



ANNUAL REPORT
2015 / 16

Board of Directors

Kathy McKee

Job Resource Centre, Windsor
Chair

Amanda White

Career Connections, New Glasgow
Vice-Chair

Juliana Wiens

Saint Mary's University, Halifax
Secretary

Phil Long

Job Resource Centre, Windsor
Treasurer

Cathy Casey

People Plus Consulting, Halifax
Regional Rep

Jenny Milligan

Independent, Bear River
Member At Large

Teresa Francis

Independent Consultant, Halifax
Member At Large

Jane Orrell

Employability Partnership, Sydney
Regional Rep

Illustrations licensed from stock.Adobe.com
All rights reserved.

Table of Contents

1. . . 2015 / 16 Annual General Meeting Minutes
2. . . Treasurer's Report 2015 / 16
3. . . Report from the Board Chair
4. . . Report from the Executive Director
5. . . Certification / Assessment Report
6. . . HR Committee Report
7. . . Conference Committee Report

ANNUAL GENERAL MEETING SPONSOR



HOME+AUTO INSURANCE

2014 / 15 Annual General Meeting Minutes

May 28, 2015, Annapolis Valley, NS

Present: 9 board members, 3 staff, 66 members, 5 additional attendees

Board Members: Kathy McKee, Amanda White, Phil Long, Juliana Wiens, Rui Ferreira, Teresa Francis, Cathy Casey, Jane Orrell, Jenny Milligan

NSCDA Staff: Paula Romanow, Paulina Alfaro, Cathi Stevenson

Members: Ann MacDougall, Beth Eason, Kim Aker, Charles Reddick, Melissa Whitman, Jo-Anne D'Entremont, Jason LeBlanc, Mary McDonald, Sherry Battiste, Dawn Howe-Power, Clark Jollymore, Elaine Piper, Karen Kirk, Debbie Adams, Marilynne Gagnon, Nancy Hayes, Brenda Christie, Dallas McDonald, Natalie Angelucci, Kevin Heffernan, Kathy Dillman-Smith, Melissa MacDonald, Richard Tousignant, Rebekah Skeete, Nada Boarden, Terry Dixon, Mark Wentzell, Jocelyn Sparks, Karen Doucette, Mary MacIntosh, Laura Reynolds, Susanna Burns, Lisa Hammett Vaughan, Ada Armstrong, Jim Mackenzie, Jackie Cameron, Danielle Fraser, Melissa Reid, Brenda Buck, Amanda Curtis, Tracey Johnson, Kathy Smith, Lee Paul, Albert Conrad, Carrie Wall, Katherine Scott MacFarlane, Lisa Noonan, Valerie Ward, Michelle Keddy, Coralyn Fraser, Mike Muise, Michelle Trenholm, Stephanie Power, Tony Babineau, Chris Rankin, Patrick Brush, Colin Bawn, Marilyn Ruelland, Robena Stewart, Laurel Taylor, Mark Eastman, Valerie Manuel, Connie Corse, Chantelle Marshall, Betsy Payne, Jamie Patterson

Additional Attendees: Beatrice Croxen, Jennifer Hollis, Jan Ferguson, Sarah Delicate, Francesco Troili

Presiding: Kathy McKee

Call to Order: 7:48am

1. Welcome By Chair: Kathy McKee

- Kathy introduced board members, introduced the AGM report, reviewed the agenda

MOTION: To approve the agenda

Moved: Jane Orrell **Seconded:** Jason LeBlanc

All In Favour: Yes **Contrary Minded:** None Carried

2. Minutes of the AGM May 29, 2014

- Approved as circulated

3. Consideration of the Annual Report

Kathy reviewed report highlights and thanked board members for their work and dedication. Highlights for this annual period included:

- Board strategic planning
- Negotiation of project and funding agreement with ENS to move certification from a pilot project to full mandate (CCDP designation)
- Release of Mental Health project on CERIC website
- Hiring of PR student to develop a communications plan
- Bylaw revision; ongoing policy development and updates
- Certification of first 11 CCDPs in Nova Scotia (assessors)
- 2014 NSCDA Conference – most successful to date
- Opening of a stand alone NSCDA office in Bedford

4. Consideration of the Financial Report

- Phil presented the financial report and auditor's report
- NSCDA income generated from conference, memberships, special funding from the Province for certification, CERIC mental health project, interest income

MOTION: To accept the audit

Moved: Juliana Wiens **Seconded:** Rui Ferreira
All In Favour: Yes **Contrary Minded:** None Carried

