

CPA - Counselling on Psychology Fall Executive Meeting – Minutes [draft]

September 29 (Friday) at 2 pm (Mountain Time)/1 pm (Pacific Time)/4 pm (Eastern Time).

Present: Allison Foskett (chair), Houyuan Luo (past-chair), Katie Bradley (member-at-large: convention coordinator), Sonya Flessati (member-at-large: awards coordinator), Jon Woodend (secretary/treasurer); Thomas Qiao (student representative); Janet Miller (newsletter editor)

Regrets: None.

Item	Action	Person(s) Responsible
1. Approval of Agenda a. Called to approve agenda: Motion passed b. Approval of May 2023 minutes: Approved via email	Publish on section website	Jon
2. Introductions and Welcome to New Members 3. Call for new Chair-Elect	Send out call through section listserv for nominations Follow up with CPA re: election process (if needed)	Allison Allison
4. Newsletter a. Debrief on conference (2023) <ul style="list-style-type: none">(i.e., number of presentations, etc) b. Finalize planning for fall newsletter (last year was Nov. 9 th deadline for the submissions)		

<p>c. Three newsletters? (Early in the new year, spring, and fall). NEXT ISSUE SUBMISSIONS DUE 1 NOVEMBER 2023</p> <ul style="list-style-type: none"> • Keep 3 newsletter issues per year • Themes: <ul style="list-style-type: none"> i. Building a ‘stronger’ counselling community ii. Building diversity in the counselling profession (e.g., EDI, roles, trends) iii. Themes in current trainings, research, conference presentations relevant to the field iv. Interviews with representative experts in different areas re: trends? <p>d. Continue with Indigenization Resources Column</p> <p>e. New: Newsletters – must have “disclaimers” in regards to their opinions.</p> <p>f. Executive notices/updates (i.e., for Research Projects, awards, articles).</p> <ul style="list-style-type: none"> • <u>Distinguished Member Award</u> – Dr. Jessica Van Vliet (she might be willing to write an article/update for the newsletter). • <u>Dissertation Award</u>: Dr. Danae Laut • <u>Poster Award for Doctoral Research</u>: Jinny Hong • <u>Poster award for Master’s student</u>: Simrat Tung • <u>Undergraduate Student Award</u>: Joel Boyko • <u>Undergraduate Project Award</u>: Hayl Balla <p>g. <u>Deadlines to remember for newsletter:</u></p>	<p>‘Introduction to section’ 1-page article from exec</p> <p>Reach out to Dr Van Vliet to submit article</p> <p>Reach out to doctoral counselling programs for nominations of novel research</p>	<p>All exec members</p> <p>Allison</p> <p>Janet</p>
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<ul style="list-style-type: none"> • CPA awards deadline Oct? • CPA conference deadline (January?) • Annual Section Newsletter Award: Submit our best one by Jan. 31st 2024 (annual \$250 award). • Fellow nomination deadline Nov 30. Typically, the awards coordinator, would take on the responsibility of coordinating the nomination materials. The chair, would typically write one of the supporting letters. • Section award deadlines are in the spring. 	<p>Reach out to Dr Gina Wong re: possibly submitting a ‘highlights’ from keynote</p> <p>Consider potential future article on professionals registered in multiple jurisdictions about their process to navigate colleges</p>	<p>Houyuan</p> <p>Allison?</p>
<p>5. Website/Social Media</p> <p>a. Distinguished members and CPA fellow added to website</p> <p>b. Updates to sections on website are needed: (Homepage for conventions, Awards page, student page [missing since 2018], & Business & Archives</p>	<p>Update pages (e.g., consider representation of site images, content)</p> <p>Consider use/relevance of section Facebook group</p> <p>Open up section Facebook group</p> <p>Consider other platforms to innovate social media (e.g., Insta; listserv; google group)</p>	<p>Danielle</p> <p>All exec members</p> <p>Thomas</p> <p>All exec members</p>

