



**CCPA Board of Directors Meeting**  
**November 20-21, 2021 / 20-21 Novembre 2021**  
**12:00-17:00 ET / HE**

**Present:** Kathy Offet-Gartner (Chair), Kevin Alderson, Rabeea Siddique, Cynthia Schoppmann, Kaitlyn Munn, Melissa Jay, Sylvie Arseneau, George Maringapasi, Nicola Sherwin-Roller, Siri Brown, Corrine Hendricken-Eldershaw, Carrie Foster, Jen Rowett, Janis Campbell, Liette Goyer, Lori Rudniski, Barbara MacCallum, Kim Hollihan (Secretary), Pascale Thériault (note-taker).

**Absent:** Arash Kameli

**Agenda**

1. Indigenous Acknowledgement and Reflection
2. Welcome
3. Approval of Agenda
4. Approval of Minutes
5. Conflict of Interest
6. Round Table Check-Ins
  - a. Director updates
  - b. Committee reports
7. National Office News
  - a. Certification and Continuing Education
  - b. Communications and Partnerships
  - c. Finance and Operations
8. Regulation Update
9. Allyship Presentation
10. Wrap-Up
11. Day 1 Reflections
12. Supervision Initiatives
13. Chapter Support Fund Application – Career Counsellors Chapter
14. Private Practitioners Chapter – Bylaws Change
15. Risk Management Update
16. Strategic Leadership Plan
17. MHSU Workforce Capacity Survey Report
18. Vaccination Policy
19. Governance Circle Terms of Reference
20. Summary and Feedback
21. Adjournment

**1. Indigenous Acknowledgement and Reflection**

- Melissa Jay invited Board Members to take a moment to arrive and ground themselves while guiding meditation and some breathwork.

- Melissa shared a thought-provoking video that speaks to the lack of real action taken towards indigenous land acknowledgment and recognition: [Land acknowledgment | Baroness von Sketch Show - YouTube](#).
- Melissa asked Board Members to reflect and share their thoughts on the following questions from [Rania El Mugammar](#) :
  - How did I come to be on this land?
  - What does that mean for other people?
  - What's my relationship to the land in general?
  - What is my relationship to this land in particular?
- She then invited Board Members to share a word symbolizing their state of mind on this first November meeting day.

## 2. Welcome

- Kathy Offet-Gartner thanked Melissa Jay for the Indigenous land acknowledgment.
- Kathy welcomed everyone to the meeting and extended her appreciation of everyone's time and presence.

## 3. Approval of the Agenda

**Motion:** To approve the agenda as amended.

**Moved by Sylvie Arseneau. Seconded by Kaitlyn Munn.  
CARRIED**

## 4. Approval of Minutes

**Motion:** To approve the October 20, 2021 Board Meeting Minutes as presented.

**Moved by Lori Rudniski. Seconded by Corrine Hendricken-Eldershaw.  
CARRIED**

## 5. Conflict of Interest

- Corrine Hendricken-Eldershaw declared a conflict of interest related to items #14 and #19.
- Carrie Foster declared a conflict of interest related to item #19.
- Nicola Sherwin-Roller declared a conflict of interest related to item #19.
- Melissa Jay declared a conflict of interest related to item #19.
- Kevin Alderson declared a conflict of interest related to item #19.

## 6. Round Table Check-In

- Kathy Offet-Gartner invited Board Members to share highlights from their Director and Committee reports.
- Highlights include:
  - A need to continuously enhance connections and communication with and among members;

- A need to find alternative and innovative ways to engage with members and share available resources and professional development (PD) opportunities;
- The Member Services Audit Survey will go out soon and will be useful to guide engagement efforts;
- A reminder that there's strength in numbers: Focus on collegiality and relationships to enhance capacity building and to share ideas and resources;
- A need to increase student representative capacity to support the student population growth: reminder to reach out to [Zoe Fraser](#), CCPA's Student Rep Coordinator, for support with university outreach;
- A need for the Supervision training offered in French;
- Challenges in NB - Moncton around the Guidance Counsellor Master's Degree recognition by OCCOQ;
- A reminder to reach out to [Pascale Theriault](#) if you need any help with coordinating zoom meetings to support your Directors work;
- Reminder that personal wellness and allocating time to recharge your own batteries is crucial to prevent online and compassion fatigue;
- Thank you everyone for your continuous hard work and dedication to CCPA's mission and members!

