

CCPA Board Meeting
May 22-23, 2012
Westin Hotel, Calgary, AB
8:30-17:00 (MDT)
8:30-17:00 (MDT)

Present: Lorna Martin (Chair), Miriam Duff, Lilli Janzen, Beatrice St. Amand-Doepker, Sarah Holland, Serge Hall, Beth Robinson, George Dunne, Michel Lefebvre, Erin Crossland, Deborah Wood Salter, Blythe Shepard, Martin Reid, Trish McCracken, Marie Cardinal-Picard, Barbara MacCallum (Secretary)

Regrets: Ron Lehr

Welcome

- Lorna welcomed everyone and thanked them for attending the meeting.

Agenda

1. Approval of Agenda
2. Acceptance of the March 15, 2012 Minutes
3. Conflict of Interest
4. Audited Financial Statements
5. New Corporations Act
6. Directors' Reports including Chapter Liaison Reports
7. Information Items – Questions Arising
8. Conference Update
9. Preparation for AGM
10. Committee/Work Packages and Breakout Group Reports
11. Review of Day 1
12. Evaluations – CEO and Board
13. Update on Regulations
14. Advertising Policy and Communication Protocols
15. Northern Initiative
16. Committee Reports and Plans
17. OTUS Report
18. Next Meeting
19. Adjournment

Tuesday, May 22, 2012

1. Approval of the Agenda

Motion: To approve the agenda as proposed.

**Moved by Michel Lefebvre. Seconded by Beth Robinson.
CARRIED.**

2. Acceptance of Minutes

Motion: To accept the minutes of the March 15, 2012 meeting as accurately reflecting the discussions and decisions of the Board.

Moved by Erin Crossland. Seconded by Serge Hall.

CARRIED.

3. Conflict of Interest

All attendees confirmed that they did not have a conflict of interest with regard to any of the agenda items with the exception of Michel Lefebvre, Trish McCracken and Barbara MacCallum who will excuse themselves during any discussions of Advocacy in Ontario.

4. Audited Financial Statements

- Miriam Duff reviewed the Financial Statements and Audited Reports for the year ending January 2012.
- The management letter which accompanied the report indicated that a reserve policy should be put in place.
- Barb MacCallum has asked the auditors for some examples of reserve policies that can be reviewed by the Treasurer and the Executive Committee.
- The Association had an excess of revenues over expenses in operations and with regard to the Special Projects.
- Page 11 of the report is a new schedule which shows expenses by category.
- This new report is to ensure transparency in the expenditures of the Association.

Motion: To accept the audited financial statements as presented for the period ending January 31, 2012.

**Moved by Serge Hall. Seconded by Blythe Shepard.
CARRIED**

5. New Corporations Act

- Lorna Martin has started the task of comparing the CCPA By-laws to the Corporations Act and to the comments made by our legal counsel.
- Gaps need to be identified.
- By-laws to be reconciled need to be identified.
- The revisions should be presented at the 2013 AGM.
- There are specific issues relating to the length of term for Executive members and the election of Directors that need to be reconciled with our current practices.
- It was agreed that the Executive will meet to discuss the changes required.
- The meeting will be held on August 28-29, 2012 in Ottawa.
- The revised by-laws will be presented to the Board of Directors for review at the November 2012 Board of Directors Meeting.

6. Director's Reports Including Chapter Liaison Reports

British Columbia and Yukon – George Dunne

- BC/YK currently has 1,020 members.
- George has started to attend meetings of the BC Chapter via teleconference.
- He noted that the RCC (Registered Clinical Counsellor) designation is very influential in BC.
- He also noted that the BC Task Group is very active regarding the acquisition of regulation in BC.

Alberta/NWT – Sarah Holland

- Sarah has been involved in the Northern Initiative and will be sending out further emails regarding the initiative.
- The Alberta/NWT Chapter is going to be as visible as possible at the Conference.
- Regional meetings are being held and the membership in the Chapter continues to grow.
- The website page and brochure for the Chapter are completed.

Saskatchewan – Beatrice St. Amand-Doepker

- Membership is slowly increasing.
- Beatrice spoke to graduate students in counselling in Saskatoon.
- Saskatchewan members are trying to get organized to form a Chapter.
- Beatrice has also been involved in the Northern Initiative and the Social Justice Chapter.

Manitoba – Miriam Duff

- Membership has increased.
- Manitoba has reached the level required to form a chapter.
- Miriam has been actively involved in the Northern Initiative.
- Miriam will be attending the Creative Arts in Counselling and the Pastoral and Spiritual Care in Counselling Chapters' AGMs this coming week.

