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.

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<th>Item</th>
<th>Action</th>
<th>Person(s) Responsible</th>
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| 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:  
    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 |
iii. The presenter gets a set honorarium regardless of attendance.

b. CE credits from CPA?
   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:
   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

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<th>Finalize date for webinar</th>
<th>Jon</th>
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<td>Follow up with Dr Chopra</td>
<td>Houyuan</td>
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4. **CPA 2024 Ottawa (Jun 21-23rd at Westin)**

   a. Updates - Abstract submission and review process.
      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
b. Other conference planning
   o Sonya unable to attend poster presentations, other executive to support the role
   Prepare materials beforehand
   Sonya

5. CPA workgroup
   a. Scheduling for first meeting in March has started
   Continue to facilitate process
   Houyuan

6. Student Representative – Research Project
   a. Updates – None at this time.
   Follow up with Janet
   Thomas

7. Chair – Research Project – CP Definition
   a. Updates – Allison, Dr Domene and Dr Van Vliet to send a call out for interested members
   Send call out email
   Allison

8. Awards
   a. CPA Deadline by Jan. 31, 2024
      i. Could submit individually, by the section, or both
      Invite member nomination for CPA awards
      Allison
      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?)
      Coordinate nomination package
      Sonya
   b. Section Awards
      Consider nomination in future meetings
      All executive members
i. Table consideration of distinguished member award closer to the AGM – Perhaps Dr Jeff Chang?

9. **Section Newsletter – updates**
   a. Newsletter award: Decision to put forward December 2023 issue
   b. Next issue topics:
      i. Practice-oriented, student article, executive to provide updates
      ii. Consider other articles including French language articles
      iii. Deadline: February 14 2024

   Submit December issue for consideration to CPA head office
   Write updates and consider articles
   Sonya/Allison
   All executive members

10. **Feedback on RA Section History (Danielle Shinbine)**
    a. Post presentation and document on same page in addition to existing document?
    b. Invite member feedback or information to fill in gaps

    Post to website and listserv
    Allison

11. **Post again for Chair-elect**
    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)?

    Follow up with CPA head office
    Allison

12. **Date for next meeting & Adjournment**
| a. 23rd February at 11 am MT via Zoom | Send Zoom link | Jon |

Minutes prepared by: Jon Woodend