

CPA - Counselling on Psychology May 2022 Executive Meeting Minutes – DRAFTv2

May 2, 2022 11:00 am MDT

Present: Tanya Mudry (chair), Marvin McDonald (past-chair), Houyuan Luo (chair-elect), Danielle Brosseau (secretary-treasurer), Jessica Van Vliet (member-at-large: convention coordinator), Janet Miller (member-at-large: awards coordinator)

Regrets: Franziska Kintzel (student representative)

Item	Action	Person(s) Responsible
<p>1. Approval of Agenda and Minutes from Last meeting</p> <p>Called to approved agenda: Motion passed.</p> <p>Motion to approve minutes from the February 2022 meeting: 2 edits made; motion passed.</p>		
<p>Kaleidoscope</p> <p>May Newsletter Update</p> <ul style="list-style-type: none">- Focus on international student perspectives. - Program for convention<ul style="list-style-type: none">o AGM, Keynote location, Keynoteo Section chair address etc. - Highlight the section activities at the convention with link to schedule.	<p>Review conference schedule</p>	<p>Jessica</p>

<ul style="list-style-type: none"> - Highlight the counselling psych. speakers and posters. <ul style="list-style-type: none"> - Need to follow-up with CPA regarding when online posters are available. - Review program to identify speakers who are section members presenting on topics of interest to our members as a part of another section’s program. - Check conference coordinator’s list of submissions. - New executive member invite reminder. - All executive members should send updates and photos to Janet by deadline – May 13th, 2022. <p>Reviewed process in response to spontaneous newsletter submission.</p> <p>Planned executive dinner for Thursday evening, June 16th, 2022</p> <p>Motion to invite keynote speaker, section-sponsored workshop, and CPA-level awardee section member to the section executive dinner. Motion passed unanimously.</p> <p>Future newsletter idea discussed: Partner with other sections – Indigenous Section or new Black Psychology joint newsletter.</p>	<p>Mac to email CPA convention</p> <p>Review program and send information to Janet</p> <p>Download submissions</p> <p>Send newsletter update and photo</p> <p>Email to inform individual that submission was not accepted</p> <p>Make reservation</p> <p>Invitation to executive dinner</p>	<p>Mac</p> <p>Mac</p> <p>Jessica</p> <p>EVERYONE</p> <p>Janet</p> <p>Tanya & Janet</p> <p>Tanya & Janet</p>
<p>2. Convention Business</p>		

<ul style="list-style-type: none"> - Reviewed section program: Saturday June 18: Section featured speaker (15:00-16:00), AGM (16:00-17:00), Reception (17:00-18:00) – Imperial Ballroom 2. - Main CPA AGM and – Saturday at noon. - Confirmed executive members who will be attending AGM. <p>Order catering – Deadline May 13th https://docs.google.com/forms/d/e/1FAIpQLSfKkk2rfz87e9LI_NP90ApXPOetPRxxvNqxE5B3li5F4zRAKg/viewform</p> <p>Accreditor site visitor training.</p> <ul style="list-style-type: none"> - José sent information around (criteria – official status in a doctoral program). - Advertise in the newsletter and listserv. 	<p>Meet and make decisions</p>	<p>Danielle & Tanya</p>
<p>3. AGM (16:00-17:00)</p> <p>Reviewed plans for upcoming AGM:</p> <ul style="list-style-type: none"> - Approval of agenda - Approval of 2021 AGM minutes - Vote on new executive nominations, including nominations from the floor. Two nominations received so far - Budget update - Thank adjudicators - Thank you to outgoing members - Awards to be presented at reception 	<p>Spread the word</p>	<p>EVERYONE</p>
<p>4. Awards</p> <p>Reviewed award submissions and adjudication plans</p> <ul style="list-style-type: none"> - Distinguished Member – Mac is coordinating. - Student Awards- Deadline – May 15th. <p>Clarification: To be eligible for an award, students do not need to be section members; the nominating member needs to be a section member.</p>	<p>Spread the word</p> <p>Recruit Adjudicators</p>	<p>EVERYONE</p>

<p>Plan to make a call for adjudicator on listserv and in the May newsletter.</p>	<p>Newsletter and listserv ads</p>	<p>Tanya</p>
<p>5. Budget update</p> <p>Budget submitted to CPA.</p> <p>Discussed plan to pay out honorariums prior to convention.</p> <p>Secretary-treasurer agreed to write up a list of ongoing duties for the next member as her term is coming to an end.</p> <p>Executive members continuing past June 2022 were encouraged to keep budget surplus question in mind in order to make good use of these funds in the event that the \$5,000 carry-over limit is enforced again in the future.</p>	<p>Transition document</p>	<p>Danielle</p>
<p>6. Revising Counselling Psychology Definition</p> <p>Jessica Van Vliet is discussing the definition of counselling psychology at the CPA convention https://cpa.ca/sections/counsellingpsychology/counsellingdefinition/</p> <p>Consider: creating a summary write-up of the session for an academic call to action in an academic journal or for Kaleidoscope.</p> <p>Mentioned in order to remind the executive that this conversation is happening. Tabled the discussion of next steps on the definition for post-convention executive meeting.</p>		
<p>7. Terms of Reference</p> <ul style="list-style-type: none"> - CPA has a new template 		

<ul style="list-style-type: none"> - A new terms of reference was tabled. Our section revised the terms of reference and these were never approved by the board. Our current terms of reference were submitted years ago but have not approved at the board level. - Board is requesting that we revise the terms of reference. 		
<p>8. Google document for history of exec Consider creating a history of the Counselling Psych Section.</p> <ul style="list-style-type: none"> - Google doc to re-trace the activities of the section; could invite input from members, especially prior distinguished section members. <p>Discussion tabled until summer 2022 to discuss hiring a research assistant role.</p>		
<p>9. Infographics for Counselling Psych</p> <ul style="list-style-type: none"> - https://cpa.ca/sections/addictionpsychology/publications/ <p>Tabled.</p>		
<p>10. Google depository for word versions of TOR, Bylaws, minutes etc.</p> <p>Tabled.</p>		
<p>11. Adjournment; date for next meeting</p> <p>Present information on this year's webinar series at AGM to announce options:</p> <ul style="list-style-type: none"> - present potential topics and take some from the floor. - present a timeline. 	<p>Prepare information to describe webinar plan; Topics for webinar series</p>	<p>Tanya and Houyuan Everyone send ideas</p>

Adjourned: 12:35pm.

Minutes prepared by: Danielle Brosseau