

CPA - Counselling on Psychology Spring Executive Meeting - Agenda

Monday April 29th, 2019 @ 12pm MST

Meeting called to order at 12:05 MDT

Present: Anusha Kassan (chair), Marvin McDonald (chair-elect), Kirby Huminuik (convention coordinator), Payden Sporat (student representative), Danielle Brosseau (secretary-treasurer), Martha (awards coordinator)

Absent: NA

Item	Action	Person(s) Responsible
1. Approval of Agenda Approved		
2. Approval of Minutes (Monday February 4th, 2019 @ 1pm MST) Minutes approved	Approved minutes should be sent to Andrea to upload to website	Danielle
3. Follow-Up / New Business a. Spring Newsletter (<i>April 30th, 2019 Deadline</i>) - Updates from all executive members Send updates to Janet with new pictures (selfies). Considering (a) highlighting things to look forward to at the convention, (b) section updates and (c) ways to encourage others to participate in the section and on the executive.	Send updates and selfies to Janet by April 30	All

<p>- Convention at a glance</p> <p>Janet will prepare this.</p> <p>- Internship Series (Edmonton Consortium)</p> <p>Has been prepared.</p> <p>- Practitioner Series (?)</p> <p>Kirby is considering a write-up highlighting the SFU clinic. Won't be ready for this newsletter.</p> <p>- Social justice corner</p> <p>Executive members that did not write a social justice corner piece in the previous edition, will prepare one for this May newsletter.</p> <p>- Additional columns (?)</p> <p>Advertisement for the AGM including information to draw people to the meeting.</p> <ul style="list-style-type: none"> - Discussion of the section aim - Draw for student members who attend (3 prizes of \$200) - Kirby and Ada's announcement of the Canadian Institute for Human Rights and Social Justice in Psychology <p>Remaining question: Can we advertise the newsletter win and fellow status for Denise Larson?</p>	<p>Write a piece for the social justice corner.</p> <p>Prepare ad text and send to Janet</p> <p>Anusha will email to ask.</p>	<p>Danielle & Payden</p> <p>Danielle</p> <p>Anusha</p>
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<p>- Executive dinner</p> <p>Confirmed for Saturday Asking Janet and Andrea if attending.</p> <p>- Honorarium (Danielle)</p> <p>Danielle sent an email earlier today with a request for your information to send a cheque or process an electronic fund transfer. Sent email with request.</p> <p>Danielle will request stipend cheques for executive members to be available at CPA. Any members requesting a different form of payment should email Danielle.</p> <p>Thesis and dissertation awards will be known in advance but CPA may not process the cheques in time for the conference. Danielle will submit the request to CPA once awardees are known but it is likely that a cheque/EFT will need to be processed following the conference.</p> <p>c. Undergraduate Student Representative (Danielle?)</p> <p>Danielle has put this idea on hold while on maternity leave.</p> <p>d. Website Review</p> <p>- Payden to work with Andrea</p> <p>Payden presented website updates</p> <ul style="list-style-type: none"> o Pictures of executive members have been added; members could write a brief bio to go with their pictures 	<p>Anusha to make reservation</p> <p>Anusha to ask if Janet and Andrea are attending.</p> <p>Danielle will request stipend cheques from CPA to be available at the convention.</p> <p>.</p> <p>Executive members to write a brief bio and send to Andrea</p>	<p>Anusha</p> <p>Danielle</p> <p>All</p>
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<ul style="list-style-type: none"> ○ CCPC Tab <ul style="list-style-type: none"> ▪ To create tab, use Werklund website descriptor, add media (Kaori’s husband has the opening and closing keynote, Jane has the video that was on display; Anusha to get permission to post keynote addresses), to add link to Special Issue when published ○ Business tab <ul style="list-style-type: none"> ▪ Need to add 2017-2018 annual report ▪ Missing keynote names for 2017 & 2018 talks; Payden to email Andrea names of all talks to be added ▪ Some minutes need to be added <p>- Marv to draft welcome message</p> <ul style="list-style-type: none"> • Marv discussed welcome message, added two suggested changes from the executive. Agreement reached to post message to website. <p>- Archive Committee (Jane Fix / Janet Miller)</p> <ul style="list-style-type: none"> • Jane has now finished her thesis and has more time to work on archiving. 	<p>Add description of CCPC</p> <p>Request permission to post CCPC keynote addresses</p> <p>Anusha to email Payden names of 2017 & 2018 keynote talks</p> <p>Payden to send Danielle email indicating which minutes are missing. Danielle will forward approved minutes</p> <p>Email above received website updates to Andrea</p> <p>Email Payden finalized welcome message</p>	<p>Payden</p> <p>Anusha</p> <p>Anusha</p> <p>Payden Danielle</p> <p>Payden</p> <p>Marv</p>
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<p>87 student members to-date this year (140 student members last year) Membership in CPA overall is down.</p> <p>Discussed idea of a members only section as an incentive.</p> <p>Agreed that strategies to enhance membership needs to be a focus moving forward. Decided to launch these efforts with a discussion at the AGM.</p>		
<p>6. Adjournment</p> <p>Adjourned at 1:45pm</p>		

Minutes prepared by: Danielle Brosseau