

**CCPA Board Meeting
June 20, 2013
Teleconference
19:00-20:00 ET**

Present: Blythe Shepard (Chair), Lorna Martin, Serge Hall, Miriam Duff, Beth Robinson, Sara Holland, Natasha Caverley, Tracy Duffy, Gisèle Lalonde, Kim Landine, Margie Cain, Barbara MacCallum (Secretary)

Regrets: Trish McCracken, Verdiane Bukumi, David Smith

Absent: Henry Albert Saraga, Kiraz Johannsen

Welcome

- Blythe welcomed everyone and thanked everyone for attending the meeting.

Agenda

1. Approval of Agenda
2. Acceptance of the May 12-13, 2013 Minutes
3. Conflict of Interest
4. Information Items
 - Final Step of CCPA By-Law Approval
 - Conference Updates
 - Media Training
5. Update on Committee Work and Work Packages
6. May 2014 Board of Directors Meeting
7. Director's Update
8. Reminders
9. Next Meeting
10. Adjournment

1. Approval of the Agenda

Motion: To approve the agenda as presented.

**Moved by Margie Cain. Seconded by Kim Landine.
CARRIED.**

2. Acceptance of Minutes

Motion: To accept the minutes of the May 12-13, 2013 Board Meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Natasha Caverley. Seconded by Gisèle Lalonde.
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. Conflict of interest can be declared during the discussion of an agenda item.

4. Information Items

Final step of the CCPA By-Law approval

- The by-laws passed at the CCPA AGM in Halifax require one more step until they can be fully in force.
- CCPA legal counsel is currently working with National Office to work out the details.
- Most likely there will be a Special Meeting called to approve the final step.
- More information will be available in July 2013.

Conferences

2014 Research Conference Update

- The Université de Moncton has indicated interest in hosting the 2014 Research Conference.
- The CCPA National Office is waiting for a proposal from Robert Baudouin.

2013 Halifax

- The final report for Halifax should be ready for the July 2013 Board meeting.
- The conference will make a profit.

2014 Victoria

- The Call for Proposals for Victoria has been announced.

2016 Montreal with ACA

- National Office has had discussions with ACA.
- The terms and conditions for partnership are currently being developed.
- The terms and conditions will be provided to the Board before a final decision is made.

Media Training

- A three hour media training session will be given to the Board of Directors at the November 2013 Board Meeting.
- The session will be provided by Impact Public Relations.
- The CCPA Executive will receive a full day of training on November 25, 2013.

5. Update on Committee Work and Work Packages

Risk Management Committee – Blythe Shepard and Lorna Martin on behalf of David Smith

- This committee met on June 3, 2013 for one hour.
- The Risk Management document will be reviewed and revised for the November 2013 Board meeting.

Quality Assurance Committee – Beth Robinson

- This committee is reviewing its mandate.
- The Committee has checked in with National Office with regard to its role and responsibilities.

Regulation and Policy Committee – Barb MacCallum on behalf of Trish McCracken

- This committee was scheduled to meet in June 2013 but the personal circumstances of two committee members including the Chair of the Committee required that the meeting be moved to a later date.
- The Committee will continue the discussions which began in Halifax in May 2013.

Governance Committee – Lorna Martin

- This committee has met to review changes required to the Governance Manual to align the manual with the new by-laws.
- In addition a priority list of required updates to policies was created.
- The workload has been divided among committee members and deadlines have been established for the update.

Awards Committee – Sara Holland

- The Committee is working on introducing an Aboriginal Award.
- The Committee will be consulting with the Aboriginal Circle to determine the most appropriate way to establish this award.

Outreach Work Package – Beth Robinson and Gisèle Lalonde

- David Smith had previously requested information regarding the usage of CCPA communication tools.
- This information was forwarded to David by Nicole Maurice (CCPA Office Manager).

Advertising Work Package

- After a review of this work package, the work package was referred to the Governance and Risk Management Committees.

Northern Initiative – Miriam Duff

- The Northern Initiative project held a teleconference on June 10, 2013.
- two members of the Northern network have committed to writing articles on an occasional basis for submission to Cognica, rather than one writer committing to writing two articles.
- the window of time within which the two webinars will be offered has been identified as being between Thanksgiving and Remembrance Day, however the dates have not yet been finalized with the speakers.
- Both CCPA and non-CCPA Northern members may attend.
- The webinars will be free.
- Webinars will only be promoted to Northern practitioners. This allows for optimum access for Northern Practitioners.
- A discussion was held with regard to forming a Northern Chapter.