Ontario Anglophone – Trish McCracken

- Currently has between 1100 - 1200 members.
- The Transitional Council of the College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario have submitted their draft regulations to the Ministry of Health and Long-term Care and are awaiting feedback.
- There have been some modifications to the Registered Mental Health Therapy title to restrict independent practice until the practitioner has been licensed for 5 years and fulfills other educational and practice requirements.
- There have been changes in the Ontario Coalition which will be discussed later during the Board meeting.
- Trish has also been involved in the Northern Initiative.
- She noted that she will be attending the School Counsellors and Private Practitioners Chapter meetings.
- The School Counsellors Chapter is struggling to find Executive Committee members from the west as the Chapter Executive is primarily located in the Maritimes.
- There are 17 universities in Ontario without Student Reps.

Ontario Francophone – Michel Lefebvre

- Francophone membership has increased slightly but not at the same rate as Anglophone membership.
- There is a great deal of activity with regard to regulation in Ontario and Quebec.
- Bill 21 in Quebec is concerning members who live in Ontario but work in Quebec.
- Michel is liaising with the NCR Chapter.

- The Chapter continues to hold high quality professional development opportunities each month.
- He has also been involved in the Northern Initiative Project.
- Michel is also working with Blythe on e-counselling policies.
- 5 out of 26 colleges in Ontario conduct e-counselling and there are ethical issues which must be taken into consideration.

Quebec Anglophone – Lilli Janzen

- Bill 21 is Lilli's main focus.
- CCPA and QCA (Quebec Counselling Association) have been working diligently at disseminating the information that is available.
- CCPA sent a letter to the Office des Professions requesting that CCCs be grandfathered. QCA has also sent a letter of support
- A letter was also sent to the Order of Psychologists on the advice of the Office des Professions.
- A response to the letter has not yet been received.
- It is anticipated that the regulations will be proclaimed in mid to late-June 2012.
- EAPs are not clear on their course of action.
- EAP companies are saying that their employees do counselling not psychotherapy.
- The Guide Explicatif was circulated to our Francophone Quebec members.
- CCPA also excerpted key passages of the document to have them translated into English.
- This summary document will be circulated to Anglophone Quebec members.
- The document will clearly indicate that it is an unofficial translation and that the full French document should be consulted for details.
- It appears that Creative Arts Therapists will not be able to get Psychotherapy Permits based on the current analysis of the regulations.

Quebec Francophone – Marie Cardinal-Picard

- Marie's main concern has been Bill 21 and its effect on CCPA members.
- It is not clear whether practitioners have to be a member of an Ordre to be grandfathered into a permit.
- Supervisors must belong to an Ordre and have a permit to practice Psychotherapy.
- This has caused a problem because some of the professors at Quebec Universities will no longer be able to supervise students as they cannot fulfil the requirements to obtain a permit.
- Membership appears stable.
- Marie is keeping in touch with students at her university.
- Marie was concerned about the public facing website in terms of the legal requirements of individuals practicing psychotherapy in Quebec. Additional information has been put on the site to tell the public that the practitioner that they see must adhere to the regulations regarding counselling/psychotherapy in effect in their province, including registration with the College and obtaining a permit in jurisdictions in which this is a requirement.

New Brunswick – Erin Crossland and Serge Hall

- All key New Brunswick MLAs have been given a presentation on the Private Members Bill to regulate counselling therapists and career counsellors in New Brunswick.
- The draft bill has gone for stakeholder consultation.
- There is hope that it will have first reading in the spring 2012 sitting of the legislature in New Brunswick.
- The Ministry of Health is very supportive.
- There have been some roadblocks related to credentials and competencies.
- NB has had to remove the mention of a master's level education from the Bill.
- Quebec and Nova Scotia have expressed their concern to New Brunswick with regard to the non-specific educational requirement in the NB Bill.
- Quebec and Nova Scotia most likely will introduce legitimate objectives under the AIT if NB does not clarify its educational requirements.
- Serge noted that AFCONB feel that they have lost their identity due to the affiliation with CCPA.
- Serge will meet with students in September.

Prince Edward Island – Deborah Wood Salter

- There has been a reduction in government funding for child protection and family support workers resulting in the loss of several positions.
- The demand for counselling services, including EAP, is expected to increase, as people seek help to deal with job loss, in part, within the government sector on PEI.
- Wait times are long for mental health services.
- It appears that the school system will be spared further reductions.
- There is no movement on regulation and no new news regarding the Health Act review.
- UPEI (University of Prince Edward Island) and Acadia University are partnering on a new Masters level program in Counselling.
- The PEI Counselling Association is monitoring each of these issues.

Nova Scotia – Beth Robinson

- The Acadia – University of PEI partnership is exciting.
- The requirement is high for trained practitioners.
- The NS College of Counselling Therapists is accepting registrants.
- The Nova Scotia Chapter has been formed and is meeting bi-monthly.
- The major focus for the Chapter is the 2013 Conference in Halifax.