**Action:**

- Sylvie Arseneau, Liette Goyer, Arash Kameli and Cynthia Schoppman will meet via Zoom to explore how francophone members in NB can be admitted to OCCOQ.
- Sylvie Arseneau to arrange a meeting with the Francophone Members.

**7. National Office News**

- Andreea Andrei presented an overview of the [Certification & Continuing Education Division](#).
  - Supervision course is filling up quickly – Some Board Members expressed a concern that the course is only available once a year and not currently offered in French.

**Action:** Andreea Andrei will add Cynthia Shoppmann and Carrie Foster to the waiting list of the Supervision Course.

- Karina Albert presented an overview of the [Communications & Partnerships Division](#).
- Tony Laderoute presented an overview of the [Finance & Operations Division](#).
- The Board extends their appreciation to the Managers and their teams for the ongoing hard work accomplished at National Office.

**8. Regulation Update**

- Barbara MacCallum updated the Board on the status of regulation in Canada.
- Barb extended an invitation to participate in next week's [Towns Halls](#) for more updates on Alberta regulation.

- Directors highlighted the continuous hard work and perseverance of Barb with advancing counselling regulation across the country.

## 9. Allyship Presentation

- [Denise McCuaig](#) delivered a workshop on allyship and how it differs from advocacy.
- Highlights:
  - Allyship should be defined by the marginalized groups themselves rather than the person who claims to be an ally;
  - The primary responsibility of an ally should be to use their privileges to advocate on the issues and [educate themselves](#);
  - Listening is an important skill in allyship;
  - Allies should help advance the solution of the experts (i.e. people who are marginalized) rather than create solutions;
  - You can be an ally by role modeling boundaries and personal wellness;
  - Analyze your privileges to unpack your biases – where can you use your privilege to help the marginalized individuals?
- Denise leads a [flower petal exercise](#) to demonstrate the notion of privileges.
- The Board extended their appreciation to Denise for her presentation and shared how it had helped them reflect on their own biases.

## 10. Wrap-Up

- Kathy invited Directors to share final words before closing today's session.
- Reminder to order food and treat yourselves to a nice meal tonight.



## 11. Day 1 Reflections

- Jen Rowett opened the day with a land acknowledgement and mindfulness activity.
- Board members shared some reflections on day 1 of the meeting.

## **12. Supervision Initiative**

- Dr. Blythe Shepard walked the board through a PowerPoint presentation about [CCPA Supervision Initiatives](#).
- Kim Hollihan invited Board Members to reach out to [Pascale Theriault](#) if they wish to receive complimentary copies of the supervision resources available on CCPA's website.
- Blythe was asked what the Board needs to do or focus on to support the supervision initiatives and ensure continuity of this work?
  - Blythe spoke about the need to accelerate the Supervision Think Tank process and invited the Board to promote the Circle of practice hosted by the Counsellor Educators and Supervisors Chapter.
  - Kathy encouraged Board Members to join the supervision Circles of Practice and reminded them of the upcoming [7th Circle of Practice](#), on December 10, 2021.
- Board Members were very impressed by all the supervision-related work accomplished by the Association.
- Directors expressed interest in providing Blythe a gift to thank her for her leadership and contributions.
- Reminder to be mindful of the volunteering position of people involved with the CCPA.
- It was to recognize that people may benefit from their volunteering and are sometimes compensated indirectly.

