



**CCPA Board of Directors Meeting
January 19, 2022/ 19 Janvier 2022
18:00-19:30 ET / HE**

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

Regrets: Liette Goyer

Absent: Arash Kameli

Guest: Tony Laderoute - (for item #5 - FY 22/23 Budget)

Agenda

1. Welcome
2. Approval of Agenda
3. Approval of Minutes
4. Conflict of Interest
5. FY 2022/23 Budget
6. Updates to Health and Safety Policies and Teleworking Policies
7. Social Media Policy
8. Media Outreach 2022
9. Risk Management Item - Donation to Wet'suwet'en
10. Information Updates
11. Committee Updates
12. Adjournment

1. Welcome

- Kathy Offet-Gartner welcomed everyone to the meeting and extended her appreciation of everyone's time and attendance.

2. Approval of the Agenda

Motion: To approve the agenda as presented.

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

3. Approval of Minutes

Motion: To approve the November 20-21, 2021 Board Meeting Minutes as presented.

**Moved by Jen Rowett. Seconded by Sylvie Arseneau.
CARRIED**

4. Conflict of Interest

- No conflict of interest declared.

5. FY 2022/23 Budget

- Thank you to Tony Laderoute, Manager, Finance and Operations (Guest) who attended the Board Meeting tonight to answer questions on the budget.
- Kathy Offet-Garner took a moment to highlight the excellent work of everyone who worked on the FY 2022/23 Budget.
- She invited Board Members to address any clarifications required.
- The Directors were very pleased with Tony's work, greatly appreciating the level of detail, comprehensiveness and organization.
- Kim Hollihan extended her appreciation to Tony and the Accounting Team (Sadaf Mahmood and Kubra Vurgun) for their exceptional work in preparing the 2022/23 Budget.
- George Maringapasi, CCPA Treasurer, was also recognized for his oversight, contributions and support.

Motion: To approve the FY 2022/23 Budget.

**Moved by Nicole Sherwin-Roller. Seconded by Lori Rudniski
CARRIED**

6. Updates to Health and Safety and Teleworking Policies

- Kathy Offet-Gartner shared her appreciation of Kim Hollihan providing the rationale from legal counsel for the proposed changes to the three policies (i.e. Prevention of Workplace Violence, Harassment in the Workplace and Teleworking) via email in advance of the meeting.
- CCPA legal counsel recommended changes to the Health and Safety Policies (Prevention of Workplace Violence and Harassment in the Workplace) and the Teleworking Policy intending to address the question of who is responsible for health and safety issues that occur in a home office.
- The recommended changes clarify that employees are responsible for maintaining the health and safety of their home offices and not CCPA.
- Also removed from the Health and Safety policies are references that give an employee the right to retain an External Consultant at CCPA's costs.
- With this deletion, CCPA can still retain an external consultant such as an investigator or a lawyer as needed.
- Support was expressed for all of the proposed changes.

Motion: To approve the revised Health and Safety (Prevention of Workplace Violence and Harassment in the Workplace) and Teleworking Policies.

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

Action: Pascale Thériault to update the numbering in the Teleworking Policy and ensure the use of Canadian spelling throughout.

7. Social Media Policy

- The Social Media Policy was prepared in collaboration with legal counsel and has been reviewed by the Governance and Quality Assurance Committees, and Dawn Schell, a representative from the Executive of the Technology and Innovative Solutions Chapter (as proposed by the Governance Committee).
- Social media posts of concern will be addressed on a case-by-case basis.
- The creation of the Social Media Policy inspired National Office to work in collaboration with Dawn Schell on organizing a Social Media Workshop for interested Chapters in the spring of 2022.
- A Board member inquired about the possibility for Regional Directors to create their social media accounts to connect with members and promote CCPA.
- Directors who wish to do so are encouraged to communicate with Karina Albert, Manager, Communications and Partnerships for guidance.
- The possibility of including Directors in the Social Media Workshop for Chapters was discussed as well as an event specific to Board members.
- The National Office team's great work around Social Media activities was highlighted by a Director with an invitation to other Board Members to share, repost and use the language and key messages available on CCPA's social media channels.

Motion: To approve the Social Media Policy.

**Moved by Corrine Hendricken-Eldershaw, Seconded by Jen Rowett
CARRIED**

Action: Pascale Thériault to survey Directors' interests in attending a Social Media Workshop organized by National Office.

8. Media Outreach 2022

- Monika Green (Directors of Public Affairs), Karina Albert (Manager, Communication and Partnerships), and Ben Howe (Impact Public Affairs) have proposed a new Media Outreach strategy for 2022.
- They proposed a schedule that includes standard press releases to commemorate events/announcements led by CCPA and/or an alliance which CCPA is part of and shorter media statements to commemorate events that are led by external groups.
- The media statements are shorter, while still indicating CCPA's availability to speak on the topic in an interview or article.
- The purpose of this new strategy is to attract more media attention for CCPA events such as Canadian School Counselling Week and Counselling and Psychotherapy Month and to reduce the time and effort related to spokespersons when more often than not, media requests are not received.
- Support was expressed for this new approach and proposed plan.

