CPA - Counselling Psychology Section May 2023 Executive Meeting – Minutes

May 5 (Friday) 6pm - 7:30pm (EDT)/4 pm - 5:30 pm (Mountain Time)/3 pm to 4:30 pm (PST)

Present: Houyuan Luo (chair), Allison Foskett (chair-elect), Jessica Van Vilet (member-at-large: convention coordinator), Janet Miller (member-at-large: awards coordinator), Jon Woodend (secretary/treasurer); Thomas Qiao (student representative)

Regrets: Tanya Mudry (past-chair)

	Item	Action	Person(s) Responsible
a.	 oval of Agenda and Minutes from Last meeting Called to approve agenda: Motion passed Approval of February 2023 minutes: Approved 	Make changes identified. Send out via email for approval	Jon Jon
2. Kalei a.	 idoscope May Newsletter – Update i. Focus on Lifelong Learning - Topics around conference. Consider including keynote and workshop abstracts ii. Program for convention New executive member invite reminder AGM, keynote location ii. Deadline – May 10th, 2023 	Send abstracts to Janet	Houyuan & Jessica
c.	 Chair-elect to have role of including Indigenous resources for newsletter for sustainability. Future ideas to keep in mind. i. French articles to enrich content (Dr Kassan or Sinacore?) 	Think of future ideas	Everyone
a.	ention Business Sat June 24: Feature speaker (15:00-16:00), AGM (16:00-17:00), Reception (17:00-18:00) – Provincial (Second Floor) Main AGM and awards etc., poster presentations (Day 2 @ 9 am)	Attend and adjudicate	Everyone

c.	Section executive gathering and what to do during the convention. i. Consider booking a restaurant	Meet the 22 nd from 4 pm Book a restaurant	Everyone Houyuan
a. b. c.	 I (16:00-17:00) Approval of the meeting minutes of the last AGM? Vote new executive nominations presented for new exec positions: (chair-elect, member-at-large: convention coordinator; member-at-large: awards coordinator) Nominees we have so far? Nominations from the floor Budget update Awards before reception – thank Adjudicators Other agenda items? 	Spread the word Resend invitation through listserv	All Houyuan
b. c.	Rob Bedi was inducted as a CPA Fellow Distinguished Member – Need nominee	Spread the word Post on listserv Include in May newsletter Recruit Adjudicators	All Houyuan Janet All
a.	 get update Gwendolyn won't do her webinar this year, so that \$1,000 is saved. Proposed budget for approval for AGM i. If all anticipated expenses go through then we will be solidly within the allowed surplus range. ii. Can we add to RA hours – agree to double 50 hours. 	Prepare AGM document including changes	Jon
a. b.	on RA Update RA is tracking down missing information to update website and archives Could RA support newsletter (i.e., competence with InDesign)?	Check with RA Check with CPA about updating contract	Allison Jon

10. Date for next meeting & Adjournmenta. 22 June at 4 pm ET in person	Attend meeting at CPA	Everyone
9. Additional items for future meeting		
 a. Three webinars completed so far with solid live attendance and over 100 registrants. b. Google Sheet:<u>https://docs.google.com/spreadsheets/d/1KanM_GtMo1lmY11JGj0e1g-F37emsX4fLg6EBhDCwII/edit#gid=0</u> c. Only two private practice webinars are pending, one will be May 12 and the other probably in July. 		

Minutes prepared by: Jon Woodend