

CPA - Counselling Psychology Section Fall Executive Meeting – Minutes

Monday Oct 7th, 2019 @ 9:30am MDT

Present: Marvin (chair), Anusha (past chair), Kirby (convention coordinator), Danielle (secretary-treasurer), Tanya (awards coordinator)

Absent: Payden (student rep)

Meeting called to order at 9:35am MDT

Item	Action	Person(s) Responsible
1. Approval of Agenda Approved		
2. Approval of Minutes (Monday April 29th, 2019 @ 12pm MST) In lieu of pressing deadlines, the approval of minutes was passed on to the next executive meeting.		
3. Introductions Introductions of each member were provided. Chair welcomed our newest member, Tanya Mudry (awards coordinator)		

<p>4. Newsletter</p> <p>Discussion and preparation of the fall newsletter was noted as the pressing concern for today's meeting.</p> <p>As a reminder, 3 newsletters are typically prepared each year (early in the new year, spring and fall)</p> <p>Each executive member needs to prepare an update and send a new photo to Janet as soon as possible.</p> <p>Anusha is preparing a piece that announces the conference proceedings from the CCPC which will be released on the 1-year anniversary of the conference, Oct 26th</p> <p>There are a number of important conference deadlines that we need to be aware of:</p> <ul style="list-style-type: none"> - CPA deadline early December - CPA awards deadline Oct 15 - Fellow nomination deadline Nov 30. Typically, the awards coordinator, Tanya, would take on the responsibility of coordinates the nomination materials. The chair, Marvin, would typically write one of the supporting letters. Marvin suggested a candidate to be discussed further. - Section award deadlines are in the spring. <p>Include an update from CPA Halifax convention with pictures and announcements of award winners. Ask each award winner to send a picture. Ask winners if they want to write a brief summary or simply use their abstract.</p>	<p>Send update and new photo to Janet within 1 week (Oct 15).</p> <p>Anusha to prepare announcement and send to Janet.</p> <p>Marvin to confirm CPA deadline</p> <p>All to consider nominations for CPA fellow</p> <p>Email Tanya and Janet the award winner names and emails.</p>	<p>ALL</p> <p>Anusha</p> <p>Marvin</p> <p>Tanya to coordinate nomination</p> <p>Danielle</p>
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<p>Request that any conference pictures be sent to Janet.</p> <p>Idea proposed that we designate a photographer for the counselling psychology section for our next conference in Montreal.</p> <p>Interest continues for having newsletter sections focused on practice. Ideas included continuing to highlight internship sites and/or the practitioner series. None ready to be included for the fall newsletter. Kirby expressed interest in highlighting SFU's program in a future issue. Suggestion also made to consider highlighting MA programs in counselling psychology.</p> <p>Request for each executive member to have a copy of the current membership list. This would be useful for the practitioner series and for brainstorming keynote speakers etc.</p>	<p>All to send conference pictures to Janet</p> <p>Janet to reach out to members not at academic institutions.</p> <p>Marv to send membership list to all.</p>	<p>ALL</p> <p>Janet</p> <p>Marvin</p>
<p>5. Executive Members Projects</p> <p>Reminder for executive members to be planning for a special project during their tenure.</p>	<p>ALL</p>	<p>ALL</p>
<p>6. Webinars</p> <p>Discussed the technology needed to begin offering webinars to section members. Janet shared experience using Zoom for webinars stating it was easy to use and worked well when recorded and posted.</p>		

<p>Ideas for webinars included interviewing past conference speakers in order to recap their presentation.</p> <p>Use blog and listserv to disseminate the materials more broadly.</p>		
<p>7. CPA 2020 Montreal</p> <p>Marvin inquired about Kirby's interest in hosting a pre-convention workshop on Human Rights and Social Justice in Psychology.</p> <p>Other workshop ideas were proposed related to training in liberation psychology or in advocacy rooted in theory.</p> <p>If workshop meets the minimum enrollment, \$1,000 is provided by CPA toward speaker accommodation/expenses.</p> <p>Important to begin securing a keynote speaker. Brainstorming needed to decide on a topic and speaker. Decision made to brainstorm via an email thread.</p>	<p>Marvin to send email to other section chairs to explore interests in collaboration.</p> <p>Danielle to send email. ALL to participate in discussion.</p>	<p>Marvin</p> <p>Danielle to send email.</p> <p>ALL to participate in brainstorming of keynote.</p>
<p>8. Housekeeping business</p> <p>Follow-up on decision to move the approval of AGM minutes and other housekeeping business from the AGM meeting to be completed using the listserv.</p>	<p>Marvin to check bylaws and check with CPA.</p>	<p>Marvin</p>

<p>It was noted that we need another executive meeting before Christmas to discuss the budget. Related to budget discussions, Danielle inquired about fees associated with the newsletter.</p> <ul style="list-style-type: none"> - Design program for newsletter is \$35/month. Costs are also associated with istock photos (~\$150). <p>Marvin requested that someone connect with Payden – re: student support needs. Tanya volunteered.</p> <p>Need to review minutes from past year to catch any unfinished business.</p>	<p>Tanya to check-in with Payden who was unable to attend meeting.</p> <p>Danielle to review and email accordingly.</p>	<p>Tanya & Payden</p> <p>Danielle</p>
<p>9. Future Business</p> <p>Next meeting, we need to discuss and decide on maintaining or raising section dues.</p> <p>Next exec meeting planned for Dec 2 9:30am-11am</p>	<p>All to note and attend.</p>	<p>ALL</p>
<p>10. Adjournment</p> <p>Meeting adjourned at 11:05am MDT</p>		