Newfoundland and Labrador – Martin Reid

- It is difficult to be a private practitioner in Newfoundland.
- Will be getting in touch with the student representative at Memorial University.
- CCC is recognized as important for EAPs and insurance.

7. Information Items – Questions Arising

The following items were presented as information to the Board of Directors.

New Corporations Act (Bill C-21)

The Federal Government has proclaimed a new Corporations Act which will require significant modifications to CCPA's by-laws and some of CCPA's processes. CCPA has until May 2014 to comply with the new regulations. The National Office has discussed the required steps to adhere to the new regulations with CCPA's legal counsel. CCPA's legal counsel has reviewed the CCPA by-laws and has recommended changes. A final detailed review of the by-law changes will occur in the summer of 2012. It is anticipated that the new by-laws will be presented for acceptance at the May 2013 AGM.

Social Media

CCPA is part of the social media world. The Association is now present on Facebook and Twitter. A staff member is responsible for "tweeting" at least twice a week about various CCPA activities. Webinars, the conference, and new articles on the blog are some of the items for which tweets occur. CCPA staff also regularly update the CCPA Facebook page.

CCPA also has a blog which has a robust editorial schedule. New blog articles are posted twice a week. We have just recently sent out a call for new bloggers. It is important to continually refresh our list of authors.

CCPA has also established a forum for online discussions. Usage has been minimal.

The CCPA website is continually updated.

FAQs

FAQs have been created for:

- Membership
- Mention of Membership and Use of CCPA Logo
- Certification
- Regulation and Practicing in Canada
- Continuing Education
- Accreditation
- Ethics

These are located on the website under the Resources tab and may be useful to Board members when answering questions from their constituents.

Mental Health Academy (MHA)

At the December 15, 2011 Board Meeting the following motion was passed.

Motion: To increase the availability and breadth of continuing education credits for CCPA members by negotiating an agreement with the Mental Health Academy based on their original proposal for online professional development services for CCPA members.

**Moved by Marie Cardinal-Picard. Seconded by Sarah Holland.
CARRIED**

This work was completed and the initiative with the Mental Health Academy was launched in March 2012. There will be ongoing promotion of the Mental Health



Academy material through the website and E-bulletins. As of mid-April 2012, 119 members have subscribed to the MHA service.

Webinars

Webinars have been scheduled until October 2012. To date this year 9 webinars have been held. The average attendance at each webinar is 6. French webinars are still drawing very few participants.

Student Membership Program

A student newsletter was published in March 2012. It may be accessed on the CCPA website.

Public Facing Website

As a part of CCPA's Sustainability activities and in order to promote a better understanding of counselling and psychotherapy to the public, CCPA has launched a public facing website which is called "Talking Helps". The site is available in both official languages. A soft launch to the President and Executive was completed in late April 2012. The Board launch and Chapter Presidents launch occurred in early May. The site was advertised to members the second week of May.

The urls for the site are:

www.talkingcanhelp.ca

www.talkingcanhelp.org

www.parlonensemble.ca

www.parlonensemble.org

CCPA received permission from the British Association of Counselling and Psychotherapy (BACP) to adapt content and pictures from their site called "It's Good to Talk". BACP is acknowledged on the CCPA public facing site.

Online Certification Process

Included in this year's budget was the amount of \$2,000 for the implementation of an online Certification system. The system will allow the collection of all of applicants' certification documents and will also allow applicants to check directly online for the status of their certification applications. This is a more robust and sophisticated system than we currently have in place and it should save staff time in the processing of Certification files. It will also facilitate the application process which may increase revenues in this area. We have seen this type of change as a result of the online membership renewal system.

Work is almost completed on this system. There are a few minor modifications that we are waiting for the supplier to implement.

Pathways Project

The purpose of this project is to identify pathways for the currently regulated/nearly regulated provinces (Quebec, Nova Scotia, and Ontario) using their titles, definitions/scopes of practice, standards of practice and competencies to clearly show the linkages between the regulatory titles used in each province and the practice of the profession. Over time, once all Colleges are established, this will enhance the mobility of

members of the profession through a systematic “crosswalk” of professional alignments between provincial regulatory bodies.

A second component of this work that has not yet started is to include associations most likely to become leaders in upcoming regulatory bodies in British Columbia, Prince Edward Island, and New Brunswick. The project may also include other regulatory colleges as they emerge. While these provinces are not yet regulated, there are established groups of professionals with a history and a body of work that shows their commitment to regulation of the profession at this time. The results of this project are designed to reduce or eliminate potential limited objectives through the AIT agreement process.

This project is being funded by HRSDC. The project is slightly behind schedule due to the issues related to governmental processes and discussion of them in Phase 1.

