

CPA - Counselling on Psychology September 2022 Executive Meeting Minutes

September 23, 2022 at 4:00 pm (MT)

Present: Houyuan Luo (chair), Allison Foskett (chair-elect), Jessica Van Vilet (member-at-large: convention coordinator), Janet Miller (member-at-large: awards coordinator), Thomas Qiao (student representative), Jon Woodend (secretary/treasurer)

Regrets: Tanya Mudry (past-chair)

Item	Action	Person(s) Responsible
1. Approval of Agenda <ul style="list-style-type: none"> • Called to approve agenda: Motion passed. 		
2. Introductions and Welcome to New Members		
3. Newsletter <ul style="list-style-type: none"> • Finalize planning for fall newsletter • Notices for Research Projects, awards, articles • 3 newsletters (November 2022, February 2023, May 2023) • November newsletter deadline: 9th November • Deadlines to remember for newsletter: <ul style="list-style-type: none"> ○ CPA awards deadline (October?) ○ CPA conference deadline (January?) ○ Fellow nomination deadline (Nov 30) ○ Section award deadlines are in the spring 	Draft conference summary Compile award winners' submissions Call for submissions for November 2022 and February 2023 Indicate deadlines	Houyuan Janet Houyuan Janet

<ul style="list-style-type: none"> • Compile submissions/abstracts & headshots from award winners (update on what has changed in last 2 years and looking forward) • Theme for November: ‘post-covid’ and implications for the field (looking back, looking forward: is it really ‘over’?; training/supervision; trauma/anxieties; cyber security; community-engagement; research) <ul style="list-style-type: none"> ○ Executive to create 1 page or less introduction (+photo) and update for newsletter (e.g., new members comment on what they learned from previous members – see previous issues examples). Include reflection on: What ‘post-covid’ means to us. • Consider other potential future topics: Climate change; feature master’s level training program; practitioners no longer connected to university; practice corner; connect with different licensing bodies to report of processes across provinces (see CPA page listing requirements) 	<p>Create 1-page executive member submission</p>	<p>Everyone</p>
<p>4. Executive Members’ Projects</p> <ul style="list-style-type: none"> • Reminder for executive members to consider planning for a (voluntary) special project during their tenure. E.g., project of introducing what the field of counselling psychology to students (differentiating from clinical, etc.) <ul style="list-style-type: none"> ○ Recognizing the role of qualitative research in CPA’s Evidence-Based Practice of Psychological Treatments Report (Houyuan) ○ Decolonizing awards rubric (Janet) 	<p>Consider a project during term</p>	<p>Everyone</p>

<p>5. Budget update</p> <ul style="list-style-type: none"> • Honorarium and award distribution lagging due to CPA summer staffing availability <ul style="list-style-type: none"> ○ Check honorarium for executive ○ Check newsletter refund for Janet ○ Contact Dr Fellner re: convention honorarium and gifts • Excess funds need to be used as per CPA • Student RA position <ul style="list-style-type: none"> ○ Put out call for RA (casual around \$25/hour) for section history project webinar plan, archival pieces, etc., @ 5 hours per week for 10 weeks with option of renewal – put out a call 	<p>Follow up with CPA (Bev)</p> <p>Follow up email to Dr Fellner</p> <p>Consider initiatives to use surplus</p> <p>Create and send out call for an RA</p>	<p>Jon</p> <p>Jon and Thomas</p> <p>Everyone</p> <p>Houyuan</p>
<p>6. Webinars</p> <ul style="list-style-type: none"> • Proposed topics: <ul style="list-style-type: none"> ○ Private practice 101 ○ Healing racial trauma with Acceptance and Commitment Therapy (ACT) ○ Generate additional webinar ideas (1-2 hours) and identify people to run them • Check with CPA re: where recordings can be stored 	<p>Generate ideas</p> <p>Contact CPA</p>	<p>Everyone</p> <p>Houyuan</p>

<p>7. CPA 2023 Toronto</p> <ul style="list-style-type: none"> • Interest in preconvention workshop to use funds • Important to secure a keynote speaker soon. • Brainstorming needed to decide on a topic and speaker (by email) 	<p>Consider topics for preconference</p> <p>Email re: keynote speaker</p> <p>Consider inclusive psychology (different branches) workgroup</p>	<p>Everyone</p> <p>Houyuan</p> <p>Everyone</p>
<p>8. Housekeeping business</p> <ul style="list-style-type: none"> • Approval of AGM minutes and other housekeeping business from the AGM meeting to be completed using the listserve <ul style="list-style-type: none"> ○ Awaiting minutes draft from previous secretary/treasurer 	<p>Tabled for next meeting</p>	
<p>9. Revising Counselling Psychology Definition</p> <ul style="list-style-type: none"> • Consider: creating a summary write-up of the session for an academic call to action in an academic journal or for Kaleidoscope. 	<p>Tabled for next meeting</p>	
<p>10. Terms of Reference</p> <ul style="list-style-type: none"> • A new terms of reference was tabled. Our section revised the terms of reference and these were never 	<p>Tabled for next meeting</p>	

<p>approved by the board. Our current terms of reference were submitted years ago but have not approved at the board level.</p> <ul style="list-style-type: none"> • Board is requesting that we revise the terms of reference. 		
<p>11. Google document for history of executive</p> <ul style="list-style-type: none"> • Consider creating a history of the Counselling Psych Section. • Google doc to re-trace the activities of the section; could invite input from members, especially prior distinguished section members. 	<p>Tabled for next meeting</p>	
<p>12. Letter to CPA from Black Psychology Section</p> <ul style="list-style-type: none"> • Collect thoughts re: asking about transparency to all CPA members in the process including what decolonization looks like in the process 	<p>Research CPA process</p> <p>Consider supportive letter based on research</p>	<p>Houyuan</p> <p>Everyone</p>
<p>13. Future Business</p> <ul style="list-style-type: none"> • Next executive meeting in December 	<p>Attend meeting on 16th December 2 pm MT</p>	<p>Everyone</p>
<p>14. Section Fees</p> <ul style="list-style-type: none"> • No increase to fees 	<p>Follow up with CPA</p>	<p>Houyuan</p>

15. Adjournment <ul style="list-style-type: none">• Meeting adjourned at 5:35 pm MT		

Minutes prepared by: Jon Woodend