

**CPA - Counselling on Psychology Winter Executive Meeting - Agenda**

**Monday February 4th, 2019 @ 1pm MST**

Meeting called to order at 1:05pm MDT

Present: Anusha (chair), Marvin (chair-elect), Kirby (convention coordinator), Payden (student rep), Danielle (secretary-treasurer)  
Martha (awards coordinator)

Absent: NA

<b>Item</b>	<b>Action</b>	<b>Person(s) Responsible</b>
<b>1. Approval of Agenda</b>  Motion carried.		
<b>2. Approval of Minutes (Monday, August 27th, 2018)</b>  Motion carried.  Approval of minutes from April 20, 2018 meeting will be completed by email.	Send José's minutes from the April 2018 meeting to everyone.	Danielle to send via email.  All to review and respond.
<b>3. Old Business</b>  a. <b>Updates</b> (Anusha)  No updates beyond agenda items.  b. <b>Business Arising from Previous Meeting Minutes</b> (see action items)	Article for OPQ.	Anusha

<p>Anusha will be writing a piece on social justice for OPQ journal on social justice.</p>		
<p><b>5. Follow-Up / New Business</b></p> <p><b>a. Award Nominations (Martha)</b></p> <p>- Updates</p> <p>- <b>Section distinguished member</b> (Deadline May 2019)</p> <p>CPA fellow award – nominated Dr. Denise Larson, nomination accepted. Decision to come later in February 2019.</p> <p>Section distinguished member – Sharon Cairns nominated and awarded last year. Need nominations for 2019. Resources available on website to help consider potential candidates (e.g., archives – overview of events, video for CCPC). Member list will be sent for review as well.</p> <p>Student awards – best thesis and best dissertation awards require a 10 page summary. Nomination letter also required. Due by June 1, 2019.</p> <ul style="list-style-type: none"> <li>- Not receiving many/any nominations</li> <li>- 10-page summary may be an obstacle to the award</li> <li>- Other options: abstract only, impact statement or contribution to counselling psychology statement, executive summer of 1-2 pages plus an impact statement</li> </ul> <p>Martha will write-up new award criteria and send to exec for feedback.</p> <p>Poster award.</p>	<p>Consider nominating a member for the section distinguished member award and MA/PhD awards.</p> <p>Email member list to exec.</p> <p>Anusha to send out member list</p> <p>Martha will email new guidelines for MA and PhD thesis and dissertation awards by Feb 10 and send to exec.</p>	<p>All</p> <p>Anusha</p> <p>Anusha</p> <p>Martha to send guidelines.</p> <p>All to respond with feedback.</p>