**Motion:** To send an appreciation gift to Dr. Blythe Sheppard valued at \$100.

**Side note:** Offers were made and accepted to send handcrafted gifts from both Nicola and Janice to Blythe in appreciation for all her work.

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

### **Actions:**

- Pascale to send supervision resources publications to Board Members who reached out. (Nicola Sherwin Roller, Carrie Foster, Kathy Offet-Gartner, Sylvie Arseneau, Melissa Jay, Lori Rudniski, Janis Campbell, Cynthia Schoppman, Kaitlyn Munn).
- Janis Campbell, Nicola Sherwin-Roller, and Kim Hollihan to coordinate appreciation gift delivery to Dr. Blythe Sheppard.

## **13. Career Counsellors Chapter Application**

- The Chapter is proposing the development of guidelines that will provide practical recommendations on how to integrate career and work into general counseling practice.
- The process of developing these guidelines will be informed through community and professional feedback on effective practices, as well as on relevant research on career counseling practice.

- The Chapter is seeking \$3500 from the Chapter Support Fund to initiate the proposed project.
- The Chapter will contribute \$1250 plus honorariums.
- The duration of the Project is estimated at 85 hours total.
- The Project Lead and Researcher/Writer will be determined subsequently, with a call-out to all Chapter members to ensure equity and fairness in the selection process.

**Motion:** To approve the Career Counsellors Chapter Support Fund Application.

**Moved by Nicola Sherwin-Roller. Seconded by Kaitlynn Munn.**

**CARRIED**

**1 abstention**

#### **14. Private Practitioners Chapter – Bylaw Changes**

- The Private Practitioners Chapter is proposing the addition of the Vice President role (section 4) and the Vice President description (section 5.1.9) in the Bylaws.
- This change is to ensure succession and smooth transition in leadership roles.

**Motion:** To approve the Private Practitioners Chapter Bylaw Changes.

**Moved by Jenny Rowett. Seconded by Siri Brown.**

**CARRIED**

**1 abstention**

#### **15. Risk Management Report**

- Carrie Foster, on behalf of the Risk Management Committee, presents the Risk Management Report to the Board.
- This report documents the risks might affect the future operations of the Association.
- The report is updated twice a year, in preparation for the November and May Board meetings.
- Outside of these two updates, Kim Hollihan brings RM issues to the President and/or Executive as required.
- The Executive may decide to bring a RM issue to the Board at anytime.
- In the current update, particular focus was on such topics as Committee changes, Social Media, Return to Office plans and regulation.
- A reminder that the full document (confidential) will be posted in the Directors workspace until November 30, 2021 and will then be removed for security purposes.
- An invitation was extended to reach out to Kim or Carrie if any questions or concerns arise.
- Never hesitate to share a concern for consideration by the Risk Management Committee.

## 16. Strategic Leadership Plan

- Kathy Offet-Gartner provided a quick overview of the draft 2021-2023 Strategic Leadership Plan.
- Kathy invited all Board Members to go through the Strategic Plan draft document and send specific questions, comments, and recommendations to herself and/or Kim Hollihan to ensure they will be taken into consideration before the plan's approval at the January 2022 Board meeting.
- Kathy extended an invitation to Board Members to partake in the [Presidents Fireside Chat](#) December 11, 2021.
- Kim shared excellent news about [CLHIA](#) who recently accepted CCPA's proposal to present at their 2022 National Conference.
- This will be an excellent opportunity to build relationships and networks with insurance providers and hopefully open the scope of insurance plans to include counsellors and psychotherapists.

## 17. MHSU Workforce Capacity Survey

- Mary Bartram and Ivy Bourgeault presented the research findings of the [MHSU Workforce Capacity Survey](#).
- The presentation was welcomed with great enthusiasm by Board Members who were grateful and very pleased to see the findings of this survey.
- Board members shared how essential it is to increase the capacity and resources available to Mental Health workers.
- Presenters via the Canadian Health Workforce Network (CHWN) are issuing a [call to action](#) for better planning, better care, and better work through better data.
- They asked the Board's support in advocating and raising awareness by signing on to the call for action as an organization and as individuals.
- Kathy invited the Board to consider the endorsement request and dissemination of the petition through their personal and professional channels.