Research Conference

At the November 2011 Board meeting, the idea of a CCPA Research Conference was discussed. The National Office has been working on the logistics for this conference. Initially it was believed that the conference could be held at the University of Ottawa in November 2012. However, due to scheduling issues it now appears that February 2013 would be more feasible. The dates are yet to be determined but will most likely coincide with Study Week (February 17-23, 2013). The conference will be 1 ½ days to be held over a weekend. Fees will be \$150 for members, \$175 for non-members and \$75 for students (members or non-members).

CCPA Conference 2014

The International Association of Counselling has indicated that they would be happy to partner with CCPA for the 2014 conference which will be held in Victoria, BC. The National Office will begin working with the IAC group in June after the May 2012 conference is over. A request to identify the key planning participants has been made to Dr. Mifsud (President of IAC).

Canadian Centre for Competency Assessment

The National Assessment Project, funded by HRSDC, is housed in the Canadian Centre for Competency Assessment (Nov 2011 motion). This project held the beta test of the first exam in February 2012. It is anticipated that the next pilot will occur in September 2012. The development team meets regularly and this project is on schedule.

Competency Research Activities

CCPA has been conducting research to determine how the Competencies (derived from the nationally validated BC profile, the ON profile, and QC [c.o.] profile) align with the competencies required by CACEP when they accredit a university counselling program. The research is ongoing at this point.

Supervision

The Supervision Handbook has been completed, translated into French and printed. Plans are underway to deliver the first Masters-level for-credit course via the University of Ottawa in the fall of 2012.

Textbooks

The status of the Supervision text and the Ethics text is described in handouts that are contained in the Board Binder. Publication of the Ethics text is anticipated for 2014 and the Supervision text is expected to be released in 2015.

Comments/Questions

- **Webinars**
 - Francophone attendance numbers are very low.
 - A change in the webinar programming would not occur until the Board has been consulted.
- **Pathways Project**
 - This project will help to develop a matrix to show the differences between regulations in the various provinces/territories in Canada.
 - CCPA is administering this project and providing the regulatory bodies a platform for discussion.
- **Student Representative Program**
 - The link to the student newsletters is <http://www.ccpa-accp.ca/en/forstudents/studentnewsletter/>
 - The last newsletter was published in February 2012.
- **Public Facing Website**
 - Is a useful place for students to visit.
 - The Executive is exploring ways to advertise the Public Facing Website to the general public.
 - Thus far have received good feedback about the website.
 - The Public Facing Website will require updates and tweaking as we go forward.
 - A sub-committee appointed by the Executive needs to be formed to determine what changes will be made, what resources will be listed and which news items would be applicable.
 - There is a need to ensure that our Chapters' specialties are represented on the site.
- **Supervision Handbook**
 - Is now available in both English and French.
 - Will be aligned with online course.
 - The supervision textbook will follow in 2013-2014.
- **Research Conference**
 - The current plan is to hold the conference in February 2013 during reading week at the University of Ottawa.
 - Lorna noted that in the letter developed to invite the University of Ottawa to participate as a partner, the proceeds (profits) from the Research Conference were offered to the Counselling Centre at the University of Ottawa.
 - Due to the urgency of developing this letter, Lorna could not consult with the Executive or the Board.

- Profit-sharing will be reviewed after the pilot has occurred when a policy for potential future research conferences is being developed.

8. Conference Update

2012 – Calgary

- The conference will be held this week.
- All plans are complete.
- The financial aspects of the conference are still unknown.
- Registration has not been as high as originally forecast.

2013 – Halifax

- The venue has been secured.
- The National Office is partnering with the Nova Scotia Chapter of CCPA.
- The conference website is almost ready.
- Keynotes have been selected and contracts secured.
- Call for proposals will be sent out in early June 2012.
- A discussion was held with regard to the cost of attending the CCPA Conferences.
- The costs for international guests and for Canadians coming from remote areas of the Canada were discussed.
- A suggestion was made that CCPA could establish a Travel Grant program that can be administered through the Awards program.
- These grants could be made available to both national and international guests to help defray the cost of travel and registration fees.
- There is a student travel award already so there is a precedent.
- A number of the Commonwealth countries will be attempting to send participants to Halifax in 2013.
- Internationally CCPA is perceived as the voice of counselling in Canada.
- Our conference is of a very high calibre.
- It would be good to have international participants speak to this quality in other venues.

9. Preparation for AGM

- Lorna reviewed the AGM Agenda and noted that her President's report would be delivered using a PowerPoint presentation.
- The full version of her report will appear in the CCPA Annual Report.
- The PowerPoint presentation will be sent to all Board members.

