

2016/17

ANNUAL REPORT



Board of Directors

Jane Orrell

Island Employment,
Cape Breton
Chair

Amanda White

Career Connections,
New Glasgow
Secretary & Vice-Chair

Phil Long

ARCD, A
Windsor
Treasurer

Cathy Casey

People Plus Consulting,
Halifax
Director

Carley Gloade

Millbrook First Nation,
Millbrook
Director

Lynn McDonagh Hughes

TIANS,
Halifax
Director

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Agenda

Annual General Meeting
Thursday, June 8, 2017
Inverary Inn, Baddeck, Nova Scotia

Call to order @ 8:00am

Welcome by Chair: Jane Orrell

Minutes of the AGM June 2, 2016

Consideration of the Annual Report

Consideration of the Financial Report

Appointment of the Auditor

Presentation of Directors/Officers 2017-2018

Adjournment

NSCDA: Sunnyside Place
201-1600 Bedford HWY
Bedford, NS
B4A 1E8
902-832-0334



2016 Annual General Meeting Minutes

June 2, 2016

White Point Resort, Western Head, Nova Scotia

Present: 7 board members, 4 staff members, 50 members

Board members: Kathy McKee, Amanda White, Jane Orrell, Phil Long, Cathy Casey, Jenny Milligan, Juliana Wiens

Staff: Chantelle Marshall, Paulina Alfaro, Paula Romanow, Phil Ward

Members:

Jamie A Patterson	Joanne Mckenzie
Connie Corse	Tony Babineau
Francesco Troili	Sara MacInnis
Phil Ward	Kathy Dillman-Smith
Susanna Burns	Melissa Whitman
Betsy Payne	Judy Jesey
Jason LeBlanc	Lori Tweedy
Derrick Hawley	Lena MacLure
Donna Hochman	Geoff deGannes
Kevin Poirier	Laura Reynolds
Kim Avery	Michelle Landry
Amrila Hazra	Randy Lindsay
Heather Clarkson	Janet D
Bridgett Morgan	Sacha Brake
Brenda Mackay	Kim L Aker
Bonnie Macdonald	Cindy Willcott
Rebekah Skeete	Barb Oakes
Stephanie Peach	Sherry Battiste
Kim Marsman	Nicole Farmer
Christine Pankhurst	Charity DeLeon
Paul Brinkhurst	Cora Rogers-Martin
Cindy MacNeill	David Leslie
Susan Wheaton	Danielle Fraser
Kimberly Field	Robena Stewart
Sharon Williams	Janet Darwin

Presiding: Kathy McKee, Chair

Call to order at 8:03 am by Kathy McKee, Chair

1. Welcome and Introductions: Kathy McKee

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

Motion: To approved the agenda as presented

Moved: Cathy Casey **Seconded:** Jane Orrell

All in Favour: Yes **Contrary minded:** None
Carried

2. Minutes of the AGM May 28, 2015 circulated.

Motion: To approved AGM minutes

Moved: Phil Long

Seconded: Sheri Battiste

All in Favour: Yes

Contrary minded: None

Carried

3. Consideration of the Annual Report

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

- Six full time positions at the NSCDA, office space equipped in Bedford.
- 101 CCDPs through the process with another 80 "in stream."
- 13 assessors in place with plans to increase this with a training program in place
- Bilingual documentation in progress and will be available on the website.
- 354 members and membership benefits examined with plans to provide member access to a health plan
- Nova Scotia increasingly seen as a national leader in RPL based certification, presentations at national conferences and involved with the CCCD (Canadian Council of Career Development Associations).
- HR – hired a full time Financial Manager to oversee the operations of the organization and a Registrar to fulfil the certification mandate of the organization.
- Successful conference held at the Old Orchard Inn in Wolfville.
- Finances reflect project based work with all income and expenses tracking as expected. Net assets at end of year reported at \$52,134. NSCDA successful in obtaining one year funding from Employment Nova Scotia to support certification and training.