5. Appointment of Auditor

MOTION: To appoint Conrad Hurlbert LeBlanc as auditors for 2015 – 2016

Moved: Phil Long **Seconded:** Amanda White
All In Favour: Yes **Contrary Minded:** None Carried

6. Presentation of Directors/Officers for 2015 – 2016

- Kathy re-introduced current board members, highlighted various committees, reminded attendees about current call for nominations, reviewed membership requirements
- NSCDA does have some applications under consideration at present

Motion to Adjourn: Kathy McKee

Adjourned: 8:12 am

Respectfully submitted by

Juliana Wiens

Secretary



Treasurer's Report 2015 / 16

The NSCDA continues to grow and with that also grows our financial responsibility and accountability. Over the past year, financial policies have been reviewed and revised as needed and financial roles and commitments have been established. The Board works in a close and collaborative way to support the growth of the organization. Our goal is to obtain a secure level of financial sustainability enabling us to support our members for the long term.

The NSCDA has worked closely with the Province of Nova Scotia's Department of Labour and Advanced Education on our Certified Career Development Practitioner (CCDP) Certification Program that has moved from the pilot stage to the reality of a fully supported certification program. In the past certification was funded step by step, project by project and the financials reflect a project-based budget. The accounting firm Collins Barrow Nova Scotia Inc. undertook a thorough Review Engagement for 2015 – 2016. All project outcomes have been reported on "LaMPSS" software through the Labour and Advanced Education and closed out at the end of the fiscal year.

Funding has allowed the organization to lease and equip an office in Bedford to house the Executive Director, Registrar, Member Relations Coordinator, part-time contract Bookkeeper and part time Communications / Administrative Assistant (fiscal 2015 – 2016).

Finances at-a-Glance

- The NSCDA began the year April 1, 2015 with assets comprised of cash and two GIC investments totaling \$52,134.
- Revenue during the year include project funds for the mental health guide, certification, professional development activities, annual conference, membership, interest income and core funding totaling \$364,553

- Expenses were accounted for in two main areas: conference and Projects / Administration totaling \$328,342
- Excess of revenue over expenses is \$36,211 that is primarily made up of conference profit, interest income and memberships.
- Year-end March 31, 2016 net assets are \$88,345. Of this \$30,762 is being held in a non-registered business account as security held for use of a credit card and as part of a low risk investment strategy.

The Future

The NSCDA has been successful in obtaining funding from the Department of Labour and Advanced Education for operational expenses in the coming year. This will allow the NSCDA to combine all activities into one budget and streamline financial accountability and to focus on the certification and professional development of Career Development Practitioners in Nova Scotia. The funding will be apportioned in two significant streams. The first will be to support the continuing certification efforts and the funding of the operations of the NSCDA, the second is to fund a comprehensive professional development program for members. The NSCDA has also made commitments to increase revenue by increasing membership and the associated support that this requires.

Respectfully submitted by

Phil Long

NSCDA Treasurer

Report from the Board Chair

The NSCDA began the year with a commitment from Employment Nova Scotia to provide a year's core funding for the organization in order to support the Certification Program and its administration.

The Board has met both in person and via teleconference over the past year to conduct the business of the organization. As the organization has grown over the year, the role of the Board and its Executive Director / Registrar has been evolving as well. The Executive Director has become a full time position and a full time Registrar has been hired to take on the duties required by the growing certification program. Also hired was a part-time Communications / Administrative Assistant to help with the day-to-day operations of the NSCDA, including certification. A Member Relations Coordinator has the dual responsibility of managing membership and chairing the conference committee.

In order to house the staff, the NSCDA now has office space in Bedford, complete with the technical and administrative resources to support the work. Finances are contracted to a part-time bookkeeper with a review engagement undertaken by an auditing firm to ensure that the finances are managed in a responsible and reliable fashion.

With great thanks for their efforts, we announce the departure of Juliana Wiens as Secretary and earlier in the year Rui Ferreira as a Director. The NSCDA will be completing strategic planning and succession planning over the next few months in order to plan and recruit for board vacancies for the coming years.

Going forward, the NSCDA will be working in partnership with ENS and the Centre of Employment Excellence to deliver professional development for career development professionals. We have identified four key areas under which training will fall: Practice, Management, Certification, and Health and Wellness. A Training Development Coordinator has been hired to work with career development professionals in the province to first gather data on skill gaps and training needs and to then design and deliver a comprehensive year long series of professional development programming. There will be extensive collaboration between all stakeholders for this process. The NSCDA is the conduit through which your training needs can and will be met.

The contracted bookkeeper position has been replaced with a full time Administrative Coordinator, whose job is

now the complete administrative support of the organization including the financial management, working hand in hand with the Executive Director. The previous part-time Administrative / Communication Co-ordinator position has, as a result, been split, and the Communications Co-ordinator is now full-time. This brings the staff complement for the NSCDA to six full-time positions.

