CPA - Counselling on Psychology Spring Executive Meeting - Agenda

Monday, April 10th, 2017 @ 10 am MST

Attendees: Anusha, Carlton, Lara, Theresa, Rob, Janet, José

Meeting called to order at 10:10 am MST

Item	Action	Who
1. Approval of Agenda as revised. Approved		
2. Approval of January 2017 Minutes. Approved		
3. Business		
5. Business		
3.1 CPA 2017 convention planning		
Update: Carlton provided an update on convention planning and CPA's		
attempts at changing the submission adjudication process, which resulted in delays. For our Section, there were close to 70 submissions, including 10		
hours of programming and approximately 30 posters. Scheduling conflicts,		
including conflicts with the site visitors training, were discussed.		
Scheduling note for future years: We should try to have the Annual	Action: Attempt to ensure	Next year's
Meeting after the poster session, so that the poster winners can be	preferred scheduling of the	convention
announced at the meeting.	posters and meeting	coordinator
Request from Theresa for someone to assist her in her round-table session	Action: Lara agreed to co-	Lara
on Thursday, due to Anusha having a scheduling conflict.	facilitate	Lara
on marsday, due to rindsha having a senedaning connect.	Tuerritute	Anusha to email
Poster awards discussion: Lara described how the revised poster process	Actions : (a) Extend deadlines to	supervisors; Lara
went this year. One complete submission, 2 incompletes. Discussion of	April 30 for expression of interest;	to email student
possible reasons behind the low nominations and possible solutions.	May 30 for actual poster. (b) Ask	poster people.

Tabled: Discussion of potential changes to the poster award process for future years tabled until after the conference.

Discussion of possibilities and difficulties with organizing a counselling psychology student social / networking opportunity at the convention. Discussion of possibilities. Question about whether there is any budget to subsidize the student event. It was noted that there has not been a subsidy in the past. Discussion of how to get a better sense of the numbers of students who may attend such an event.

3.2 Oversight for spending the money allocated to the Summit

Motion: That the Executive empower the co-chairs of the Summit to spend the money set aside for the Summit as they deem necessary.

Discussion ensued. The general state of the Section finances related to declining membership was also raised as an issue **Motion carried**.

3.3 Advertising research in our blog and newsletter

We have received a request to post a notice about a research study in our blog/newsletter. We do not have an existing policy about this.

Motion: That the Section newsletter and blog consider requests to post messaged related to participant recruitment for research projects, provided that (a) the requester is a member of the section and (b) that the requester submits a copy of a letter from an institutional REB, stating that the study has successfully completed ethics review.

Discussion ensued. Motion carried.

supervisors to encourage their students to apply (c) Keep the same adjudication criteria for the current year; revisit after convention for future years.

Action: It was decided not to provide a financial subsidy for the event

Action: Inform the Summit subcommittee at their next meeting of this decision

Anusha

Action: implement the new policy starting with the existing request.

Janet

3.4 Kaleidoscope		
Janet reported that the previous issue of Kaleidoscope received103 "views" in the first two week period following publication.		
Discussion about the content of the Spring edition of the newsletter, and who will take responsibility for generating this content:		
 Description of section-related convention content (Anusha, Janet) Article about establishing a private practice immediately following graduation (Carlton) Pre-doctoral internship series: Deepak Matthew has agreed to be interviewed about the U Manitoba internship Update about Summit (José) Profile of the new Fellow from our Section, and an invitation to attend the award ceremony (Anusha) 	Action: Submit content for newsletter as soon as possible	Everyone
- Exec member updates (everyone) Tabled: Discussion of proposed newsletter article by Maria Miguel		
Intended timeline for publication: 1 month before convention. Content should be submitted well before then		
Once published, a copy of the Spring newsletter and accompanying message should be sent to all counselling psych. Graduate programs in and near the Toronto area.	Action : distribute newsletter to programs	Anusha
3.5 Terms of Reference		
Motion: To approve the previously distributed amendments to the section's Terms of Reference		
Discussion ensued. Additional revisions to the document were noted:		

- Update who is responsible for submitting the annual report and budget
- Maintain the official name of the section 'Section on Counselling Psychology' throughout
- Page 4: fix typos related to "terms of office" versus "office"

Motion was amended to encompass the additional revisions. **Amended motion was carried.**

3.6 Upcoming positions on the executive

Discussion of efforts to recruit members to stand for election for the three positions that will open up on the Section Executive in June. Attempts to recruit a Chair-elect have been unsuccessful. Two people have tentatively agreed to stand for election to the two member at large positions, if no-one else comes forward.

Discussion of what to do if no one decides to stand for election to the Chair-elect position

3.7 Student initiative

Theresa approached Psynopsis about writing an article about the resource for undergrad psychology students to raise awareness of counselling psychology. They were not willing to go with our original idea, but invited us to submit a section update that was focused on the resource.

Discussion ensued.

3.8. Agenda items that we ran out of time to discuss

Tabled: Conference keynote speaker selection process

Action: send out an email to the membership with the updated terms of reference, informing them of the vote at the annual meeting.

Anusha

Action: Find out more from Psynopsis around timelines and frequency for the section submitting updatesin general, and specific to the current initiative.

Theresa

Tabled : :Discussion about decline in membership (currently 272 members: 164 members & 108 student affiliates)	
Tabled: Archive committee update	
4. Adjournment	
Meeting adjourned at 12:15 pm MST	