



**CCPA Board of Directors Meeting
October 20, 2021 / 20 Octobre 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, Liette Goyer, Melissa Jay, Janis Campbell, Lori Rudniski, Barbara MacCallum, Kim Hollihan (Secretary), Pascale Thériault (note-taker).

Regrets: Jen Rowett,

Absent: Arash Kameli,

Agenda

1. Welcome
2. Approval of Agenda
3. Approval of Minutes
4. Conflict of Interest
5. Chapter Translation Fund
6. Ethics Casebook Editor RDF
7. Special Award in Glenn Sheppard's Honour
8. Information Updates
 - a. COVID-19
 - b. National Office
 - c. Conference
 - d. Staffing
 - e. 10,000 Members Celebrations
 - f. Student Retention Strategy
9. Committee Updates
10. Next Meeting – November 20 & 21 – 6:00 -7:00 PM (EDT)
11. Adjournment

1. Welcome

- Kathy Offet-Gartner welcomed everyone to the meeting.
- Kathy thanked people who replied to confirm their attendance at tonight's meeting.

2. Approval of the Agenda

Motion: To approve the agenda as presented.

**Moved by Sylvie Arseneau. Seconded by Corrine Hendricken-Eldershaw.
CARRIED**

3. Approval of Minutes

Amendment: French minutes – to modify the date for September 15, 2021

Motion: To approve the September 20, 2021 Board Meeting Minutes as amended.

**Moved by Kevin Alderson. Seconded by Siri Brown.
CARRIED**

4. Conflict of Interest

- Lori Rudniski declared a conflict of interest related to item #7.
- Liette Goyer declared a conflict of interest related to item #7.
- Melissa Jay declared a conflict of interest related to item #7.
- Rabeea Siddique declared a conflict of interest related to item #7
- Kaitlyn Munn declared a conflict of interest related to item #7.

5. Chapter Translation Fund

- The Chapter Translation Fund is for the purpose of covering Chapter-related translations.
- Traditionally, each Chapter contributes \$1 annually per member to this fund and National Office matches these contributions.
- The last time Chapters and the National Office paid into the fund was January 2015.
- In January of 2016, the Board approved a temporary suspension of Chapter and National Office contributions to the Chapter Translation Fund as it was decided that there was enough money in the fund to last for a few years.
- The fund is now depleted.
- Translation fees are between 0.20 & 0.26 \$/word.

Motion: To approve the reinstatement of annual Chapter and National Office contributions to the Chapter Translation Fund.

**Moved by Janis Campbell. Seconded by Liette Goyer.
CARRIED**

6. Ethics Casebook Editor RDF

- The current CCPA ethics casebook was published in 2015.
- With the release of the 2020 CCPA Code of Ethics and the 2021 CCPA Standards of Practice, a new ethics casebook is required to align with these updated and significantly revised publications.
- In August 2021, the Executive decided to issue a call to members for expressions of interest in the role of Editor for the Ethics Casebook.
- The ethics casebook is CCPA's most sought after publication, popular amongst counsellor education programs, university bookstores, and students in particular.
- Board Members applauded this initiative and highlighted their appreciation of Drs Michael Sorsdahl, Bill Borgen and Roberta Borgen's work.

Motion: To approve the Ethics Casebook Editor RDF.

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

7. Student Rep Award

- The Awards Committee are currently trying to harmonize the allocated amounts of all annual awards and therefore are asking for an increase of the allocated amount for the Student Rep award from \$450 to \$500.

Motion: To approve the increase from \$450 to \$500 to the Student Rep Award.

**Moved by Sylvie Arseneau. Seconded by Janis Campbell.
CARRIED**

5 abstentions

8. Special Award in Glenn Sheppard's Honour

- The creation of a Special Award related to ethics has been discussed since 2016.
- The idea was originally brought forward by Glenn Sheppard, an ethics expert who has a very long history of volunteerism and leadership with CCPA, working passionately and tirelessly for the Association on many fronts, notably ethics-related matters.
- The intention of the Special Awards is to highlight members, in good standing with CCPA, who have contributed to and have shown outstanding commitment to CCPA and to the counselling and psychotherapy profession.
- The Executive Committee suggests that Glenn be asked to help generate the creation and adjudication of this new award and that he be the first recipient.
- This Special Award would initially be created under the name "Ethics Special Award" until Glenn Sheppard becomes the first recipient, and then it would be renamed in his honour.
- Board Members are wondering if an amount will be attached to this Award.
- The Award Committee will develop a proposal for this special ethics award and bring it back to the Executive Committee and Board for review and approval.

Motion: To approve the development of a \$1,000 special award related to ethics in honour of Glenn Sheppard.

**Moved by Corrine Hendricken-Eldershaw. Seconded by Nicola Sherwin-Roller.
CARRIED**

Action: The Awards Committee will develop a proposal for the award and bring it back to the Executive and Board for review/approval.