Over the next year the NSCDA will:

- build upon the current work of expanding and calibrating the certification process
- re-visit and adjust our strategic plan and develop a board succession plan
- strengthen national partnerships
- continue to put policies and procedures in place to support the growth in the organization
- build our communications and marketing plan to support members and promote the profession to all stakeholders and the public
- grow our membership and types of memberships and widen the existing membership benefits
- plan for conference 2017 which will be held at the new World Trade and convention Centre in Halifax
- continue to consult with membership to help us continue to create the organization you want us to be

Thank you to the many volunteers who have contributed to the growth and development of the association. Congratulations to all the new CCDPs and the new Assessors in the province. Your accomplishments are impressive and the dedication you bring to the field of career development is appreciated. We value the contributions of members and encourage anyone interested in volunteering for committee work to contact the Executive Director.

Thank you to our funders, Employment Nova Scotia, for their collaborative spirit and the support they continue to provide.

Thank you for attending our AGM and conference.

Respectfully submitted by

Kathy McKee
NSCDA Board Chair

Report from the Executive Director

This has been a year of incredible growth for the NSCDA. (See Chair's Report for details.) Up until March, 2016, the Executive Director's role was combined with the Registrar's. With ENS's new requirement of mandatory certification for all client-facing staff within the Career Nova Scotia Centres, the growth in demand for the NSCDA's Certification Program has necessitated that these two roles be split. Thus, as of March, the Executive Director (ED) has taken on more fully the running of the Association, as we move towards a governance board model. This report will focus solely on the ED-related activities in the 2015 / 16 year. (See Certification / Assessment Message for Certification activities.)

The ED presented at both the Canadian Association of Prior Learning Assessment (CAPLA) and Cannexus conferences this past year. While the presentations revolved around our experience with certification, as well as our innovative competency-based model, a great deal of interest was exhibited by conference attendees about the Nova Scotia career development experience. A number of strategic partnerships have been formed from these discussions, including with most of the other provincial career development associations, national and provincial recognition of prior learning groups, and the BC Centre of Excellence. Through our membership on national committees such as the Canadian Council on Career Development (3CD), and its Foundations Sub-Committee, our national profile continues to grow. The feedback from these connections shows that Nova Scotia is considered to be in the forefront nationally of the development of career development as a profession, and as a practice. The ED also sits on a number of provincial committees and advisory groups with various stakeholders

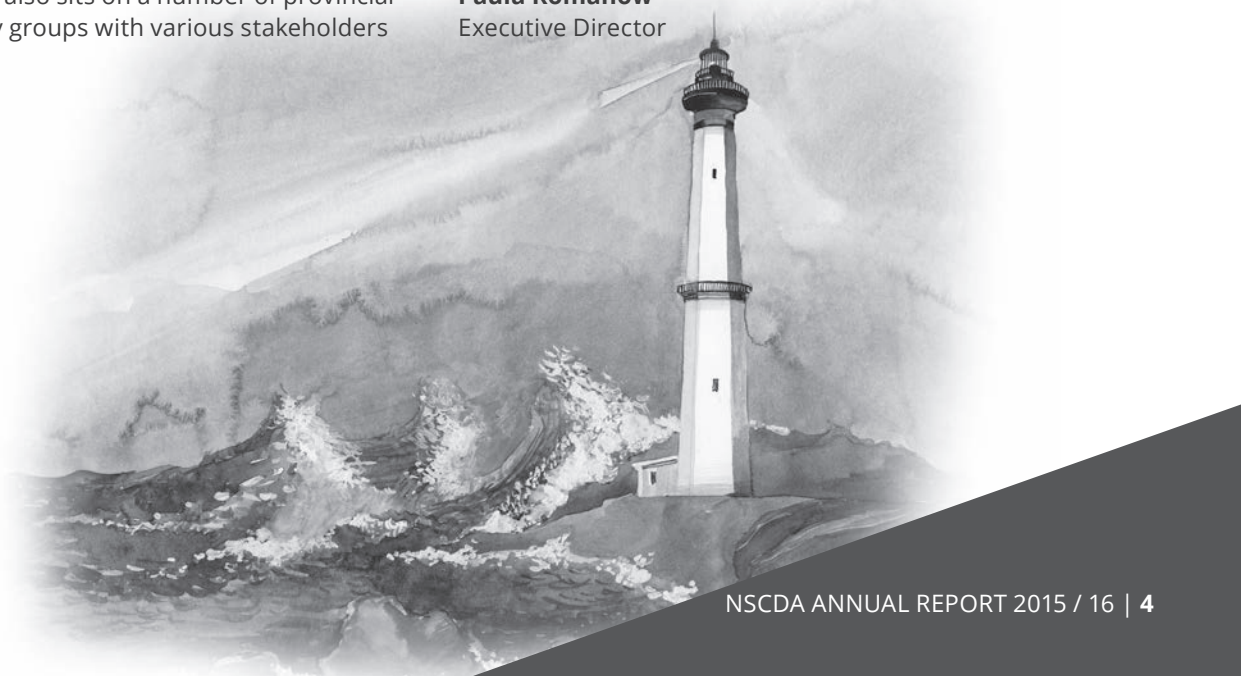
with an interest in career development (e.g. RPL Working Group, Centre of Employment Excellence, etc.). These strategic partnerships are enhancing our reputation as the "go-to" organization in the province for all things related to career development.

