

**CPA Counselling Psychology Executive Minutes**  
**Monday, October 5th, 2016**

Meeting called to order at 10:10 am Mountain Daylight Time

Present: Anusha Kassan, Lara Hiseler, Rob Bedi, José Domene, Theresa Jubenville, Carlton Duff

Regrets: Janet Miller, Melanie Fuller-Brudersas

Item	Action	Person(s) Responsible
1. <b>Approval of Agenda</b> Moved by Rob, seconded by José. Carried.		
2. <b>Approval of Past Minutes</b> (April 2016 & September 2016) Moved by Lara, seconded by Rob		
3. <b>Quick Updates/Reports</b> Tabled until next meeting  a. Chair [Anusha] b. Past-Chair [Rob] c. Treasurer [José] d. Awards Coordinator [Lara] e. Conference Coordinator [Carlton] f. Student member [Theresa] g. Newsletter/Blog [Janet] h. Webmaster [Melanie]		
4. <b>Business Arising from Previous Meetings</b>  a. <b>Blog / newsletter</b> Discussion around planned items not submitted the newsletter. It was decided to send out the September newsletter ASAP, with the incomplete items to be bumped to the next issue of the newsletter. Invitation to join /benefits of membership to be added to future issues of the newsletter.	Complete and distribute newsletter  Create and submit invitation to join the section	Janet  Theresa

<p><b>b. Website</b> Anusha and Melanie have reviewed the content of the web-site and made minor updates. Discussion about where to locate the minutes. It was decided to move all the minutes to the Archive section, and create a hyperlink from the section business page to the appropriate part of the archive.</p> <p><b>c. Award nominations</b> Discussion related to the section's nomination to CPA's Award for Distinguished Contributions to the International Advancement of Psychology. Preparations are underway to submit the nomination by the October 15 deadline.</p> <p>Discussion about possible nominees for election to Fellow (deadline is November 30). None identified so far.</p> <p><b>d. Terms of reference</b> Discussion about changes/updates to the Terms of Reference document, with Executive members sending proposed changes and feedback electronically. The question was raised about whether the Terms of Reference that were approved by the Section last year have been approved by the CPA Board. Discussion will continue next meeting.</p> <p><b>e. Decline in membership</b> Anusha reported that, as of September 2016, our membership is at 331, a substantial decline from the high of 450 that we had several years ago. Discussion ensued regarding potential causes of this decline and potential strategies to promote the Section to the broader counselling psychology community, including connecting with CPA student reps at campuses across the country about the discipline, connecting with PhD and Master's-level counselling psychology programs across Canada, and connecting with clinical directors of University Counselling Centres across Canada to promote the Section.</p>	<p>Make the stated changes to the website</p> <p>Proceed with preparing and submitting the nomination</p> <p>Consider possible Section members to nominate</p> <p>Review Section member list for potential nominee</p> <p>Follow-up with CPA Board about approval</p> <p>Integrate proposed changes into a single document for further discussion</p> <p>Connect with Student Section to provide student reps with information about our section, and to identify who the student reps are for psychology programs located in Faculties of Education</p> <p>Send letters to all Counselling Psychology PhD and MA/MEd programs, asking them to distribute September newsletter to their staff and students</p> <p>Send letters to all University</p>	<p>Melanie</p> <p>Lara, Rob</p> <p>All exec</p> <p>Anusha</p> <p>Anusha</p> <p>José</p> <p>Theresa, Anusha</p> <p>Rob</p>
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<p><b>f. Archive committee</b> Tabled</p> <p><b>g. Counselling psychology presentation for students</b> Theresa reported that she has taken over preparing the presentation from Julie, and has integrated most of the feedback that has been provided. Discussion around next steps: The exec. will review and approve the presentation; Section members will be contacted to make the presentation available to people providing information about pursuing graduate school in psychology; discussion of presenting the material as a workshop at the 2017 CPA Convention. (Exec will support the workshop as needed).</p> <p><b>h. Upcoming vacancies in the Section Executive</b> Discussion about the positions on the Exec that will become available next June: Chair-elect, conference coordinator, awards coordinator. The executive will take steps to recruit section members to stand for election for these positions, including advertising in the Newsletter and sending out a message to the list-serv. Also, Rob will write an article for the newsletter on insights and reflections gained from serving as chair-elect/chair/past-chair</p> <p><b>i. Section Keynote speaker for convention</b> There remains a need to find a Section Keynote speaker. The executive will consult by email about possible nominations</p> <p>Tabled: Creation of a more systematic process for nominating keynote speakers for future years.</p>	<p>Counselling Centres, asking them to distribute November newsletter to their staff and students</p> <p>Obtain feedback from Rob, complete the presentation, and send it to exec for review.</p> <p>Distribute presentation to section members teaching at universities</p> <p>Submit a workshop proposal for the 2017 Convention, and ensure that it is prioritized in the review process</p> <p>Approach members in our personal networks about the vacancies</p> <p>Call for nominations to be created and sent to the list-serv</p> <p>Call to be included in the Nov. 2016 newsletter</p> <p>Newsletter article</p> <p>Send emails to Anusha about possible nominees: Who? Focus of work? Why nominated?</p>	<p>Carleton</p> <p>Theresa</p> <p>Anusha</p> <p>Theresa, Carleton</p> <p>All exec.</p> <p>José &amp; Anusha</p> <p>Janet</p> <p>Rob</p> <p>All exec.</p>
<p><b>6. New Business</b></p> <p><b>a. Counselling psychology summit</b></p>	<p>Create a call for organizing committee</p>	

<p>The possibility of hosting a counselling psychology summit at Congress in 2018 was discussed and agreed to by the Exec.</p> <p><b>Motion</b> to form an organizing committee for the summit moved by Rob, seconded by Anusha. Motion approved.</p> <p>It was decided that organizing committee members would have their summit registration fees waived. Discussion about the possibility of having a conversation hour about the Summit at the 2017 Convention.</p> <p><b>b. Special Initiative: Pre-doctoral Internships</b> Theresa raised the possibility of beginning a project pertaining to the pre-doctoral internship situation in counselling psychology in Canada.</p> <p>Tabled for further discussion at the next meeting</p>	<p>members, which will be sent out to the membership using the list-serv and the newsletter.</p> <p>Contact CPA's Internship Supply and Demand Taskforce to obtain information on the work they are doing on this issue, and request a copy of the report created by the Counselling Psychology Working Group</p>	<p>Anusha</p> <p>José</p>
<p>7. <b>Next Meeting</b> – January 2016.</p>	<p>Send out poll for meeting times mid December</p>	<p>Anusha</p>
<p>8. <b>Adjournment.</b> Meeting adjourned at 1:07 p.m. MDT</p>		