

CPA - Counselling Psychology Executive Meeting – Minutes

January 12 (Friday) 2024 at 11 am (Mountain Time)/10 am (Pacific Time)/1 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 and Minutes from Last meeting a. Called to approve agenda: Motion passed b. Approval of Dec 2023 minutes: Approved	Upload approved minutes	Jon
2. Budget Planning a. Proposed 2024 budget b. Possible request for funds for RA from Co-Chair committee	Finalize 2023 budget reconciliation Consider RA funds for special projects if available	Jon Everyone
3. Webinars a. Consider having a small fee (e.g., free for section members, \$10 for student non-members, or \$25 for non-members) – consider: <ul style="list-style-type: none"> i. What account does the fee go to? (e.g., directly to CPA head office) ii. Recording (i.e., available after at the presenter’s discretion?) 	Follow up to understand process and support from CPA head office	Allison

<ul style="list-style-type: none"> iii. The presenter gets a set honorarium regardless of attendance. b. CE credits from CPA? <ul style="list-style-type: none"> i. Extra \$125 per hour of content for presenter on top of honorarium ii. Requires CV and application to approve by CPA head office c. Topics: <ul style="list-style-type: none"> i. Jon contacted Dr Sarah Nutter about a webinar on weight stigma (implications for counselling) – Dr Nutter has agreed (academic webinar). ii. Houyuan contacted Dr. Reena Chopra about a webinar on disability (documentation) – no response yet. iii. Allison contacted Dr Jaleh Shahin about interest in a webinar on social media (best practices) pending funds 	<p>Finalize date for webinar</p> <p>Follow up with Dr Chopra</p>	<p>Jon</p> <p>Houyuan</p>
<p>4. CPA 2024 Ottawa (Jun 21-23rd at Westin)</p> <ul style="list-style-type: none"> a. Updates - Abstract submission and review process. <ul style="list-style-type: none"> o 18 reviewers o 59 abstract submissions (3 workshops, 25 printed posters, 2 virtual posters, 3 symposium, 11 snapshots, ten 12-minute talks, 4 round-table conversations o All reviews completed on time 		

<p>b. Other conference planning</p> <ul style="list-style-type: none"> ○ Sonya unable to attend poster presentations, other executive to support the role 	<p>Prepare materials beforehand</p>	<p>Sonya</p>
<p>5. CPA workgroup</p> <p>a. Scheduling for first meeting in March has started</p>	<p>Continue to facilitate process</p>	<p>Houyuan</p>
<p>6. Student Representative – Research Project</p> <p>a. Updates – None at this time.</p>	<p>Follow up with Janet</p>	<p>Thomas</p>
<p>7. Chair – Research Project – CP Definition</p> <p>a. Updates – Allison, Dr Domene and Dr Van Vliet to send a call out for interested members</p>	<p>Send call out email</p>	<p>Allison</p>
<p>8. Awards</p> <p>a. CPA Deadline by Jan. 31, 2024</p> <ul style="list-style-type: none"> i. Could submit individually, by the section, or both ii. Consider previous keynote speakers (e.g., Dr Gina Wong for the CPA Award for public, community service and human rights and social justice in psychology?) <p>b. Section Awards</p>	<p>Invite member nomination for CPA awards</p> <p>Coordinate nomination package</p> <p>Consider nomination in future meetings</p>	<p>Allison</p> <p>Sonya</p> <p>All executive members</p>

<ul style="list-style-type: none"> i. Table consideration of distinguished member award closer to the AGM – Perhaps Dr Jeff Chang? 		
<p>9. Section Newsletter – updates</p> <ul style="list-style-type: none"> a. Newsletter award: Decision to put forward December 2023 issue b. Next issue topics: <ul style="list-style-type: none"> i. Practice-oriented, student article, executive to provide updates ii. Consider other articles including French language articles iii. Deadline: February 14 2024 	<p>Submit December issue for consideration to CPA head office</p> <p>Write updates and consider articles</p>	<p>Sonya/Allison</p> <p>All executive members</p>
<p>10. Feedback on RA Section History (Danielle Shinbine)</p> <ul style="list-style-type: none"> a. Post presentation and document on same page in addition to existing document? b. Invite member feedback or information to fill in gaps 	<p>Post to website and listserv</p>	<p>Allison</p>
<p>11. Post again for Chair-elect</p> <ul style="list-style-type: none"> a. Any leads/ideas? b. Eligibility is based on being a full CPA (not student) member c. Can the position be filled before the AGM as this is a vacant position (i.e., interim)? 	<p>Follow up with CPA head office</p>	<p>Allison</p>
<p>12. Date for next meeting & Adjournment</p>		

a. 23 rd February at 11 am MT via Zoom	Send Zoom link	Jon
---	----------------	-----

Minutes prepared by: Jon Woodend