10. Committee/ Work Packages and Breakout Group Reports

Certification Committee

- Blythe explained the work of the Certification Committee.
- The first motion deals with wording changes to clarify CCPA's supervision requirements.
- The second motion relates to a meeting of the Certification Committee to address a number of very specific issues related to certification.
- The plan is to write background papers on each issue and circulate them to the Board to gather the Board's opinions prior to the November meeting.

Motion: That the “Appropriate Professional Associations and Qualifications” wording be updated to reflect the need for counsellor supervisors to meet the requirements that align with CCPA’s Standards of Practice and those of regulatory colleges.

**Moved by Lilli Janzen. Seconded by George Dunne.
CARRIED.**

Motion: That the Board release sufficient funds for a working group meeting as structured by the Chair of the Certification Committee to address pressing concerns arising from ongoing certification issues. The meeting to occur November 18, 2012 following the Board meeting.

**Moved by Miriam Duff. Seconded by Martin Reid.
CARRIED.
2 ABSTENTIONS**

Accreditation

- This is a work package which Lorna undertook to complete.
- When regulation occurs everyone in practice will have the same status and may be looking for a way to differentiate their practice.
- This Accreditation program would allow agencies to have a “Good Housekeeping Seal of Approval” and would alert the public to counselling agencies that have met the Accreditation Standard.
- Details of the requirements for accreditation were circulated to Board members. Agencies that are accredited could be put on the CCPA website.
- This program has had great success in the UK but the environment is much different there.
- Uptake might be greater in unregulated provinces.
- CCPA could also look at accrediting internship/practicum sites.
- This program could be very expensive to launch due to the upfront investment in personnel required.
- Additional research needs to be done to cost out the project.

Motion: That the Board of Directors approve the exploration of a program for the accreditation of agencies, based on the provision of data by the CEO related to scope, cost and feasibility.

**Moved by Trish McCracken. Seconded by Martin Reid.
CARRIED.**

Ethics Committee

- As the Association grows we will receive more ethics complaints.
- Lorna met with Cristelle Audet to discuss her role as Chair of the Ethics Committee.
- This was Cristelle’s first full year as the Chair of the Ethics Committee.
- She noted some issues :
 - Over time the sustainability of the Ethics Chair may become an issue.
 - It is a very intense position.
 - The Chair is a voluntary position with a modest stipend.
 - The remainder of the Committee is volunteer.

- It would assist the Chair if there could always be someone on the Committee who he/she could mentor to become the next Chair.
- The Ethics Committee has requested assistance in managing some of its workload in particular with regard to researching ethics questions.
- The Committee would like to have a researcher do the background research.
- The Ethics Committee would then formulate the final answer.
- The researcher would only be involved with Ethics questions, not Ethics Complaints.
- Ongoing discussion between the Chair of the Ethics and the President is continuing.

Motion: That the Board of Directors supports the Chair of the Ethics Committee in reconfiguring its structure to allow for a formal mentoring process for subsequent Chairs of the Committee.

**Moved by Trish McCracken. Seconded by Erin Crossland.
CARRIED.
3 ABSTENTIONS**

Motion: That Board of Directors supports in principle the allocation of funding for the services of an ethics researcher to provide data for queries constructed by the Ethics Committee.

**Moved by Miriam Duff. Seconded by Trish McCracken.
CARRIED.
3 ABSTENTIONS**

Career Counselling Certification Exploration

- Beatrice, Lorna and Gerry Goodine (President-Elect, Career Development Chapter) had a teleconference in January 2012.
- Beatrice and Gerry will be touching base at the conference this week to determine if the Chapter will support this initiative.

Supervision

- The Supervision Handbook is complete.
- The next step is the online course.
- CCPA is waiting for a Memorandum of Understanding (MOU) from the University of Ottawa.
- It is anticipated that the course will be available in the fall of 2012.
- If not then, the target will be January 2013.
- The promotion material is ready to be sent once the MOU has been signed.

CACEP

- A project is underway to align the CCC competencies, the nationally validated competencies, the Ontario competencies, the OCCOQ competencies, and the CACEP competencies.
- When completed, a schematic will be available to show the alignments and differences. This will be shared with the Chairs of CACEP.

