

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

Dec 1 (Friday) at 11 am (Mountain Time)/10 am (Pacific Time)/1 pm (Eastern Time)/2:30 pm (Newfoundland 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 Nov 2023 minutes: Approved	Upload approved minutes to website	Jon
2. Budget Planning a. Proposed 2024 budget i. For 2024 keep keynote honorarium at \$1500. ii. Next year, offer a range of honorarium for keynote (based on location; \$1000 base, up to \$500 for travel) iii. Continue webinar series with a range of honorarium (\$500 base for academic speakers, up to \$750 for non-academic speakers; 1 each per year) iv. Some funds reserved for section priority projects:	Reconcile 2023 budget Finalize proposed budget	Jon Jon

<ul style="list-style-type: none"> • Video editing services? (Thomas' section project) • Research assistantship salary? (modernizing website/social media) 		
<p>3. Webinars</p> <p>a. Proposed topics:</p> <ol style="list-style-type: none"> i. Indigenous-related topic? ii. Disability/medical leave documentation? (Dr Jaleh Shahin as alternate?) iii. Advocacy in counselling psychology? iv. Insurance know-how in practice? v. Ethical considerations? vi. Weight stigma in counselling practice? vii. Younger international students' migration and transition (wellbeing)? viii. Social media and practice? <p>b. Consider having a small fee (e.g., \$10) for non-section members – consider:</p> <ol style="list-style-type: none"> i. Recording? (i.e., available after?) ii. Who owns the fee? <p>c. CE credits from CPA?</p>	<p>Contact Dr. Reena Chopra about a webinar on disability (documentation)</p> <p>Contact Dr Sarah Nutter about a webinar on weight stigma (implications for counselling)</p> <p>Contact Dr Jaleh Shahin about a webinar on social media (best practices) pending funds</p> <p>Follow up with CPA</p> <p>Follow up with CPA</p>	<p>Houyuan</p> <p>Jon</p> <p>Allison</p> <p>Allison</p> <p>Allison</p>
<p>4. Speakers - CPA 2024 Ottawa (Jun 21-23rd at Westin)</p> <p>a. Keynote speaker confirmed – Dr. Gwendolyn Villebrun (Healing from Sexual Trauma Circle</p>		

<p>for Indigenous women) & will discuss methodology, protocols, ethics, cultural safety, cross-cultural practice, and more.</p> <p>b. CPA Section Programming submitted</p> <p><i>-Section Featured Speaker</i> <i>-Section Annual Meeting</i> <i>-Section Awards and Reception</i></p> <p>c. Abstract submission and review process</p> <ul style="list-style-type: none"> o 18 reviewers o 56 abstract submissions (3 workshops, 20 posters, 3 symposium, 11 snapshots, 12 12-minute talks) 		
<p>5. CPA workgroup</p> <p>a. In the end of recruitment stage – action plan to follow completion of this stage</p> <p>b. First task will be a terms of reference, which is needed for CPA board to engage in the workgroup</p>	Continue to follow up with CPA	Houyuan
<p>6. Student Representative – Research Project</p> <p>a. Consulting with students about the direction of the counselling psychology video series project</p> <p>b. Consider interviewing graduate students about what they wish they knew before entering a counselling psychology program</p> <p>c. Is ethics approval needed?</p>	Follow up about ethics approval (MRU? UCalgary? Both? Others?)	Thomas & Janet

<ul style="list-style-type: none"> d. Consider section funds for knowledge translation (e.g., video series editing) e. Consider section funds for incentivizing participants? 	Consider use of funds	All exec
<p>7. Chair – Research Project – CP Definition</p> <ul style="list-style-type: none"> a. Dr Van Vliet did a talk at CPA about potential updates to the definition of counselling psychology b. Allison met with Dr. José Domene and Dr. Jessica Van Vliet; and Cara Bernard re approval process for conducting an update <ul style="list-style-type: none"> i. Create a working group (need to consider composition; e.g., academics, students, community practitioners, Indigenous practitioners, ??) ii. Present at CPA with survey/focus group as a preliminary step? iii. Consider involvement of previous members? (e.g., Dr Anusha Kassan, Dr Rob Bedi?) c. Executive Counselling Section Approval: approved. 	Follow up on next steps	Allison
<p>8. Section Newsletter</p> <ul style="list-style-type: none"> a. Do we have section parameters around contributions from members and non-members? b. What is a reasonable length (i.e., number of submissions)? 	Finalize December newsletter	Janet

<ul style="list-style-type: none"> i. Voted to prioritize member contributions ii. Voted to allow non-members contributions at the discretion of the executive board (i.e., based on relevance to section members) iii. In future meetings discuss and formalize parameters of newsletter content and review process 		
<p>9. Awards – Deadline by Jan. 31, 2024</p> <ul style="list-style-type: none"> a. Could submit individually, by the section, or both b. Consider previous keynote or workshop speakers (e.g., Dr Gina Wong, Dr Jeff Chang) c. Table consideration of distinguished member award closer to the AGM 	<p>Consider nomination for CPA fellow as well as other awards</p> <p>Send call through the section listserv</p> <p>Add to next meeting agenda</p>	<p>All exec</p> <p>Allison</p> <p>Allison</p>
<p>10. Feedback on RA Section History (Danielle Shinbine)</p> <ul style="list-style-type: none"> a. Consensus that the project is comprehensive and complete 		
<p>11. Date for next meeting & Adjournment</p> <ul style="list-style-type: none"> a. Proposing 12 or 19th January at 11 am MT via Zoom 	<p>Confirm with other members</p>	<p>Allison</p>

Minutes prepared by: Jon Woodend