

CPA - Counselling Psychology Section 2023 February Executive Meeting – Minutes [draft]

February 17, 2023 at 15:00 PST/16:00 MST/18:00 EST

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); Tanya Mudry (past-chair); Thomas Qiao (student representative)

Regrets: None

Item	Action	Person(s) Responsible
<p>1. Approval of Agenda and Minutes from Last meeting</p> <ul style="list-style-type: none"> a. Called to approve agenda: Motion passed b. Approval of December 2022 minutes: Approved 		
<p>2. Kaleidoscope</p> <ul style="list-style-type: none"> a. Feb. 2023 issue <ul style="list-style-type: none"> o Request for more articles o French articles – anyone we can reach out to? o Preview of upcoming webinars o RA profile o Article needed for Exec positions needed filling/election b. Next issue <ul style="list-style-type: none"> o Publish around May (before conference) – deadline May 10 o Theme: Lifelong Learning - Topics around conference o Competency articles (e.g., training online limited to online practice)? o Preview/profile of upcoming webinar speakers 	<p>Send updates for issue + new photo</p> <p>Article of RA profile Article on preview</p>	<p>Everyone</p> <p>Houyuan?</p> <p>Allison/RA</p>

<ul style="list-style-type: none"> ○ Potentially a round-up of the webinars ○ Feedback from webinars to support articles <ul style="list-style-type: none"> ▪ What did you learn? ▪ Would you attend in the future? ▪ Ideas for future webinars? 	<p>Create 1 article Create 1 article Create survey</p>	<p>Jon? Houyuan? Janet RA</p>
<p>3. Convention Business</p> <p>a. Update on abstracts etc.</p> <ul style="list-style-type: none"> ○ Few panel/symposium sessions (down from previous year) ○ Refined instructions around parameters of 12-minute talk needed as currently submissions are not aligned with CPA criteria <p>b. Issues with CPA system (rankings) affecting pre-convention workshop and theory-related submissions</p> <ul style="list-style-type: none"> ○ CPA informed of system issue with no comment on future actions to address it (require ratings for all sections) 	<p>Follow-up with CPA</p> <p>Follow-up with CPA</p>	<p>Jessica/Everyone?</p> <p>Houyuan and Jessica</p>
<p>4. Awards</p> <ul style="list-style-type: none"> - Nominated Rob Bedi for CPA fellow - Distinguished member award - PhD, master's, undergraduate, and poster award 	<p>Think of nominations</p>	<p>Everyone</p>
<p>5. Section RA update</p> <p>a. Compiling newsletter/Kaleidoscope issue information</p> <p>b. Considering whether or not to revive the wordpress blog to store newsletter/Kaleidoscope issues</p>	<p>Create a shared Google doc of information (with Janet)</p>	<p>Allison</p>

<p>6. Section Webinar Series update (all) Google Sheet: https://docs.google.com/spreadsheets/d/1KanM_GtMo1lmY11JGj0e1g-F37emsX4fLg6EBhDCwII/edit#gid=0 a. Jeff Chang has agreed to change pre-convention workshop to webinar</p> <p>Jeff Chang’s Webinar: How long can the workshop be? Half day and increase honorarium Open the webinars to all professionals or just to CPA members – ask speaker to decide Make a pitch for non-CPA members to join as an affiliate member? Invite graduate students as an opportunity for professional development and engagement with the section RA make advertisement for webinars on Canva?</p> <p>No webinars can occur in June – Executive member who is point person for each speaker will also be the host of their session Ask if they are okay with a recording for 6-months post webinar for registrants to review</p>	<p>Follow-up with Jeff Chang</p> <p>Reach out to other sections</p> <p>Check budget to expand hours</p> <p>Check in with speakers on date</p>	<p>Houyuan</p> <p>Houyuan</p> <p>Jon</p> <p>Everyone</p>
<p>7. Section initiative-Including Qualitative research into EBP update a. No update yet</p>		
<p>8. Budget update and planning a. No response from CPA around timeline to spend surplus b. Currently reconciling 2022-2023 budget c. Working on creating budget template for 2023-2024</p>	<p>Create budget template for 2023-2024</p>	<p>Jon</p>

	Consider different ideas for addressing surplus	Everyone
9. Executive transitions and planning <ul style="list-style-type: none"> a. Two more meetings until the AGM and then an election b. Recruitment needed for positions (chair-elect, member-at-large: convention coordinator; member-at-large: awards coordinator) 	Consider nominees	Everyone
10. Additional items <ul style="list-style-type: none"> a. Conference Planning – Meet before AGM (22/23 June?) to prepare b. Additional Priorities 	Prepare to attend (in-person or by Zoom)	Everyone
11. Date for next meeting - 05 May 6 pm EST	Send out Zoom invite	Jon
12. Adjournment		

Minutes prepared by: Jon Woodend