Awards Committee

- An updated work package created by Lorna was made available to the committee.
- The goal of the project is to analyze CCPA's current award system and recommend changes that may encourage more applications for the various awards.
- The Committee reported the following as future activities:
 - History of Awards
 - Data on nominations, number of applicants.
 - When each award was initiated.
 - Review of 2012 Awards
 - Why were there no applicants for the Book Award or the Professional Article Award?
 - Clarify Website Organization
 - Language
 - Promotion of awards
 - Heading/categories restructuring (topics vs. timeline)
 - Is there a requirement to be present at the conference?
 - Types of Recognition
 - (i.e. plaques etc.)
 - Even year \$1000 (2x500) – CCPA Cost
 - Odd year \$2000 plus \$1000.
 - Each recipient is given \$100 in addition to their certificate.
 - Number of Awards
 - Depends on history.
 - Bilingualism
 - Should be an annual award.
 - Suggested Categories (for discussion)
 - Bilingualism Awards
 - Practitioner
 - Resource Development
 - Students
 - Volunteer Commitment
 - Writing & Research

Regulation and Policy Committee

- Bill 21 in Quebec requires further clarification.
- The Committee reviewed Bill 21 requirements and provided a simpler format.
 - A license to practice Psychotherapy in Quebec is required.
 - OPQ (Psychologists) + CMQ (Medical doctors) = do not need a permit.
 - 5 other Ordres are involved
 - CO (Masters)
 - OT (BA)
 - Nurse (BA)
 - Psychoeducateurs (BA)
 - Social Work (BA or MSW)
 - Members of these Orders may ask for a permit but need to meet the criteria.
 - Other groups that are not Orders that have been recognized for automatic grandfathering purposes are:

- Canadian Psychoanalytic Society (CPS)
- The Association des psychothérapeutes psychoanalytiques du Québec (APPQ)
- Société québécoise des psychothérapeutes professionnels (SQPP)
- CCPA is waiting to receive information on whether its members with CCC will be grandfathered.
- If an applicant is not in an Ordre or not a member of one of the recognized associations then the applicant requires:
 - BA Social Sciences
 - 600 psychotherapy hours
 - 90 hour training program (5 years)
 - 50 hours of supervision
 - 200 hours of personal therapy
- Language competency:
 - Francophone university or TOEFL
 - The language requirements for the grandfather clause have not been clearly articulated.

Risk Management Committee

- The Committee met on May 20, 2012.
- The report will be updated in the coming months.

Governance Committee

- The Governance Manual will have to be completely updated once the new By-Laws are determined.

Executive Committee

- The report is contained in the PowerPoint presentation to be given at the AGM.
- A written report will be contained in CCPA's annual report.

Continuing Education Credits Project

- The committee reviewed the table provided on the various types of CECs.
- The Committee looked at defining the various areas.
- Eight areas have been completed and are being critiqued.
- There was no discussion with regard to allocating maximum CECs in certain categories.

Wednesday, May 23, 2012

11. Review of Day 1

- Some small revisions to the agenda will allow all topics to be discussed.
- The breakout groups for this morning will be held in plenary.
- It might be better to have group work reviewed at the Board Meeting prior to the face-to-face meeting.
- This way groups could be formed prior to the meeting.
- Group work would be better right after lunch.

12. CEO and Board Evaluations

CEO

- The Board went *in camera* to discuss the 2011-2012 CEO evaluation that had been previously shared with and accepted by the CEO.
- Barb MacCallum was excused from the meeting.

Board Evaluations

- Lorna referred to the Directors' Self-Evaluation Report that was in the Board binders.
- She reviewed the resources that are available online to Board members:
 - Director's Corner
 - Governance Manual
 - Website
 - Orientation Manual
- Directors indicated that a major difficulty for them related to maintaining life/work balance and completing committee work between face-to-face Board meetings.
- Board Members made some observations about this issue to assist in resolving time-related concerns:
 - Play hard and work hard.
 - The ability to close the door and focus on one activity.
 - Choose something where you can see results.
 - Some people can do work during the day, others can only do it in the evening.
 - It is okay to miss a Board meeting once in a while.
 - Only liaise with one Chapter to keep workload down.
 - Saying NO is hard.
 - Keep a list of tasks to be done and approximate time estimates. Then when you know you only have 10 or 15 minutes pick a task that length from your list to complete.
 - Treat a task like a client; give it your full attention in the here and now. Once complete, move on to the next task.
 - Don't feel guilty about time.
 - Ask for help! Debrief. Consult.
 - Share the workload.

13. Updates on Regulation

BC

- BC invited a lobbying organization (Hill & Knowlton) to submit a proposal.
- The proposal was accepted and the lobbyist will start working immediately.
- There is a very short window of time as there may be a fall election in BC.
- The BC Chapter will be applying to the Legislative Support Fund for funding.

NS

- The Nova Scotia College of Counselling Therapists is actively accepting applicants.

NB

- The Private Members Bill has been written, translated and various groups have been consulted as required by law.
- Nova Scotia and Quebec have sent forward limited objectives as the NB legislation does not require a Master's degree and NS and Quebec require one.
- It is hoped that the Bill will have first reading in the spring session of the legislature.