9. Information Updates

COVID-19 / Return to Office Plan

- National Office is planning its return to Office commencing January 2022.
- The Telework Policy rollout is planned for the first week of November 2021.
- The vaccination policy has been reviewed by a lawyer and has been sent to the Governance Committee. .

- A Return to Office (RTO) checklist has been created to help plan the return to office, covering aspects from cleaning procedures, to equipment inventory, sharing of workstations and scheduling.

Conference

- The Conference request for proposals closes October 22, 2021.
- 80 proposals have been received so far.
- All proposals are blind-reviewed to ensure objectivity.
- Furthermore, Indigenous and LGBTQ2+ experts conduct specialized reviews of the proposals, as needed.
- Conference registration is expected to open by the end of this week.

Staffing

- Angela Grier, the new Lead, Indigenous Initiatives has joined the team.
- Kim Hollihan thanked Melissa Jay and Carla Pauls, ICC Chair for helping with the candidate interviews. The ad for the new Policy and Planning Analyst position is expected to go out to members this week.
- The position was approved as a special project in this year's budget and its goal is to bring subject matter expertise in strategic planning and research to the National Office team related to Indigenous matters.
- CCPA has surpassed the 10K + Members! A Membership Administrator will be added to the Membership team given the increase in workload.
- The Membership Administrator position will be filled by the current Receptionist as it is CCPA's policy to promote from within whenever possible. .
- The pending Receptionist position will be filled with the assistance of an external recruiting firm.
- There are 2 new part-time Associate Registrars: CCPA welcomes Madelaine Erazo and Lee Murphy-Nobs to the Team.

10 000 Members Celebrations

- To highlight this important milestone, CCPA has planned a set of fun and engaging activities for Members (November-December).
- A Virtual Easter Egg Hunt with prizes (free membership, conference registration, webinars, etc) will be hosted on the CCPA Website, an Association Milestone Timeline will be created and a Presidents Fireside Chat will take place in early December.
- The 10,000th member will also be highlighted on social media along with her prize of a free membership.

Student Retention Strategy

- Given the significant increase in student members, a National Office team has developed a Student Retention Strategy that will be implemented over the next 2 years.
- Public relations events, social media posts, invitations/opportunities for engagement, a national survey and the student rep program will be highlighted.

10. Committee Updates

- Kathy Offet-Gartner kindly reminded the Directors to submit their Directors reports on time by the new deadline – Monday, October 25.

- Reminder that Directors who wish to submit a project costing between \$100 - \$1,000 need to submit a *Regional Directors Fund* Form (see Board Manual).
- Reminder that Directors who wish to submit a project costing over \$1,000 need to submit a *Regional Development Fund* proposal and use the appropriate template.
- Manitoba – Barb MacCallum is feeling hopeful that regulation in province #7 is on the horizon.
- Québec – Carrie Foster shared her excitement about Sylvain Nadeau T.C.F, T.S, psychotherapist of the « Ordre des travailleurs sociaux et des thérapeutes conjugaux et familiaux du Québec » having invited her to discuss the possibilities of adding counsellors to the roster of those eligible to join the order. He is the OTSTCFQ head Office Couple and Family Therapy Coordinator. She suggests that the Anglophone & francophone Quebec Directors could join the meeting along with Kim and Karina.
- Manitoba – Lori Rudniski reports a huge increase in student enrollment.
- PEI – Corrine Hendrickson-Eldershaw is concerned by the lack of recognition of counselling therapists and their services despite the new regulation of Counselling Therapists. She highlights the ongoing need for increasing awareness.

11. Next Meeting

- November 20 and 21st – 12:00pm – 5:00pm EDT)

12. Adjournment

Motion: To adjourn the meeting.

Moved by Corrine Hendricken-Eldershaw.

President

Date

Summary of Motions

Motion: To approve the agenda as presented.

**Moved by Sylvie Arseneau. Seconded by Corrine Hendricken-Eldershaw.
CARRIED**

Motion: To approve the September 20, 2021 Board Meeting Minutes as amended.

**Moved by Kevin Alderson. Seconded by Siri Brown.
CARRIED**

Motion: To approve the reinstatement of annual Chapter and National Office contributions to the Chapter Translation Fund.

**Moved by Janis Campbell. Seconded by Liette Goyer.
CARRIED**

Motion: To approve the Ethics Casebook Editor RDF.

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

Motion: To approve the increase from \$450 to \$500 to the Student Rep Award.

**Moved by Sylvie Arseneau. Seconded by Janis Campbell.
CARRIED
5 abstentions**

Amended Motion: To approve the development of a 1000\$ special award in honour of Glenn Sheppard.

**Moved by Corrine Hendricken-Eldershaw. Seconded by Nicola Sherwin-Roller.
CARRIED**

Motion: To adjourn the meeting.

Moved by Corrine Hendricken-Eldershaw.

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	8	The Awards Committee to develop a proposal for the Ethics award and bring it back to the Executive and Board for review/approval.	TBD	Awards Committee