- A few Directors expressed a desire for CCPA to have a greater media presence and for media outreach to be more proactive versus reactive.
- A point was raised regarding compensating Indigenous Elders for their time when acting as spokespersons on behalf of CCPA such as for National Day for Truth and Reconciliation.
- An Elder Support and Consultation Pilot was approved as part of the FY 22/23 budget to provide honoraria for requests of Elders/Knowledge Keepers such as consultation, guidance, support and the sharing of their stories, knowledge and wisdom.
- A small group (Melissa Jay, Corrine Hendricken-Eldershaw, Nicola Sherwin-Roller and Carrie Foster) will meet to discuss parameters for the pilot and ideas for how to recognize the National Day for Truth and Reconciliation.

Action: Melissa Jay, Corrine Hendricken-Eldershaw-, Nicola Sherwin-Roller, Carrie Foster to meet regarding the Elder Support and Consultation Pilot.

9. Risk Management Item - Donation to Wet'suwet'en

- A donation to Wet'suwet'en was approved by the Board in November 2021.
- The original intent of the donation came from the tragic flooding in BC and the desire to support the Indigenous communities impacted.
- Carrie Foster, in her capacity as Risk Management Chair, shared with the Board that additional information was brought forward which led the Executive to give further consideration to the proposed donation.
- Consequently, the donation was put on hold to allow ample time to gather information, reflect and consult.
- There were concerns with:
 - supporting one side of a divided issue which would be construed as taking sides on an issue that is not related to a national counselling/psychotherapy association.
 - a national association supporting a group that has been found violating current laws.
- Legal counsel was consulted about the potential risk associated with the proposed donation and it was recommended that instead a donation could be made that is not to fund any specific viewpoint relating to the coastal pipeline dispute.
- Discussion ensued with varying points and perspectives shared.
- The Board would like more time to gather information before taking a stance.
- Kathy Offet-Gartner invited Board Members to continue their reflection and educate themselves on the matter to make an informed decision at the next Board Meeting on who to support and how to honour the original intent of the donation.

Action: Board members will give further consideration to the proposed donation in preparation for a discussion/decision at their February 2022 meeting.

10. Information Updates

COVID-19

- The mid-January 2022 return to office has been postponed indefinitely given the latest Ontario lockdown.
- COVID protocols at the office remain in place.
- Office visits are on an as-needed basis and require Manager pre-approval other than the Receptionist who is at the office regularly.
- Teleworking agreements and an office schedule were finalized in December 2021.

CONFERENCE

- Registration is currently at under 50, many of whom are presenters.
- Some potential delegates and presenters have indicated that they are reluctant to commit due to the uncertainty around COVID.
- CCPA is currently in negotiations with the Delta, discussing the possibility of moving the 2022 conference to a virtual event and hosting an in-person conference in Charlottetown, PEI in 2024.
- A decision is expected in early February.
- Support was expressed for the National Office to make whatever decisions are necessary.
- The Conference Program will be published this week.

CACEP STANDARDS

- The CACEP Council is ready to collaborate with National Office on the launch of the revised CACEP standards.
- The launch is planned for late January 2022 with an effective date of July 1, 2023.
- A launch plan is under development and will include both internal (e.g. Counsellor Educators and Supervisors Chapter) and external (e.g. Program Coordinators) outreach and a variety of activities such as website update, social media, member communiques, and possibly a webinar.
- A few accredited programs will be granted extensions to their current accreditation periods so they have time to implement the new standards.

11. Committee Updates

- Postponed to the next meeting.

12. Next Meeting

February 16, 2022 – 6:00 - 7:00 PM (EDT)

13. Adjournment

Motion: To adjourn the meeting.

Moved by Siri Brown.

President

Date

Summary of Motions

Motion: To approve the agenda as presented.

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

Motion: To approve the November 20-21, 2022 Board Meeting Minutes as amended.

**Moved by Jen Rowett. Seconded by Sylvie Arseneau.
CARRIED**

Motion: To approve the 2022/23 Budget.

**Moved by Nicole Sherwin-Roller. Seconded by Lori Rudniski
CARRIED**

Motion: To approve the revised Health and Safety, and Teleworking Policies.

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

Motion: To approve the Social Media Policy.

**Moved by Corrine Hendricken-Eldershaw. Seconded by Jen Rowett
CARRIED**

Motion: To adjourn the meeting.

**Moved by Siri Brown.
CARRIED**

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	6	Pascale Thériault to update the numbering in the Teleworking Policy and ensure that the use of Canadian spelling is reflected in the wording.	ASAP	Pascale Thériault
2	7	Pascale Thériault to survey Directors' interests in attending a Social Media Workshop organized by National Office.	ASAP	Pascale Thériault
3	8	Melissa Jay, Corrine Hendricken-Eldershaw, Nicola Sherwin-Roller and Carrie Foster to meet subsequently and work on a proposal regarding the Elder Support and Consultation project.	TBD	Melissa Jay, Corrine Hendricken - Eldershaw, Nicola Sherwin-Roller, Carrie Foster
4	9	Give further consideration to the proposed donation in preparation for a discussion/decision at their February 2022 meeting.	By February 16, 2022	Board