**Motion:** To endorse the CHWN's call to action by signing the petition as an Association.

**Moved by Siri Brown. Seconded by Rabeea Siddique.  
CARRIED**

**Motion:** To invite members to sign the petition via a member communique.

**Moved by Carrie Foster. Seconded by Nicola Sherwin-Roller.  
CARRIED  
1 abstention**

**Action:**

- Karina Albert will arrange for the CHWN call to action to be sent to all members.

**Side note:** A student retention strategy has been developed at National Office and it involves a student survey and consultations among other activities. Rabeea Siddique,

Carrie Foster and Cynthia Schoppmann offered to help inform National Office efforts in this area.

**Action:**

- Kim Hollihan will connect interested Directors with the National Office lead for the Student Retention Strategy.

**18. Vaccination Policy**

- The Vaccination Policy has been reviewed by legal, the Governance Committee, the Quality Assurance Committee and the Executive.
- CCPA will require all employees, volunteers, and contractors working on-site at the National Office in Ottawa to be fully vaccinated against COVID-19 to support the health and safety of our workplace.
- This policy includes a mandatory education session for people refusing to get vaccinated.
- The vaccination dates contained within the policy will be determined following Board approval.

**Motion:** To approve the CCPA Vaccination Policy.

**Moved by Rabeea Siddique. Seconded by Siri Brown.  
CARRIED**

**19. Governance Circle – Terms of Reference**

- The role of the Governance Circle is to provide leadership on and advise CCPA, specifically its National Board of Directors, on matters relating to a restructure of CCPA's Governance model.
- The purpose of the Governance Circle is to develop and propose a governance transitional plan and to offer guidance on its implementation and suggest the resources required.
- Clarification around what is the Wisdom Council – This council would be created to gather wisdom and experience from members who can provide reflective knowledge to help inform the Governance Circle efforts such as members of the Senator and former Directors.

**Motion:** To approve the Governance Circle Terms of reference as amended

**Moved by Sylvie Arseneau. Seconded by Siri Brown.  
CARRIED  
4 abstentions**

**Action:**

- The reference to “one ethnically diverse individual from CCPA's membership” will be removed from the third page.

## 20. Summary and Feedback

- Kathy Offet-Gartner spoke about the BC flooding and asked the Board to reflect on the possibility of making a monetary donation as an Association to the Canadian Red Cross.
- Kathy shared a time-limited opportunity (November 22, 2021 deadline) of having the CCPA donation tripled by an external party (Honda Canada).
- Melissa Jay asked if the Board could also consider supporting the Wet'suwet'en Land Defenders.

**Motion:** To approve a donation of \$500 to the Canadian Red Cross.

**Moved by Kaitlyn Munn. Seconded by Nicola Sherwin.  
CARRIED  
1 abstention**

**Motion:** To donate \$500 in support of Wet'suwet'en Land Defenders.

**Moved by Melissa Jay. Seconded by Sylvie Arseneau.  
CARRIED**

## 21. Next Meeting

- January 19, 2022 – 6:00 - 7:00 PM (EDT)

## 22. Adjournment

**Motion:** To adjourn the meeting.

**Moved by Corrine Hendricken-Eldershaw.  
CARRIED**

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President

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Date



A word cloud containing terms such as 'compassionate', 'bienveillance', 'caring', 'reflective', 'full heart', 'impressed', 'cat lying in the sunbed', 'overwhelmed', 'I love you all', 'satisfied', 'impressed', 'full and tired', 'Grateful', and 'reflective'.