Over the last year, NSCDA membership has grown by almost 10 percent, and continues to grow. While the majority of our members are CNSC-involved, we have been working to recruit more members from other areas of the career development field, such as post-secondary institutions, private practitioners, and school boards. We will be placing an emphasis on this in the coming year. The NSCDA has been actively promoting career development as a profession, and the benefits of membership and certification through new and improved social media campaigns, the production of a video, and the revamping of our website. We have also put on a variety of professional development sessions over the last year; with our new partnership with ENS and the Centre of Employment Excellence, we will be building on this exponentially going forward. This includes partnering with CERIC to produce a webinar to be delivered nationally on successful employer engagement.

It has been an incredibly exciting and challenging year for the NSCDA, and we look forward eagerly to what the upcoming year will bring.

Respectfully submitted by

Paula Romanow
Executive Director



Certification / Assessment Report

The certification and assessment committees were very active over the last year, as the NSCDA's Certification Program moved from the pilot to full implementation stages. The two committees also met together a number of times to discuss certification process, policy and specifics.

With the implementation of mandatory certification for all client-facing staff required in the Career Nova Scotia Centres over the next two years by Employment Nova Scotia, the number of CDPs applying to the certification program has grown exponentially over the last few months. The resulting workload prompted the splitting of the Executive Director / Registrar position. In March, Phil Ward, CCDP, was hired as the full time Registrar. This move, along with the hiring of a full time administrative co-ordinator who has taken on the administration for certification, has seen a marked improvement in both the ability to communicate with candidates in a timely manner, as well as in expediting the paperwork. This will continue to improve as we move forward with the program

To date we have awarded the CCDP designation to 101 CPDs – 65 during the pilot stage, and a further 36 in April / 16. Currently there are approximately 80 candidates at various stages of the process, including three on the Career Pathways track.

During the past year, we have also:

- Trained six new assessors (including two bilingual French / English, which now allows us to offer services in both official languages) for a total of 13 active assessors
- Developed an Assessor Mentorship training program
- Created a stipend program for assessors and mentors, currently being implemented
- Revised various of the tools with stakeholders and Emerit
- Drafted a Career Pathways to Certification process for CDPs who do not meet the required number of hours worked (5400) to start the certification process
- Wrapped up the initial pilot by developing and delivering a written exam and rubric to the pilot candidates who were not successful during the initial exam phase

- Started the tool translation (into French) process; currently the exam, the work experience package, the NS Profile and the structured interview tool have been completed, and the candidate's guide is in progress.
- Finalized the criteria for recertification to 60 hours of professional development activity over three years.

One of the biggest challenges in moving the candidates through the Structured Interview process in a timely manner has been the availability of the Assessors. Upon training, all assessors commit to the process and to completing a certain number of assessments per year; however, because this is a volunteer role, work responsibilities naturally take priority, and so time availability becomes a challenge. We are hoping that with the stipend in place, assessors will be encouraged to take on more than the bare minimum required.

Again over the last year, our recognition of Prior Learning Competency-based certification model has been acknowledged nationally and internationally as groundbreaking. It is garnering a lot of attention from other provinces, especially BC, and PEI. The ED and Registrar sit on national committees of the Canadian Council on Career Development (CCCD) working on the setting of national standards for CCDPs. This past winter, this committee has agreed in principle on the minimum national standards for certification, thus enabling reciprocity and labour mobility between provinces with certification (BC, Alberta, Ontario, Quebec, New Brunswick and Nova Scotia). This is an important and exciting step forward on career development practice in Canada.

