

CPA - Counselling Psychology Section Executive Meeting - Minutes

Monday June 22nd, 2020 @ 12:00 – 1:00pm MDT

Meeting called to order at 1:05pm MST

Present: Marvin (chair), Payden (student rep), Danielle (secretary-treasurer), Tanya (awards coordinator), Anusha (past-chair), Kirby (convention coordinator), Janet Miller (newsletter)

Absent: Not applicable.

Item	Action	Person(s) Responsible
1. Approval of agenda. Motion carried.		
2. Approval of minutes (April 24, 2020 executive meeting) Motion carried. For the AGM, we will have the SGM and the AGM 2019 minutes to vote on. Mac will send around prior to the AGM.	Send around again with agenda prior to AGM	Marvin
3. Ongoing business 3a. Financial support to defray costs of travel to CPA 2021 for outgoing executive members.		

<p>Discussed the reality that several outgoing executive members have had conference activities deferred to next year's CPA convention. However, these members would not typically be eligible receive a stipend for travel expenses after their executive term had ended. In order to respond to the unique circumstances brought on by the COVID-19 pandemic, the executive voted on the following motion:</p> <p>Members of the 2020 counselling psychology section executive who have had to defer their CPA 2020 annual convention participation to the CPA 2021 annual convention will receive a deferred travel stipend (\$500). This applies to members of the executive whose term is ending in 2020. All other executive members will receive the typical travel stipend.</p> <p>Moved: Danielle. Seconded: Tanya. Motion passed.</p> <p>Discussed the important contributions of the newsletter editor and agreed that their participation in the annual conference should be supported. The following motion was voted on:</p> <p>A travel stipend (\$500) to the CPA annual convention will be offered to the newsletter editor each year.</p> <p>Motion passed.</p> <p>3b. AGM planning</p> <p>Discussed virtual voting options. Voted was conducted virtually using the ZOOM polling feature to address outstanding section business during the SGM in May 2020. A new electronic voting process has been enabled by CPA (asynchronous). Agreed to conduct synchronous voting again using the ZOOM polling feature for the 2020 AGM. We will again rely on the honour system, inviting only those attendees who are section members to vote.</p>	<p>Add to notes for 2021 budget year.</p> <p>Add to notes for 2021 budget year.</p> <p>Reminder to provide instructions at the AGM that voting is for members only.</p>	<p>Danielle</p> <p>Danielle</p> <p>Marvin</p>
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<p>At the SGM, Marvin offered a virtual territorial acknowledgement and invited those in attendance to participate. Recognition of the importance to do so again. Suggestion to invite others to provide similar acknowledgement using the ZOOM chat feature for the 2020 AGM.</p> <p>The 2020 budget that was approved prior to the pandemic will be presented with notations for funds that will not be incurred and plans for deferrals (travel stipend as voted on today).</p> <p>Set date and time for 2020 AGM: July 27th 10:00 AM Pacific Daylight Time (PDT)</p>	<p>Send date/time of AGM to CPA for inclusion in virtual programming. Advertise via section listserve.</p>	<p>Marvin</p>
<p>4. Updates on panels for section programme</p> <p>The following section-sponsored panel discussions are planned for the 2020 CPA virtual convention:</p> <p>Panel A: Transitioning to Counselling Practice at a Distance. Monday July 27 11:00AM PDT.</p> <p>Panel B: Teaching and Researching Remotely. Week of July 27th. Time and date tbd.</p> <p>Panel C: Supervision in the Post-Pandemic World. Week of July 27th. Time and date tbd.</p> <p>In keeping with the executive’s desire to profile and engage with practitioners in the field, the practitioner-focused panel (Panel A) will be scheduled immediately following the AGM.</p>	<p>Finalize abstracts and date/time and panel members for round table discussions and send to Marvin by June 25th.</p> <p>Submit Send date/time of round table discussions with abstract to CPA for inclusion in virtual programming. Advertise via section listserve.</p>	<p>Danielle Payden Janet</p> <p>Marvin</p>