- There was some support but there is not a consensus at this time regarding moving forward. Additional discussions are required.
- It was noted that there is not enough diversity in the photographs used in CCPA materials.
- A member of the project indicated that he would send forward some appropriate photographs.
 - Barb MacCallum will be looking into the costs for using ThoughtStream for decision-making and discussions.
 - It would be important to ensure that any tool supplied is available in areas where there is limited connectivity.

6. May 2014 Board of Directors Meeting

- The International Association for Counselling (IAC) will have its conference from May 3-7.
- CCPA's conference will be from May 7 to 9.
- There is a one day overlap which will be a joint day for attendees.
- Typically the CCPA Board meets on the Sunday and Monday prior to the start of the CCPA Conference.
- The Executive would meet on the Saturday before the start of the CCPA Conference.
- If CCPA held to this pattern, then CCPA Board members would not be able to attend any portion of the IAC Conference.
- However, if we move the Board Meetings before the IAC Conference, Board Members will be away from home for a longer period than is normal.
- Options will be forwarded to the Board for consideration.

7. Directors Updates

NL – Tracy Duffy

- Tracy indicated that she has attended a meeting with the Private Practitioners chapter for which she is the liaison.

PEI – Margie Cain

- Margie will be meeting with Deborah Wood Salter (previous Director) to be briefed on the current activities in PEI.
- She will be sending a letter to members to introduce herself.
- Margie noted that Andrea Garland, a CCPA award recipient, was interviewed by CBC Radio in Charlottetown.

NB Francophone – Serge Hall

- Work continues on the Private Members Bill to regulate counselling in NB.
- There is a new policy advisor and this person must be brought up-to-date on regulation of the counselling profession across Canada.

NB Anglophone - Kim Landine

- Kim has distributed an introductory message to her constituents.
- She has also attended a Career Counselling Chapter teleconference.
- Kim is also looking for a student representative for UNB.

MB/NU – Miriam Duff

- Miriam noted that the Manitoba Chapter has had a meeting.
- Miriam could not attend as she was ill.
- The Chapter is moving forward on developing its brochure and the content for its webpage.

SK – Gisèle Lalonde

- Gisèle indicated that she has attended a teleconference of the School Counsellors Chapter.
- She is developing a letter to be sent to her constituents in late June 2013.
- She is also looking at recruiting student representatives.

Alberta/NWT – Sarah Holland

- Sarah has been communicating with constituents via email to answer questions.
- She has also had some face-to-face meetings with members.

BC/YK – Natasha Caverley

- Natasha has connected with the Past President and President Elect of the BC Chapter.
- She has also connected with the BC Task Force.
- There is a new BC Health Minister as a result of the provincial election.
- Natasha is currently working on a project with National Office to research the extended health benefits provided to BC provincial employees.
- Natasha will be attending an Aboriginal Circle teleconference scheduled for June 27, 2013.
- Natasha provided information to National Office regarding an announcement of National Aboriginal Day which will be celebrated on June 21, 2013.
- An announcement was placed on the website, a press release will be issued and letters will be sent to several groups which represent aboriginal interests.
- Barb MacCallum will contact Bill Thomas (Acting Chair, Aboriginal Circle) to notify him of the announcement and press release.
- Natasha has prepared letters to be sent to newly certified and recently re-certified members congratulating them on their achievement.
- Natasha is currently preparing a newsletter to be sent to her constituents in July 2013.
- She would also like to connect with her Yukon members.

Past President – Lorna Martin

- Lorna is working on Executive Committee matters.
- Lorna is working with Natasha on updating the Governance manual and policy updates.
- Lorna continues to work on the Regulation portfolio.

National Office – Barb MacCallum

- The National Office facilitated the announcement of National Aboriginal Day as per the request of the BC Director.

8. Reminders

- The August 2013 Board of Directors meeting will be cancelled. There will be a meeting in July 2013.

9. Next Meeting

- The next teleconference will be held on July 18, 2013 at 13:00 ET.

10. Adjournment

Motion: To adjourn the meeting.

**Moved by Miriam Duff. Seconded by Serge Hall.
CARRIED**

President

Date

SUMMARY OF MOTIONS

Motion: To approve the agenda as presented.

**Moved by Margie Cain. Seconded by Kim Landine.
CARRIED.**

Motion: To accept the minutes of the May 12-13, 2013 Board Meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Natasha Caverley. Seconded by Gisèle Lalonde.
CARRIED.**

Motion: To adjourn the meeting.

**Moved by Miriam Duff. Seconded by Serge Hall.
CARRIED**

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	4	Finalize suggested MOU with ACA.	ASAP	National Office
2	4	Forward culturally appropriate pictures from Northern Initiative photographer/	ASAP	Blythe Shepard
3	6	Provide options for May 2014 Board Meetings to Board of Directors	June 30, 2013	National Office