Respectfully submitted by

**Paula Romanow /
Phil Ward**
Registrar

Rebekah Skeete
Lead Assessor

HR Committee Report

April 1, 2015 – March 31, 2016

Members: Amanda White, Cathy Casey, Jane Orrell

The NSCDA continued to grow in 2015 / 16. The increase in number of applications for the NSCDA's Certification Program, and the new partnership with the Province & Center for Excellence to deliver professional development opportunities in the field, have dramatically increased the need for staff and the structure to deliver on these projects.

To that end, over the last year, the NSCDA has advertised for, and hired a full-time Registrar, and Administrative Co-ordinator. The part-time Administrative / Communications Co-ordinator role has been split and the incumbent has taken on the full-time Communications Coordinator position. This brings the organization's structure to: Executive Director, Registrar, Administrative Co-ordinator, Member Relations Co-ordinator, and Communications Co-ordinator. (A Training Development Co-ordinator position was also advertised and filled in May, 2016.) We feel this new structure will give the NSCDA the human resources necessary to deliver high quality programming for all of our

members. The NSDCA office has expanded at Sunnyside place in Bedford to accommodate the additional staff.

Some of the year's other highlights were:

- The committee presented a revised HR policy manual which was approved by the Board of Directors on October 28, 2015
- Medical benefits plan was put in place for the staff
- Positions hired: Registrar and Administrative Co-ordinator
- The Executive Director and the committee is currently developing a performance management strategy in consultation with the board.

Respectfully submitted by

Amanda White
HR Committee Chair



Conference Committee Report

The NSCDA's 17th annual conference was held May 27 – 29 at the Old Orchard Inn, Greenwich, NS. The evaluation feedback indicated that the event was highly satisfactory with comments such as “The best NSCDA conference yet.”

LOCATION: Having the event at the Old Orchard Inn was a success; people confirmed that they like to “get away” and be able to immerse themselves in the experience. They felt that this particular venue was still close enough to HRM for many to be able to commute if they preferred to.

ATTENDANCE: This year we had an increase in attendance from the previous year. We had 65 delegates at pre-conference (54 last year) and 234 at Conference (198 last year).

PRE-CONFERENCE: This year, we offered two pre-conference sessions instead of just one. We had a morning session and an afternoon session. We decided to offer two sessions for one fee as it is the first time experimenting with this format and we wanted to know how it would be received. We were very pleasantly surprised at the turnout, since it was not only the highest number of attendees ever recorded, but both sessions were at almost full attendance.

KEYNOTE: Sarah Delicate was a favourite presenter at the 2014 conference and hence was invited to return as pre-conference and Keynote for 2015. Sarah had very positive reviews. We had a few negative comments where they state that it was not a “feel good” presentation. It seems that overall, the participants prefer to take away tools to apply to their work and leave with promise and hope that their work matters.

WORKSHOPS & PLENARIES: Feedback indicates the variety of topics was highly satisfactory. A number of comments indicate that there is a preference for less formal presentations, interactive and anecdotal rather than through power point presentation.

This year we offered 23 presentations (compared to 18 the previous year) with only one last minute cancellation due to a family emergency. The feedback from the delegates was fairly evenly split between liking having so many options and others preferring to have more plenary sessions. Another suggestion is that some of the most requested workshops

be offered twice during the conference, so they can have the chance to attend both if they are stuck between choosing two concurrent sessions.

EXHIBITORS and PASSPORT / DRAW: Survey reports that the Exhibitor Hall is a very welcome addition to the event. Most of the responses suggest that having such a large exhibit selection makes for an even more complete event experience, giving participants the opportunity to take away information for their clients and build new employer relationships. The “Passport” and the prize draw were also considered to be a highlight. Some felt that many exhibitors are the same each year and it would be good to bring in new ones in the coming year.

NETWORKING EVENT AT LUCKETT VINEYARDS: This event was a great success. We now know how important it is for the delegates to have an opportunity to network with their peers in a relaxed environment. It helped re-charge energies and many participants indicated that they felt it enhanced the investment they made in coming to the conference, since they were not only getting learning opportunities but also the chance to relax and be able to break away from the daily routine and do some networking.

WEB SUPPORT: I want to thank Francesco Troili for his amazing support. He was always willing and available, and made sure all the updates / requests from me for the event site were done immediately. His work was also intrinsic to the success of the event.

EVENT VOLUNTEERS: The NSCC students' participation was intrinsic to the success of the daily activities at the event. Basically, without them, it would not have been able to make the event run so smoothly. It's the intention to continue to work with Murray Pickering and his students from the Social Services Program (Kingstec, or a different NSCC campus).

As always, there were a few lessons learned this year, which will make the 2016 conference at White Point even better.

Respectfully submitted by

Paulina Alfaro
Chair, 2015 NSCDA Conference Planning Committee