

**CPA - Counselling Psychology Executive Meeting Minutes**

**Friday May 28<sup>th</sup>, 2021 @ 12:30 – 2:30pm MDT**

Meeting called to order at 12:33pm MDT

Present: Marvin McDonald (chair), Tanya Mudry (member-at-Large awards), Franziska Kintzel (student rep), Janet Miller (newsletter), Danielle Brosseau (secretary-treasurer)

Absent: Houyuan Luo (convention coordinator)

Vacant executive positions: past-chair, chair-elect

<b>Item</b>	<b>Action</b>	<b>Person(s) Responsible</b>
<b>1. Approval of agenda.</b>  Motion carried.		
<b>2. Convention</b>  <b>Updates on pre-convention workshop and section featured speaker address</b> – Dr. Natasha Maynard-Pemba (Danielle)  Advertising efforts completed over the past 10 days appear to have helped improve workshop enrolment. Most recent update: 11 participants registered.  Confirm that Dr. Maynard-Pemba can run the workshop with fewer than 15 participants.	Confirm workshop minimums with Dr. Maynard-Pemba.	Danielle

<p>Adopt a similar advertising approach for the section featured speaker address (create a 1-page flyer; send flyer to members via the listserv and distribute within our networks via email).</p> <p><b>Section Awards</b> (Tanya)</p> <p>We have nominees for each of our award categories: Distinguished member/Best dissertation/Best masters.</p> <p>Student poster awards: We will be adjudicating 20 posters from students.</p> <p>Undergraduate students – 2 Masters – 5 Doctoral – 13</p> <p>We have 4 volunteers who have agreed to review student posters. We need at least 1 more. Marvin volunteered.</p> <p>Discussed the poster adjudication process given the new format for online poster sessions. For pragmatic purposes, we agreed to review the posters/slide decks and not the recorded/live 4 minutes presentations.</p> <p>Discussed how to adjudicate undergraduate poster submissions.</p> <p>Motion to add a student poster award category for undergraduate students (\$100). Discussion: Adding an undergraduate category rather than combining the undergraduates with the masters students is more consistent with the way the awards</p>	<p>Danielle to send information to Janet.</p> <p>Send flyer to members via listserv</p> <p>Distribute flyer</p> <p>Communicate with student poster adjudicators.</p>	<p>Danielle/Janet</p> <p>Marvin</p> <p>EVERYONE</p> <p>Tanya</p>
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<p>were advertised; creates possibilities for attracting more undergraduate student participation in the future. Reviewed bylaws for any relevant restrictions regarding student awards (link to bylaws copied below). Motion passed.</p> <p><a href="https://cpa.ca/docs/File/Sections/Counselling/Bylaws/Counselling%20Revised%20By-Laws%20June%202010.pdf">https://cpa.ca/docs/File/Sections/Counselling/Bylaws/Counselling%20Revised%20By-Laws%20June%202010.pdf</a></p> <p>Discussed procedures for adjudicating the poster submissions (access to the PDFs etc.).</p>	<p>Marvin to check communications from CPA and send relevant information to Tanya.</p>	<p>Marvin/Tanya</p>
<p><b>3. Budget (Danielle)</b></p> <p>Reviewed 2020 budget and discussed 2021 budget decisions.</p> <p>Highlights: Increased revenue of approximately \$1,000 from members' dues; decreased spending in 2020 and projected for 2021 given reduced section costs associated with the online vs. in-person convention</p> <p>Notes: Some student awards are not being paid out or are being paid out in the following budget year due to lack of response from students or delays in student response to award emails. Sec-Treas. recognized the need for a change to her own practices – for more clear reporting, when possible, expense pay outs need to follow the calendar year rather than the term year (June to May).</p> <p>Discussed the below communication from CPA regarding allowable expenses. Clarifications and implications of this information is being discussed at the upcoming Section Chair meeting.</p>	<p>Marvin to communicate new information with exec. which will be reflected in</p>	<p>Marvin/Danielle</p>

