September 28, 2020.
- All employees need to be screened every time before going to the office.
- Staff have been notified that:
 - Only 6 people are allowed at one time in the office.
 - Face masks are required if social distancing is not possible.
 - A calendar has been created for staff to indicate when they plan to come into the office.
 - A process has been put in place for employees to file their screening documents.

Conference

- We have approximately 40 proposals received (open until Nov 1).
- Registration is launched.
- Working on exhibit and sponsorship packages.
- Recruiting for proposal reviewers to evaluate the proposals.

Mentorship Program Launch

- The launch of this program has been delayed until January.
- The focus is currently on the Student Representative program.

8. Governance Review with Betty Ferreira

- Board had a one-hour session with Betty Ferreira on different governance models.
- Board directors had the opportunity to ask questions and reflect on how CCPA's governance model can be improved.
- The Zoom presentation was recorded.

Action Items:

- Board members will send proposed questions for the focus group to Andreea Andrei for forwarding to Betty Ferreira.

9. Next Meeting

- The next meetings will be held via Zoom on November 21-22, 2020. Start and end times for each day to follow.

10. Adjournment

Motion: To adjourn the meeting.

**Moved by Leah Lewis.
CARRIED**

President

Date

Summary of Motions

Motion: To approve the agenda as amended.

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

Motion: To approve the minutes of the September 17, 2020 Board meeting.

**Moved by Kathy Offet-Gartner. Seconded by Leah Lewis.
CARRIED**

Motion: To adjourn the meeting.

**Moved by Leah Lewis.
CARRIED**

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	5	Email the Researcher with outstanding questions.	Before the November Board Meeting.	Jen Rowett
2	5	Board members will be invited to review the training material for the November Board meeting.	ASAP	National Office
3	5	Develop description of the Advisory Group.	ASAP	Jen Rowett and Board Reps
4	5	Develop Application Form and recruitment call/announcement to members.	ASAP	National Office
5	8	Send proposed questions for the focus group to Andreea Andrei for forwarding to Betty Ferreira.	Deadline of November 3, 2020 was established after this Board meeting.	Board Members