# CPA - Counselling Psychology Executive Meeting – Minutes

**February 23 (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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<tr>
<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 Jan 2024 minutes: Approved | Upload approved minutes | Jon |
| 2. **Budget Planning**  
   a. Budget updates: waiting on fee updates from CPA head office  
   b. Consideration of increasing hourly rate paid to RAs given inflation?  
     i. Currently at $25/hour for 80 hours in the year  
     ii. Based on projected budget surplus, accepted tentative proposal to increase rate to $28/hour to reflect inflation and fair wages, as well as increase to number of hours to 100  
     iii. Finalization of increases pending membership fees update from CPA head office | Await membership fees | Jon |
3. **Possible Nominations for Chair Elect**  
   a. Any leads/ideas?  
      i. Consider potential executive members for current position but also long-term leadership planning  
   b. Do they need to be a psychologist?  
      i. All recent past Chairs have all been (counselling) psychologists  
      ii. Consider putting this to a vote at the AGM to consider formalizing requirements  

4. **Webinars - Updates**  
   a. Updates (Dr. Sarah Nutter’s webinar on Weight Stigma confirmed for April 15\textsuperscript{th} at 3pm PT - for CE credits)  
   b. Dr. Reena Chopra has agreed to provide a webinar on disability documentation – details to be finalized  
   c. Posters and newsletter articles for upcoming webinars  

5. **CPA 2024 Ottawa (Jun 21-23\textsuperscript{rd} at Westin)**  
   a. Updates?  
   b. Allison to attend section chairs meeting next week for updates
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<td>c. Request made to Kathy to have poster session on June 21st</td>
<td>Register for convention</td>
<td>Everyone</td>
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<td>d. Other conference planning</td>
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<td>e. Registration opens 26th February</td>
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**6. CPA Workgroup**
- a. Updates?
  - b. None at this time

**7. Student Representative – Research Project**
- a. Updates?
  - i. Ethics application going in through Mount Royal University to prepare for project inviting perspectives from current masters/doctoral students in Canadian counselling psychology programs
    - Complete ethics application
      - Thomas/Janet

**8. Chair – Research Project – CP Definition**
- a. Updates
  - b. Considering who to reach out to support diverse membership
    - Consult with co-leaders
      - Allison

**9. Awards**
- a. Dr. Gina Wong’s nomination for CPA Award for Public, Community Service and Human Rights and Social Justice in Psychology has been submitted.
### 10. Section Newsletter

**a) Current Issue:**
- Include upcoming vacancy in secretary-treasurer role
- Aim to publish end of February

**b) Topics for next Kaleidoscope (May?)**
- Interventions?
- Self-care?
- Indigenous-focused content in preparation for Indigenous Peoples Day?
- Convention upcoming highlights
- 1 May submission Deadline

**c) Continued discussion around author eligibility**
- Consider potential eligibility requirements

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<th>b. Distinguished Member Award and CPA Fellow Award?</th>
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<td>i. Deadline for CPA Fellow Award has passed</td>
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<td>ii. Dr Jeff Chang?</td>
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<td>d. Deadline for (Counselling Psychology Section) Distinguished Member Award and student awards submissions: 15th April 2024</td>
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<td>e. Prepare student poster reviewers</td>
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- **Contact previous reviewers to invite**
- **Everyone**
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<th>11. Date for Next Meeting &amp; Adjournment</th>
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<td>a. 19th April at 11 am MT via Zoom</td>
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<td>Send Zoom link</td>
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<td>Jon</td>
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Minutes prepared by: Jon Woodend