Motion: To approved the AGM report

Moved: Juliana Wiens

Seconded: Jenny Milligan

All in Favour: Yes

Contrary minded: None

Carried

4. Consideration of the Financial Report

- Phil Long presented the financial report and the auditor's report.
- NSCDA generated income from projects, memberships, conference, funding from the Province for special projects and interest income.



Motion: To approved the Financial Report

Moved: Phil Long **Seconded:** Jane Orrell

All in Favour: Yes **Contrary minded:** None
Carried

5. Appointment of the Auditor

Motion: To appoint Collins Barrow at auditors for 2016 / 17.

Moved: Phil Long **Seconded:** Jane Orrell

All in Favour: Yes **Contrary minded:** None
Carried

6. Presentation of Directors/Officers for 2016 / 17

- Juliana Wiens has resigned her position and Teresa Francis has been voted onto the Board as a Director.
- Board intends to undertake a formal strategic plan to assist with board succession recruitment and planning.

Motion to adjourn: Kathy McKee

Adjourned: 8:35 am.

Respectfully submitted by **Amanda White**, Secretary

Treasurer's Report 2016 / 17

As the NSCDA continues to grow, it is working to ensure that funders, members and stakeholders have a confidence in the ability of the organization to effectively and efficiently manage their finances. All records and contracts are recorded in the provincial LaMPSS system and all reports and monitors were submitted with no issues identified.

The Treasurer has regular meetings with staff to ensure that policies are followed and funds are managed correctly. The budget for the year was presented to the Board by the treasurer and was accepted by the Board.

Finances at a glance

The NSCDA began the year April 1, 2016 with assets comprised of cash and GIC investments totalling \$88,345.

Revenue during the year includes project funds for RPL assessment project, certification, professional development activities, annual conference, membership, interest income and funding totalling \$1,112,193.40.

Expenses were accounted for in three main areas, administration, certification and training totalling \$1,044,018.67.

Excess revenue over expenses is \$68,174.73 that is primarily made up of conference profit, interest income, memberships and certification.

Year-end assets are comprised of cash, of which \$30,000 is held in a cashable GIC as security against a corporate credit card. Monies are kept in low risk bank accounts, accruing as much interest as possible while ensuring that the funds are secure.

The Future

The NSCDA was fortunate to receive a two year funding contract on March 31, 2017 for its operations. We are committed to providing value to the members by growing all parts of the NSCDA business by increasing membership, certification and training revenue as outlined in our strategic plan.

Respectfully submitted by

Phil Long, Treasurer



Certification Report 2016 / 17

I am honored to have the opportunity to submit the Registrars AGM Report for 2016 / 17. Our members are at the forefront of Certification nationally, something every member and stakeholder should be very proud of. It truly has been a year of positive change and creation for the NSCDA. This year the NSCDA will celebrate 150 Certified Career Development Practitioners in Nova Scotia.

2016 / 17 Initiatives

- Increased communication with candidates in the Certification program and membership as a whole.
- Greatly reduced processing time with additional communication of "next steps" to candidates.
- Completion of an Assessors Guide.
- Improvements made to Proctor and Candidate Guides.
- Continual improvements made to the initial Structured Interview (SI) tool, the Certification exam, and the application process.
- Creation of a second SI tool.
- Creation of the Career Pathways (CDPc) workbook for those not meeting the prerequisite of 5400 hours in career development, and the required tools to initiate and track progress for those moving towards full Certification.
- Increased number of Assessors and improved training

- Continued translations of all documents in the Certification program to offer options in both official languages.
- Further developed, and communicated, the re-certification requirements and process for those who have already obtained their CCDP designation.

2017 / 18

- Implementation of MentorCity to bridge the gap and provide tools to Mentors and Mentees.
- Roll out of our new Learning Management System - SmarterU.
- Case Management specialization as a branch of the Certification program — CCDPcm.
- Continued partnership with national Certification bodies, and provincial initiatives who are looking towards Nova Scotia, with our Recognition of Prior Learning and competency based program, as the best model of a comprehensive Certification program nationally.
- Continually seeking opportunities to improve tools and communication with members and candidates
- Seek new opportunities to grow membership and involvement with the Certification program.