Ontario

- Barb MacCallum explained the current situation in Ontario.
- Barb MacCallum, Trish McCracken and Michel Lefebvre then excused themselves from the meeting so that the Board could have an *in camera* discussion.
- The Board of Directors' decision was:
 - That CCPA supports the continued joint advocacy efforts occurring in Ontario for the regulation of the counselling and psychotherapy profession.
 - That CCPA respectfully recognizes that the Coalition requires time to determine next steps.
 - That in respect of the need for the remaining Coalition members to determine their next steps, the Board defers its regular pattern of conducting an annual vote to retain representation at the Coalition table and remittance of membership fees to the next regular Board meeting.
 - That the Board unanimously retains its continued support of the combined lobbying efforts for regulation of the profession in Ontario.
 - That the President of CCPA will write individual letters to the president's of OACCPP, OAMFT and the Coalition confirming this position.
- At a subsequent Board Meeting, most likely November 2012, the Board will have a full discussion on regulatory matters and their alignments to certification.
- It was suggested that the Board members become very familiar with the Certification Requirements prior to November 2012.

14. Advertising Policy and Communication Protocols

- Some Directors are more comfortable than others in transmitting professional development opportunities to their constituents.
- Some Directors would prefer autonomy in this matter and others would prefer a policy or guidelines.
- This is an issue that has been discussed by the Board for a number of years.
- There may also be communication protocols that should be in place for provinces where there is more than one Director or where there is an affiliate.
- A discussion was held by the Board to determine if a policy was required.
- The following items were noted regarding an advertising policy:
 - Directors have always wanted autonomy in this area.
 - Some Directors only circulate information if the event is worth CECs.
 - Some Directors only circulate information after they have reviewed the credentials of the presenter.
 - There is consideration given to whether the advertiser is a not-for-profit or for-profit entity and whether the event has a fee or not.
 - Flexibility is required because of the different conditions regarding PD in each region.
 - In some regions of Canada, PD opportunities are rare and therefore all are advertised.
 - It was suggested that the Subject Line of the email announcing a PD event always have the location listed so readers will know right away if the event applies to them.
 - There should also be a disclaimer at the top of each email similar to the one that is sent with e-mail blasts.
 - It would be best if requests from national for-profit entities be sent to National Office as they most likely will pay the advertising fee.
 - Small local for-profit entities can be circulated to a particular area within a Director's region.
- The following items were noted during the discussion on the Communication Protocols:
 - Material should be delivered to members in a consistent and timely way.
 - If there is a disagreement what do the Directors do?
 - Ontario Directors reported that they did not have any communications problems at this time
 - NB indicated that they could probably communicate more often but they do share information and loop each other in on the activities related to regulation in the province.
 - Quebec has indicated no problems.
 - This will be put back on the agenda in November to determine if a policy needs to be developed.
 - Lorna also noted that over the next few days she would be meeting with Affiliates to determine whether or not they feel their needs are being met through affiliation.

15. Northern Initiative

- This committee is continuing to meet.
- They have a small reception planned for members at the conference who are from the north.
- It was noted that rural, remote and northern are all defined by the government of Canada.

16. Committee Reports and Plans

Awards

- The committee will review the awards using the rubric template developed by Lorna and Blythe.
- They will move forward as per the work plan noted earlier in the minutes.
- Lorna noted that the recipient for the inaugural Professional Champion Award, although very honoured to have been nominated was not able to accept the Award as he would be unable to fulfill the obligation related to the award.

Ethics Committee

- Workload can be quite overwhelming at times.
- Some complaints are very complicated.
- Report is contained in Board Binder.
- Motions have been passed to determine how support can be provided.

Certification Committee

- Monika has created a Guide to Membership and Certification and will also be giving a session at the conference on Certification.
- Committee will be working towards the November 2012 meeting and on the CEC task.

Governance Committee Report

- At the last Board meeting a motion was passed to explore the issue of representation of Aboriginal members.
- Meetings were held with Brian Richardson, who had agreed to be the Interim Chair of the Aboriginal Circle
- Brian became seriously ill and was unable to continue in his role.
- Someone has stepped forward to take on the role of Interim Chair.
- Arrangements are currently underway to connect him with the Aboriginal Circle.
- Based on the request made by the Governance Committee an Aboriginal Meeting Place was set up at the conference.

Risk Management Committee

Miriam, Lorna and Blythe will update the document and report back in the fall of 2012.

Canadian Journal of Counselling and Psychotherapy

- The report provided by Kevin Alderson was extremely positive.
- The Journal is expanding its editorial board to make it more international.

Regulations and Advocacy

- Michel noted that he and Trish had gathered information on all of the provinces.
- Questions such as how regulation will affect our members are top of mind.
- The Committee needs more members and more than an Ontario perspective.
- How will CCPA survive the post-regulation period?

CACEP

- The report was not available for the Board binders.
- Lorna will be meeting with the Co-chairs of CACEP this week.

