

CPA - Counselling on Psychology Executive Meeting – Minutes

Friday December 16th, 2022@ 13:00 PST/14:00 MST/16:00 EST

Present: Houyuan Luo (chair), Allison Foskett (chair-elect), Jessica Van Vliet (member-at-large: convention coordinator), Janet Miller (member-at-large: awards coordinator), Thomas Qiao (student representative).

In Absentia: Jon Woodend (secretary/treasurer), Tanya Mudry (past-chair).

Item	Action	Person(s) Responsible
<p>1. Approval of Agenda and Minutes from Last meeting</p> <ul style="list-style-type: none"> a. Call to approve agenda: motion passed. b. Previous Sept. 23 meeting minutes approved. c. AGM 2022 minutes 	<p>Change “directive” to “suggestion” on p. 2 under heading “2022 Budget Approval”</p> <p>Also – typos in names were highlighted?</p>	Jon
<p>2. Kaleidoscope</p> <p>December issue update (Janet)</p> <p>February issue theme and planning (everyone)</p> <ul style="list-style-type: none"> -2 newsletters for next semester (Next topic: climate change) -submissions from public due by Feb. 14th 2022. Executive section not need to have own reflections on this topic in their write-up. -Other article ideas: how has higher education and training experiences changed over the years? Consider students’ perspectives. 	<p>Send out final copy via list-serve</p> <p>Invite people to write articles on climate change</p>	<p>Janet</p> <p>Everyone</p>

<p>-Include article from licensing boards? On process of becoming a therapist – what is involved? Clear image of becoming a counselling psychologist in Canada.</p>	<p>Invite indigenous scholar to write on topic?</p> <p>Begin adding columns on indigenous resources as previously discussed.</p> <p>Write an update on their own section activities</p> <p>Reach out to licensing board (CAP) for article</p>	<p>Anyone?</p> <p>Allison will do the first one</p> <p>Everyone</p> <p>Allison</p>
<p>3. Convention Business</p> <p>-Fewer submissions this year (49) compared to last year (70)</p> <p>-Fewer submissions from Eastern Canada in Counselling Psychology section (representation issue).</p> <p>-Possible Considerations for future:</p> <p>-send invites to submit proposals to Counselling Psych program coordinators, CPA student reps/ambassadors, have a provincial rep for our section, sponsor students to present, travel grants?</p> <p>Submissions: # will be updated</p> <p>a. Reviewers: recruitment, Jessica is the coordinator to add reviewers. 11 in total</p> <p>b. Keynote update & PCPDW update (Houyuan)</p>	<p>To be reviewed</p>	<p>Houyuan / everyone?</p>

<p>Dr. Jeff Chang – pre-convention workshop submitted and ready to be reviewed.</p> <p>Dr. Gina Wong – ready to be approved (no review)</p> <p>c. Section convention agenda: AGM, keynote, reception. Keynote first, AGM, reception/awards</p>		
<p>4. Section RA</p> <p>a. Recruitment update (Allison)</p> <ul style="list-style-type: none"> -RA is selected now. To begin mid-January -Waiting to receive contract from Bev. <p>b. Future tasks for RA (everyone)</p> <ul style="list-style-type: none"> -Recompile and organize counselling psych section history including all past executives and general history. -Summarize any milestones of the counselling psych section -Content mostly on our website -Archive Kaleidoscope newsletters and ensure they are all present on our website -Check for any broken links -Possible help with Kaleidoscope newsletter (i.e., using Indesign, solicit articles, gather stories from winners of awards or past distinguished members – where are they now in their careers? What advice would they offer? -Possibility of renewal after 50 hours completed? -Reviewers of RA’s work 	<p>Have contract signed.</p> <p>Determine who will host webinars (some will occur after RA appointment is complete)? CPA might host them?</p> <p>-Get the RA’s profile/bio and photo</p> <p>Have multiple reviewers of RA’s work</p>	<p>Allison</p> <p>Houyuan</p> <p>Allison</p> <p>Allison + Janet</p>

5. Section Fellow Nomination Rob Bedi? Jose will nominate Rob, do we follow? (everyone)	Send letter of support to team – all in agreement. -Do we need multiple signatures? By: Jan. 15	Janet Janet
6. Section Webinar Series a. General update (everyone) b. Honorarium date update (Jon)	Determine when to pay webinar presenters. Can we pay ahead? When is our year end?	Jon
7. Recognizing the role of qualitative research in CPA’s Evidence-Based Practice of Psychological Treatments Report a. Update (Houyuan)	Submit to CPA by Feb. 1 2023 Read report and make comments Add research into folder	Houyuan Everyone Everyone
8. Budget a. Update (Jon)	Are travel grants possible? How to honour guests and distribute gift cards?	Jon Thomas – follow up in January.
9. Ways to Involve Undergraduate Students Jessica brought it up and we need to discuss together.		

<ul style="list-style-type: none"> -consider having undergraduate students do reviews or contribute articles to the Kaleidoscope? Have undergraduate ambassador (e.g., 1 year term) -Ways to inform undergraduate students on what CPA accreditation means? -have a mentorship program for the undergraduate students? -Consider webinar on Counselling Psychology field with Thomas 		<p>Janet / Thomas</p> <p>Thomas</p>
<p>10. Adjournment; date for next meeting February 17, 2022 at 4pm MT</p> <ul style="list-style-type: none"> -Award deadlines by end of April -Confirmations for conference by end of February 	<p>Who can use their Zoom to host?</p>	<p>Jon</p>

Minutes prepared by Allison Foskett