As always, I urge all members and Certification candidates to reach out to us with any questions you may have. We can share the most up-to-date, and consistent information, around your membership and your journey through the Certification program.

I am excited for the upcoming year and the changes, and challenges, it holds. We look forward to adding more value to your membership with the NSCDA in 2017/18. This will be the best year yet!

Respectfully submitted by

Phil Ward, NSCDA Registrar

142 candidates have completed the certification process

85 candidates are part way through the process

17 candidates are working on their certification through the Career Pathways to Certification Program



The Year in Review

2016 / 2017 has been a year of exciting challenges, new initiatives and new partnerships. The NSCDA is building on the strengths of our engaged members who have provided the direction and voice for the career development profession in Nova Scotia. We hope you can see and feel the positive change as the NSCDA continues to grow into a nation-leading career development organization.

Training Program: We began the development and delivery of professional development training for members, with emphasis on meeting the needs of Nova Scotia Works centres. Our Training and Development Coordinator conducted a province-wide gap analysis to determine need and by the fall was delivering a training program that consisted of 28 in-person sessions (294 attendees) and 10 online sessions (379 attendees)

Annual Conference: Was held at White Point Beach Resort in June with 217 participants. Feedback was overwhelmingly positive with the message that networking and personal contact between members provided significant learning opportunities.

Certification: 142 people received the certification designation — CCDP in Nova Scotia. Career Pathways program (17 candidates) was introduced to allow a supported route for those entering the certification process with less than the required number of hours in practice. Assessors have been recruited, are in training and an Assessor's Guide has been completed.

Mental Health Champions: Developed training and support program to increase the application of the Career Service Guide: Supporting People Affected by Mental Health Issues and the adoption of recovery oriented approaches by a group of 33 champions across the province. A partnership with the Mental Health Commission of Canada was established to leverage expertise and connections in mental health service organizations.

Strategic plan: Developed a five year plan with Halifax Global Inc. to which outlined three broad goals for the NSCDA: to achieve a recognized leadership position in the career development field, grow membership and complete a board transition to a governance board.

Staffing and Administration: Two new staff members were added this year, Financial Manager and Training and Development Coordinator. Financial and administrative systems were put in place to ensure that the NSCDA is fiscally responsible to funders and stakeholders. As the organization grows its membership, certification and training programs, associated administrative supports have been accessed.

The NSCDA is a part of something exciting – the growth and development of the career development profession in Nova Scotia. It's not a new profession but its importance in the lives of Nova Scotians has never been more critical. The NSCDA is at the forefront of helping Nova Scotians achieve a brighter future by ensuring that members are equipped to provide the highest possible level of service to their clients.



HR Committee Report

The NSCDA continued to grow in 2016 / 7. With a new one year funding agreement in place with the Province that identified the NSCDA as providing the design and delivery of training and professional development for Nova Scotia Works centre employees, the NSCDA advertised and hired a Training and Development Coordinator. Pam Tracz was hired to develop and deliver the systems and programs for training.

The Executive Director position was advertised in December as a need was identified to separate the administrative and project roles of the NSCDA into two difference streams. Paula Romanow took over the Project Manager role in the new year to deal with many ongoing projects of the NSCDA such as RPL assessments, trademark and legal, board and committee work of the CCCD, and strategic partnerships. The ED role was not filled in this fiscal.

The large number of certification candidates as well as support required to deliver a portfolio of training required some additional

help in administration. An Administrative Assistant position was advertised and Ashley Halverson was the successful candidate, joining the NSCDA in early April 2017.

The strategic plan identified a number of areas where HR policy could be augmented and outlined a timeline for the Executive Director to complete in the next fiscal.

Members: Amanda White, Cathy Casey, Jane Orrell

Conference Committee Report

White Point as the destination this year was a success. People seem to continue to prefer to attend conference at a rural location which forces them to unwind and focus on the opportunity to enjoy the conference and networking with their peers.

This year we knew going in that our space was limited thus limiting attendance. However, we were pleasantly surprised to have a turn out very similar to last year's. We had 67 delegates attend Pre-Conference (65 last year) and 217 attend conference.