<p>6. Executive Members Projects</p> <p>a. Optional: executive members can plan for a special project during their tenure.</p> <p>b. Recognizing the role of qualitative research and Indigenous Knowledges in CPA’s Evidence-Based Practice of Psychological Treatments Report (Houyuan)</p> <ul style="list-style-type: none"> • Working group is moving forward (co-lead with Counselling Psychology section) <p>c. Lead the revision of definition of counselling psychology – qualitative project for publication (?)- send call out to members? (Allison)</p> <p>d. Dissemination of what counselling psychology is/does via video/interviews (for undergraduate students) – (Thomas)</p> <p>e. All sections – ensure they have responded to TRC</p>	<p>Reach out to other relevant sections to join the panel</p> <p>Follow up with CPA head office to understand process for forming a committee</p> <p>Create a list of specific people in the field to interview</p>	<p>Houyuan</p> <p>Allison</p> <p>Thomas</p>
<p>7. Budget update</p> <p>a. Funds to be used?</p> <p>b. Section history RA (update on status of project (see Google Drive; feedback/updates from section members; themes for Canva presentation; needs moving forward i.e., flyers for webinars; potential for on-going position?)</p>	<p>Consider fund for student bursary</p> <p>Follow up with CPA head office to understand bursary allowance</p>	<p>All exec members</p> <p>Jon</p>

<ul style="list-style-type: none"> c. Funds needed for special projects, i.e., video editing? d. Student member fees – deadline to respond to CPA by Sept 30th e. Nothing can be collected financially for one individual person on executive (even if student) 	<p>Create a list of essential budget items</p> <p>Inform CPA head office that student fee is not changing</p>	<p>Allison</p>
<p>8. Webinars</p> <ul style="list-style-type: none"> a. Proposed topics: Current offerings COMPLETE b. Consider new webinar series <p>Social Media:</p> <ul style="list-style-type: none"> c. Must now use the new CPA section logo specific to counselling psychology instead of the generic CPA logo. d. Main logo use requires permission of CPA. e. Any new social media accounts must be reported to the CPA 	<p>Tabled for next meeting</p> <p>Include new logo in all communications</p>	<p>Allison/Jon</p> <p>All exec members</p>
<p>9. CPA 2024 Ottawa (Jun 21-23rd at Westin)</p> <ul style="list-style-type: none"> a. Interest in preconvention workshop? Use of funds? b. Important to begin securing a keynote speaker. c. Important: June 21 is National Indigenous Peoples Day – Request for other sections in CPA to 	<p>Alert recipients of awards ahead of AGM so they can attend</p> <p>Notify poster submissions through system that they are</p>	<p>Sonya</p> <p>Allison</p>

<p>cover/present on a topic related to TRC or Indigenous ways of knowing.</p> <p>d. Calls should be sent out to members by late October/early November</p> <p>e. Identify reviewers asap</p> <p>f. Brainstorming needed to decide on a topic and speaker (by email?)</p>	<p>being considered for an award (follow up with CPA)</p> <p>Call out through the listserv for presenters</p> <p>Review notes of potential keynote speakers</p>	<p>Katie</p> <p>All exec members</p>
<p>10. Housekeeping business</p> <ul style="list-style-type: none"> • Approval of AGM minutes and other housekeeping business from the AGM meeting • Gifts/mugs to out-going members to mailed out early October 	<p>Review draft sent by Jon</p>	<p>All exec members</p>
<p>11. Terms of Reference</p> <p>-Ensure CP section's term of reference is up to date. Compare current terms of reference to previous to check. Cara to send email out this week.</p>		
<p>12. Future Business</p> <ul style="list-style-type: none"> • Conference planning 		
<p>13. Date for next meeting & Adjournment</p> <p>a. 03 November at 11 am MT via Zoom</p> <p>b. 01 December at 11 am MT via Zoom</p>		

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Minutes prepared by: Jon Woodend