<p>Panel facilitators will follow-up with dates/times in order to confirm panel member participation. Prioritize morning schedules to facilitate time zones across the country.</p> <p>Panel abstract edits:</p> <ul style="list-style-type: none"> • Edit to clarify the focus of panel B is on supervision of student counselling practice/placements • Change language from panel discussions to round table discussions <p>Supervision of dissertations/theses could be an included discussion under Panel C (teaching/research).</p>	<p>Panel B abstract edits</p> <p>Change to roundtable edits</p>	<p>Payden</p> <p>Danielle</p>
<p>5. Executive recruitment</p> <p>Houyuan Lou stepped forward for member-at-large (convention program) position.</p> <p>Chair-elect nominations needed. Reached out to past executive members to review previous members and consider potential nominations for chair-elect.</p> <p>Kirby noted that it would useful for the incoming convention program executive member to check in early with Kathy in order to learn the processes involved in setting up abstract reviews etc.</p> <p>Suggestion that there should be separate review scoring for theoretical presentations (not a classic research study).</p>	<p>Gather information from nominee(s) to present to the membership at the AGM</p>	<p>Marvin</p>
<p>6. Section Awards</p> <p>Currently have 2 doctoral submissions and 1 distinguished member submission. No MA thesis award nominations submitted to-date.</p>		

<p>Students are eligible if completed within the past 2 years. Information is in the newsletter. Due June 30.</p> <p>Everyone remind your networks. Advertise awards on the student page.</p>	<p>Encourage students to apply/colleagues to nominate students</p> <p>Advertise awards on the student page</p>	<p>All</p> <p>Payden</p>
<p>7. SGM follow-up (as needed)</p> <p>Round table discussions as discussed above.</p>		
<p>8. CPA Update</p> <p>Discussion of how the virtual process is going. One executive member had technical difficulties with member account and uploading recordings.</p> <p>Finalize section program for Friday June 26, 2020.</p>	<p>Report to CPA on tech difficulties with uploading recordings.</p> <p>Communicate section programming information to CPA</p>	<p>Marvin</p> <p>Marvin</p>
<p>9. Future and ongoing items: website review, Undergraduate Student Representative, internship sites, new initiatives</p> <p>Website updates. Prioritize what can be done immediately. Discussed ongoing difficulties with direct access for updates. Minutes have recently been uploaded. Plan to be up-to-date prior to AGM. The 2 more recent Kaleidoscope versions have been up-to-date since May 2020 and were released updated on the section blog soon after distributing.</p> <p>Ask Andrea to update the distinguished member list to add José Domene.</p>	<p>Email Andrea</p>	<p>Danielle</p>

<p>Section annual reports stopped happening in 2017. As of 2018, a paragraph outlining the section highlights for the year was included in the CPA annual report. Add section highlights paragraph from 2018 and 2019 to website with a note (a) reporting on the change from annual reports to highlights and (b) section membership numbers information will be appended to section AGM minutes.</p> <p>Add note on section webpage. See AGM minutes.</p> <p>Anusha to send to Marvin and Danielle. Add to 2018 minutes and to 2019 minutes as appendices. Add information as an appendix to minutes of AGM ongoing.</p>	<p>Send Andrea section highlights information.</p> <p>Send Andrea membership numbers documents as appendices to annual reports (2018 onward)</p>	<p>Marvin</p> <p>Danielle</p>
<p>10. Newsletter edition for fall</p> <p>Send listserv reminder and announce student-focused newsletter edition for fall 2020.</p> <p>Theme focused on the impact of COVID-19 and online counselling on the student experience and coping. Students invited to submit content more broadly.</p> <p>Friday August 7 deadline for content to be submitted to Janet. Deadline needs to be confirmed with Janet.</p> <p>Students submitting content should be section members. Not a firm requirement (e.g., undergraduate students)</p> <p>Discussed the option of conducting peer-review for student submissions (for Fall newsletter) so that students can have a refereed newsletter article on their CV.</p>	<p>Email Janet re: content deadline</p>	<p>Danielle</p>

11. Meeting adjourned.		
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2:33pm