This year we decided to keep the format used last year as it proved successful, providing TWO sessions for a full day Pre-Conference experience rather than half day only. Both sessions were almost at full attendance. Neasa Martin continues to be a favourite presenter and Rich Donovan delivered on a very important topic that was very well received.

Joseph Boyden got the Conference started on a great note. It definitely started the conversation on our theme of diversity! He accompanied us throughout the length of the conference making himself available to converse with the delegates about

his aboriginal advocacy and life experiences. Based on feedback, inspirational speakers such as him are very welcome and needed. The variety of topics was highly satisfactory. It is always recommended to bring new and fresh faces to share different topics and points of view. We will try hard to engage neighbouring province organizations in the hope we can secure more out of province presenters at little to no cost for the NSCDA. This year we offered four plenary sessions and 17 breakout sessions.



Training and Development Report

This year NSCDA has dramatically increased the training and development activities. Activities included:

- **Hosting a successful 18th Annual Conference, Synergy in diversity at White Point NS.** 5 different large group sessions, and 16 different workshops took place on a variety of career development related topics.
 - **Hiring a full time Training Development Coordinator.**
 - **Conducting a province wide Training Needs Assessment** to guide training activities, determine methods and interacting with members to drive learning and development interventions.
 - **Creating training interventions based on the identified needs.** This resulted in 8 months of training opportunities featuring a variety of subjects including: Diversity and Inclusion, Team Engagement, Change Management, Portfolio Express, Time Management, Problem Solving and Ethics, Disability Case Management and more.
 - **Partnering with CERIC to deliver a 4 part National Webinar** focused on employer engagement and job development including issues related to new Canadians, youth, and people with disabilities. Three of four presenters were from Nova Scotia Works (NSW) centres. Audience reach was approximately 364 different Centres across Canada.
 - **Creating a Mental Health Champion program** for NSW Centres across NS. This program resulted in 33 Champions being identified and trained in a two-part training event.
 - **Partnership with Mental Health Commission of Canada** and lead role to create a full-day Recovery-Oriented Practice Leadership event for 90 people from across the province and a spectrum of service providers. Our 33 Mental Health Champions attended as part of their training induction.
 - **Sponsorship and presentation at the 2017 NS RPL Symposium** about the Certification program and best practices around Recognition of Prior Learning.
 - **Sponsorship of participants** to attend the Ability Starts Here symposium.
 - **Research** related to supports of learning program and interventions.
 - **Further developing relationships** with members, centres and government to support training across Nova Scotia.
- Further supports and training are being developed for the 2017/2018 year which will include implementation of a Learning Management System (LMS) to allow delivery of online learning, tracking of learning as well as certification progress. This will act as a major hub for all NSCDA members to access training and development opportunities going forward.
- Respectfully submitted by
- Pam Tracz**, Training Development Coordinator



NSCDA STRATEGIC PLANNING

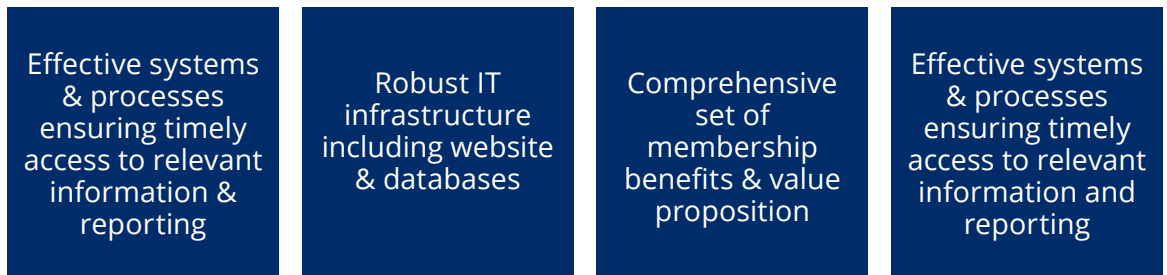
NSCDA Goals & Objectives



Strategies to Meet Goals & Objectives



Operations Processes to Ensure Strategic Capacity



Talent: to Achieve Effective Implementation