<p>New review process used last year went well. Before the conference it is important to evaluate which first/presenting authors are students and therefore eligible</p> <p>Process: 1 volunteer evaluator per poster. Awards coordinator conducts 2<sup>nd</sup> round of review of the short-listed candidates (top MA and top PhD candidates from each reviewer) only. Awards coordinator decision presented to the executive with rationale and decision is made. All winners are invited to write a short article summarizing their work for the newsletter.</p> <p>Martha not attending CPA Halifax this year. Need to decide who will carry out her responsibilities for the poster evaluations during the conference.</p> <p>Martha is in her final year on executive. Need a replacement awards coordinator to nominate and confirm during AGM in Halifax.</p> <p><b>b. Section dues and budget (Danielle)</b></p> <p>2018 budget: Excluding the funds dedicated to support the CCPC, we spent less than we earned through membership dues. Closed the year with \$ remaining in account.</p> <p>2019 budget: Our current budgeted items exceed the amount we expect to earn through membership dues. With an anticipated increase in membership following the CCPC we expect this difference to be small but changes are likely required to reduce expenses and/or increase membership.</p> <p>Fall exec meeting should focus on budget with discussions on increasing membership and decisions regarding cutting costs (e.g., cutting awards?).</p>	<p>Consider nominations for awards coordinator position before CPA Halifax.</p> <p>Determine who will coordinate and evaluate poster awards in Halifax.</p>	<p>All</p> <p>All</p>
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<p>Membership summary:  ~450 members in 2010-2012  Dipped low following these years  Back to 350-400 members currently</p> <p>PAYMENTS TO BE MADE through request to CPA. Copy Anusha on email. Remember to consider 30 day pay period when making payments moving forward.</p> <p><b>c. Undergraduate Student Representative (Danielle)</b></p> <p>Danielle has identified and met with 2 UG students. These students have signed up to be CPA campus representatives and, under Danielle’s supervision will explore initiatives to advertising and educate UGs about counselling psychology and the CPA counselling psychology section.</p> <p>If role is beneficial, suggestion was made to see these representatives as liaisons/advocates but not members of the executive.</p> <p><b>d. Winter Newsletter (February 15th, 2018 Deadline)</b>  - <b>Updates from all executive members</b>  - <b>Section Featured Speaker</b>  - <b>2018 CCPC – main focus on this newsletter</b>  - <b>Practitioner Series – not in this newsletter</b>  - <b>Internship Series – not in this newsletter</b></p> <p>Anusha wrote article in synopsis about the CCPC conference.</p> <p>Social justice corner. Exec to contribute for Feb newsletter. Need to find ways to elicit content for this for each newsletter.</p>	<p>Danielle to send request to CPA for payments.</p> <p>Discuss the role of UG student engagement at AGM.</p> <p>Write up your experience of CPCC and send to Janet by Feb 8. (including any pictures)</p> <p>Write a few sentences re: How are you currently contributing to social justice in your life?</p>	<p>Danielle</p> <p>Danielle</p> <p>All who attended CCPC to send write-up and pictures to Janet by Feb 8</p> <p>All to send to Janet by Feb 8.</p> <p>All</p>
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<p>Brainstorm a section featured member column for newsletter to highlight their work and introduce themselves. Could try to set this up for May newsletter. Place ad for this featured writer in February newsletter.</p> <p>Our section is participating in hosting a joint preconference workshop on decolonizing/transforming psychology at the CPA Halifax. Can sign up to attend only or to attend and present 5 minutes on your work. Portal sign up on the sexual orientation and gender identity section website. CCPPP training happening on the same day. It would be beneficial for some exec members to attend workshop we are participating in hosting.</p> <p><b>a. Upcoming Conferences</b>  - <b>Conference review process</b> (Kirby)</p> <p>Review process complete. All notifications went out last week.</p> <p>- <b>2019 CPA</b> (chair address, invited symposium, AGM, social) (Anusha)</p> <p>Book a time for dinner. Invite incoming awards coordinator member.</p> <p>Need another exec meeting in May</p> <p><b>e. Executive Process</b>  - <b>The way we have been functioning (or not)</b> (Anusha and all)</p> <p>EMAIL strings can get lost  Slack app for discussions</p> <p>- <b>Ideas for restorative justice</b> (Marv and all)</p>	<p>Invite members for section featured member column.</p> <p>Include a thank you to reviewers in the newsletter. Kirby to email reviewers for opt out.</p> <p>Exec will meet over dinner at CPA in Halifax</p> <p>Anusha will send invite for May exec meeting.</p> <p>Anusha will create a group on the Slack app for ongoing exec discussions.</p>	<p>Kibry</p> <p>All</p> <p>Anusha</p> <p>Anusha to set up.  All to login and participate.</p>
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<p><b>f. Website Review</b></p> <ul style="list-style-type: none"> <li>- Anything we would like to see - new/different/etc.?</li> <li>- Stipend for Andrea?</li> <li>- Archive Committee (Jane Fix / Janet Miller)</li> </ul> <p>Need someone to take the lead on liaison with Andrea to update the website. Need to make decisions about what content should be added to website or reorganized (e.g., video on counselling psychology, CCPC keynote address).</p> <p>Add an introductory welcome to the section piece from the executive that includes mission statement items.</p> <p>Important for us to consider the goal or purpose of our section website. What function do we want it to play? Consider the multimedia frame or map (twitter or other options) for the webpage content. Consider how the webpage could interface with our Facebook page etc. Continue conversation regarding website content and goals via Slack app.</p> <p><b>g. Research Advertisement</b></p> <p>Research has been advertised in the past through the section newsletter and/or email. We should consider developing a clear decision-making process for advertising research projects.</p> <ul style="list-style-type: none"> <li>- Discussion tabled to next meeting.</li> </ul> <p><b>h. New Initiatives (All)</b></p> <p>Tabled to next meeting.</p>	<p>Payden to take on liaison role between Andrea and executive.</p> <p>Introduction paragraph drafted by Marv to circulate among exec members for feedback.</p> <p>Anusha will set up a discussion of website goals and content on Slack app.</p>	<p>Payden</p> <p>Marv</p> <p>All to review and provide feedback</p> <p>Anusha to initiate on Slack app. All the participate in discussions.</p>
<p>6. Adjournment</p>		

Adjourned 2:50pm.		
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Minutes prepared by: Danielle Brosseau