<p>A friendly reminder that CPA and the Sections are governed by the Canada Not-for-profit Corporations Act (CNCA). Membership dues are to be used in the service of the collective membership. As such, you cannot use section funds for the following two purposes:</p> <ul style="list-style-type: none"> <li>• CPA membership &amp; affiliate dues</li> <li>• Convention registration fees &amp; travel expenses for executives</li> </ul> <p>A detailed list of approved use of section spending will discussed and shared in the months ahead.</p> <p>Discussed the 2020 and anticipated 2021 section surpluses. Identified a number of initiatives that could make good use of these funds (e.g., a one-time student award initiative; reserve funds to support the next Canadian Counselling Psychology conference; website updates to allow for more dynamic communication amongst members).</p> <p>Agreed to gather more information and commit some funds toward section webpage updates.  General contact for Section Administration: <a href="mailto:sections@cpa.ca">sections@cpa.ca</a>  CPA website &amp; IT governance contact: <a href="mailto:webmaster@cpa.ca">webmaster@cpa.ca</a></p> <p>Agreed to present options and facilitate a discussion of the use of these funds with the broader membership at the 2021 AGM.</p>	<p>subsequent budget planning.</p> <p>Communicate with CPA webmaster/  Estimate funds needed/Communicate information to exec. along with budget approval via email.</p>	<p>Danielle</p>
<p><b>4. Student Representative Update (Franzi)</b></p> <p>Franzi and Danielle met and are proposing to take on the project of (1) updating the presentation on ‘What is the Counselling Psychology’ and (2) finding ways to disseminate it widely.</p>	<p>Proceed with ‘What is CPSYC’ presentation project.</p>	<p>Franzi/Danielle</p>

<p>Discussed ideas regarding format, content and dissemination. Received affirmation from exec. to move forward with the project.</p> <p>Executive agreed to create and use an email address tied to the student representative role. This email address will be included on the ‘What is CPSYC’ presentation and monitored by the student representative member.</p> <p>Idea led to discussion of other initiatives exec. members would like to pursue including recorded interviews with practitioners, interviews displaying the diversity of interests and roles for counselling psychologists, webinar/presentation on Masters and Doctoral routes to practice for students etc.</p>	<p>Set up student rep. email address</p>	<p>Franzi</p>
<p><b>5. Kaleidoscope (Janet)</b></p> <p>Discussed the fact that the reduction in the use of Kaleidoscope as a communication tool for the section this past year was due to capacity on the part of the executive rather than an intentional shift.</p> <p>The Winter 2020 issue celebrated the success of the convention roundtables and two student submissions.</p> <p>Renewed plan for Kaleidoscope for the upcoming year including:</p> <p>September / October (FALL 2021 ISSUE)</p> <ul style="list-style-type: none"> <li>- to include highlights from the convention</li> <li>- profile award recipients</li> <li>- introduce new executive members / exec. updates</li> <li>- summary from section featured address</li> </ul> <p><b>Newsletter content must be sent to Janet by August 20<sup>th</sup>, 2021</b></p>	<p>Send Janet your exec. profile updates by August 20, 2021.</p> <p>Communicate with award recipients and send their pictures and summaries to Janet.</p> <p>Write summary/ highlights from section featured speaker address and/or workshop.</p>	<p>EVERYONE</p> <p>Tanya</p> <p>TBD – volunteers?!</p>

<p>December/January (WINTER)  - update on work of exec. members / could follow-up on transition back to in-person practice/teaching/research (follow-up from 2020 convention roundtables)</p> <p>Prep for Convention Line-up (MAY)  - call for award nominations etc.</p>		
<p><b>6. Vacant executive positions</b></p> <p>Recognized the great difficulties experienced over the past year with respect to living and working during the global Covid-19 pandemic. Discussed how these challenges were amplified by current vacancies in section exec. positions (e.g., past-chair, chair-elect).</p>	<p>Actively reach out to networks to fill these positions.</p>	<p>EVERYONE</p>
<p><b>5. AGM planning</b></p> <p>To be facilitated via email.</p>		<p>EVERYONE</p>
<p><b>7. Meeting adjourned.</b></p> <p>2:33pm MDT.</p>		

Minutes prepared by: Danielle Brosseau