A word cloud containing terms such as 'reflective', 'bienveillance', 'compassionate', 'satisfied', 'impressed', 'caring', 'energized', 'full and tired', 'cat lying in the sunbed', 'tired', and 'overwhelmed'.



A word cloud containing terms such as 'overwhelmed', 'Grateful', 'full heart', 'I love you all', 'amazed by all the accomplish work', 'energized', 'satisfied', and 'full and tired'.



### Summary of Motions

**Motion:** To approve the agenda as amended.

**Amendment:** To defer item #12 & #20 to another time.

**Moved by Sylvie Arseneau. Seconded by Kaitlyn Munn.  
CARRIED**

**Motion:** To approve the October 20, 2021 Board Meeting Minutes as presented.

**Moved by Lori Rudniski. Seconded by Corrine Hendricken-Eldershaw.  
CARRIED**

**Motion:** To send an appreciation gift to Dr. Blythe Sheppard valued at \$100.

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

**Motion:** To approve the Career Counsellors Chapter Support Fund Application.

**Moved by Nicola Sherwin-Roller. Seconded by Kaitlynn Munn.  
CARRIED  
1 abstention**

**Motion:** To approve the Private Practitioners Chapter Bylaw Changes.

**Moved by Jenny Rowett. Seconded by Siri Brown.  
CARRIED  
1 abstention**

**Motion:** To endorse the CHWN's call to action by signing the petition as an Association.

**Moved by Siri Brown. Seconded by Rabeea Siddique.  
CARRIED**

**Motion:** To invite members to sign the petition via a member communique.

**Moved by Carrie Foster. Seconded by Nicola Sherwin-Roller.  
CARRIED  
1 abstention**

**Motion:** To approve CCPA's Vaccination Policy.

**Moved by Rabeea Siddique. Seconded by Siri Brown.  
CARRIED**

**Motion:** To approve the Governance Circle Terms of reference as amended

**Moved by Sylvie Arseneau. Seconded by Siri Brown.**

**CARRIED**

**4 abstentions**

**Motion:** To approve a donation of 500\$ to the Canadian Red Cross

**Moved by Kaitlyn Munn. Seconded by Nicola Sherwin.**

**CARRIED**

**1 abstention**

**Motion:** To donate \$500 in support of Wet'suwet'en Land Defenders.

**Moved by Melissa Jay. Seconded by Sylvie Arseneau.**

**CARRIED**

**Motion:** To adjourn the meeting.

**Moved by Corrine Hendricken-Eldershaw.**

**CARRIED**

### Summary of Action Items

<b>Task Number</b>	<b>Minute Reference</b>	<b>Task</b>	<b>Date</b>	<b>Responsibility</b>
1	6	Sylvie Arseneau, Liette Goyer, Arash Kameli and Cynthia Schoppman will meet via Zoom to explore how francophone members in NB can be admitted to OCCOQ.	TBD	Sylvie Arseneau, Liette Goyer, Arash Kameli, and Cynthia Schoppman
2	6	To organize a Zoom meeting for francophone members.	TBD	Sylvie Arseneau
3	7	To add Cynthia Shoppmann and Carrie Foster to the waiting list of the Supervision Course.	TBD	Andreea National Office
4	11	To order supervision resources publications to Board Members who reached out. ( Nicola Sherwin Roller, Carrie Foster, Kathy Offet-Gartner, Sylvie Arseneau, Melissa Jay, Lori Rudniski, Janis Campbell, Cynthia Schoppman, Kaitlyn Munn )	ASAP	Pascale
5	11	To coordinate appreciation gift delivery to Dr. Blythe Sheppard.	TBD	Janis, Nicola and Kim
6	17	To arrange for the CHWN call to action to be sent to all members.	TBD	Karina Albert
7	17	To connect interested Directors with the National Office lead for the Student Retention Strategy.	TBD	Kim Hollihan
8	19	To remove the reference to “one ethnically diverse individual from CCPA’s membership” from the third page.	ASAP	Governance Circle