17. OTUS Report

- The Board of Directors held a discussion with regard to the information presented in the OTUS Report.
- The Board would like to move in the following areas:
 - Make people aware of CCPA, our members and what they are doing across Canada.
 - Need to connect CCPA to public protection, social justice and member advocacy.
 - Develop Public Service Announcements (PSAs).
 - Perhaps put something on You-Tube.
 - Media Communications – perhaps there should be staff or a part-time contractor to:
 - Develop and send out press releases.
 - Conduct research on current themes and determine if interviews with the media are appropriate.
 - Determine the best resources to respond to media inquiries.
 - Set up a calendar of potential events and determine how to resource them.
 - This resource would be primarily devoted to strategic issues.
 - This requires an expertise and acumen that could be quite expensive.
 - CCPA should look into the cost of a clipping service.
 - CCPA should apply some focus to students at both the undergraduate and graduate level – they are the next group of leaders.

18. Next Meeting

- The next meeting will be a teleconference on June 21, 2012 at 19:00 (EDT).

19. Adjournment

Motion: To adjourn the meeting.

**Moved by Blythe Shepard. Seconded by Miriam Duff.
CARRIED**

President

Date

SUMMARY OF MOTIONS

Motion: To approve the agenda as proposed.

**Moved by Michel Lefebvre. Seconded by Beth Robinson.
CARRIED.**

Motion: To accept the minutes of the March 15, 2012 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Erin Crossland. Seconded by Serge Hall.
CARRIED.**

Motion: To accept the audited financial statements as presented for the period ending January 31, 2012.

**Moved by Serge Hall. Seconded by Blythe Shepard.
CARRIED**

Motion: That the “Appropriate Professional Associations and Qualifications” wording be updated to reflect the need for counsellor supervisors to meet the requirements that align with CCPA’s Standards of Practice and those of regulatory colleges.

**Moved by Lilli Janzen. Seconded by George Dunne.
CARRIED.**

Motion: That the Board release sufficient funds for a working group meeting as structured by the Chair of the Certification Committee to address pressing concerns arising from ongoing certification issues. The meeting to occur November 18, 2012 following the Board meeting.

**Moved by Miriam Duff. Seconded by Martin Reid.
CARRIED.**

2 ABSTENTIONS

Motion: That the Board of Directors approve the exploration of a program for the accreditation of agencies, based on the provision of data by the CEO related to scope, cost and feasibility.

**Moved by Trish McCracken. Seconded by Martin Reid.
CARRIED.**

Motion: That the Board of Directors supports the Chair of the Ethics Committee in reconfiguring its structure to allow for a formal mentoring process for subsequent Chairs of the Committee.

**Moved by Trish McCracken. Seconded by Erin Crossland.
CARRIED.**

3 ABSTENTIONS

Motion: That Board of Directors supports in principle the allocation of funding for the services of an ethics researcher to provide data for queries constructed by the Ethics Committee.

**Moved by Miriam Duff. Seconded by Trish McCracken.
CARRIED.**

3 ABSTENTIONS

Motion: To adjourn the meeting.

**Moved by Blythe Shepard. Seconded by Miriam Duff.
CARRIED**

SUMMARY OF TASKS

| Task No. | Reference No. | Task | Date | Responsibility |
|-----------------|----------------------|---|--------------------|---------------------------------------|
| 1 | 5 | Review of By-Laws in conjunction with the New Corporations Act | August 28-29, 2012 | Executive Committee |
| 2 | 8 | Discuss the creation of Travel Grants for conference participants from remote areas in Canada and around the world. | ASAP | The Awards Committee |
| 3 | 10 | Develop backgrounders related to the various certification issues to be discussed in November 2012. Circulate to Board for input prior to the November meeting. | September 2012 | Certification Committee |
| 4 | 10 | Review costs for Accreditation Program and report to Board of Directors. | November 2012 | National Office |
| 5 | 10 | Discuss how the National Office Research officer can assist the Ethics Committee | ASAP | National Office |
| 6 | 10 | Review MOU from the University of Ottawa | ASAP | National Office / Executive Committee |
| 7 | 10 | Review Awards Program and suggest changes | November 2012 | Awards Committee |
| 8 | 10 | Review Governance Manual in light of the new Corporations Act | September 2012 | Governance Committee |
| 9 | 14 | Ensure that Directors e-mails have a disclaimer. Also ensure that location of workshop is in the subject line | ASAP | National Office |
| 10 | 14 | Place communication protocols on the agenda for November 2012 | November 2012 | Executive Committee |
| 11 | 15 | Meet with CACEP | May 25, 2012 | Lorna Martin |
| 12 | 16 | Investigate the cost of a clipping service | ASAP | National Office |
| 13 | 16 | Investigate the cost of a media resource | ASAP | National Office |