

CPA Counselling Psychology Executive Minutes
(01/21/15 1pm PST)

Meeting called to order at 1:00 Pacific time.

Present: Rob Bedi (Chair), Ada Sinacore, Natalee Popadiuk, Julie Cohen, Sharon Cairns, Janet Miller (guest)

Regrets: Freda Ginsberg

Item	Action	Person(s) Responsible
<p>Guest, Janet Miller, introduced herself as the new newsletter editor and updated the executive on what she has been doing in soliciting contributions. Ada identified that it is important to have an archive edition in a pdf format. This is the plan along with the information on the broken up information on the blog. CPA has clear parameters about what can be on a website. This should be in the new chair's manual. Clarified that the blog is to be a living document with ongoing public conversations whereas the newsletter is a static document. Janet and Julie will connect about how to get students engaged or if the Facebook group is more comfortable for students. Given Janet is the person who approves blog submissions the question about liability arose. Suggested that Rob contact CPA to check on guidelines for blogs and liability issues. Ada suggested the group come up with our own guidelines for the blog and then have them vetted by CPA.</p>	<p>Check with CPA re liability for blog content</p> <p>Develop blog guidelines</p>	<p>Rob</p> <p>Executive & Janet</p>
1. Approval of Agenda: Moved by Natalee, seconded by Sharon; carried.		
2. Approval of Past Minutes: Moved by Julie, seconded by Natalee; carried.		
<p>3. <i>Quick Updates</i> [CPA Conference is June 4-6 in Ottawa]</p> <p>a. Chair [Rob]: section programming submitted on time</p> <p>b. Past Chair [Ada]: 2015 keynote arrangements in place.</p> <p>c. Treasurer [Sharon]: Later in agenda</p> <p>d. MAL Awards [Freda]: CPA awards nominations, etc. Written report was submitted. i. Fellow Award submission for Sharon Cairns will be put on hold</p>		

<p>for next year. As I won't be on the Exec next year, you may want to make sure this happens? As well, Jose Domene will be eligible next year and I really hope that he gets nominated as well. Richard Young said that he would write the main letter.</p>	<p>Nominate Sharon Cairns and Jose Domene for Awards next year</p>	<p>Executive</p>
<p>ii. I have confirmed with the members of the awards committee for the upcoming thesis/dissertation submissions review in this spring that they are still willing to deliberate one more time. Fortunately, they are both on board again. Jessica Van Vliet & Mary-Ann Saltstone are the committee members I am referring to. Of course I will review the submissions as well.</p>	<p>Review thesis/dissertation award submissions</p>	<p>Freda, Jessica Van Vliet, & Mary-Ann Saltstone</p>
<p>iii. As for reviewing the posters at the Convention, I am always struggling to find people to help out. I really hope that those on the Executive will seriously consider volunteering to help this year. I will be putting a blurb about this in the upcoming newsletter (e.g. recruiting poster adjudicators) as well as a blurb about deadlines for submitting theses/dissertations for the awards committee's review. Whatever gets put in the newsletter should match what is on the web-site.</p>	<p>Recruitment of poster adjudicators notice in newsletter Notice of award deadlines for newsletter</p>	<p>Freda Freda</p>
<p>iv. On another note - I finally had a minute to look at the Section website and I am pretty sure that there are still materials that have not been uploaded from the archive we created. Jose was initially going to see that all this was done properly, but as you know other matters have taken his attention elsewhere. I don't know who can finish this up, but it would be a shame that after all the hard work that went into the compiling and scanning all the many docs that they wouldn't make their way to the website. This is not a task that I can dedicate time to but maybe you have some ideas?</p>		
<p>e. MAL Conference [Natalie]: good range of submissions, 12 symposia, 25 posters, 3 round tables, 2 theory review, and 2 workshops were recommended for acceptance; some declined as round table or symposia and were invited to submit as posters.</p>		

<p>The model used by CPA for acceptances is changing and we may have the ability to consider proportion of hours allocated for particular topics in the future.</p> <p>f. Student member [Julie]: Facebook page is beginning to do better. 48 likes registered. Julie did outreach through the student reps. Rob can send out a message to the student listserv in an attempt to increase student involvement. Julie contacted the Student section Chair Elect to talk about increasing student presence at CPA.</p> <p>g. Webmaster (Lindsay) [Rob]: Rob provided an update on the changes to the website.</p>	<p>Outreach to students through the listserv</p>	<p>Rob</p>
<p>4. Financial Report/Info (Sharon): Proposed budget. The issue of 50% savings likely does not apply to us. A financial summary and proposed budget were distributed via e-mail prior to the meeting. Following some discussion the proposed budget Ada moved that the budget be accepted as presented. Seconded by Julie.</p>	<p>Required financial statements to be sent to CPA</p>	<p>Sharon</p>
<p>5. Business Arising from Previous Meeting Minutes</p> <p>a. Internship Committee Rob received a report from Anusha. Things are exceedingly slow. Anusha reported receiving only one response to her call for participants. Given the difficulty getting people involved, perhaps we need to let this committee go and ensure we have a representative at the internship meeting at CPA and report back to the executive. We need to make sure there is accurate information about counselling at this meeting. Rob will consult with Anusha about direction.</p> <p>b. Nominate Fellows/Awards: Section awards. See update above for Freda's report. When will the call for awards go out? Will poster submissions be asked to pre-submit their poster to make it easier to review the posters?</p> <p>c. Full member Survey. Rob, Ada, and one of Rob's students are in the process of writing this up.</p>	<p>Ensure representation at CPA internship meeting</p> <p>Consult with Anusha re direction</p> <p>Check with Freda re questions.</p>	<p>Executive</p> <p>Rob</p> <p>Rob</p>

<p>d. Student Survey. Rob, Julie and another student are working on this and it should go forward to ethics by February.</p> <p>e. Ideas for new Exec positions for 2015/16 (Chair-elect, MOL-C, MOL-A). Suggestions discussed.</p>	<p>Put feelers out to the members suggested.</p>	<p>Rob, Ada, Sharon</p>
<p>6. New Business</p> <p>a. Which newsletter to submit for Award consideration? Will have an email vote. Needs to be submitted by end of the month.</p> <p>b. Change name of newsletter. Historically has been called CPA Counsellor. Do we want to consider a change? Discussion ensued. Could put a call out for suggestions with a grand prize of a \$50 amazon .ca gift card. Moved by Rob and seconded by Julie that we carry through with this contest. One abstention, Carried. Rob will draft a letter. Adjudication will be by the executive.</p> <p>c. Archive project. Some things were collected that never made it to the website. Project fell to the wayside when we did not have control of the website. Now our webmaster can do the uploading. Do we want to reinvigorate this project. Ada has a hard copy of the whole archive.</p> <p>d. Next newsletter: late Feb (contributions to Janet by mid-Feb). Janet will put out a call. Discussed importance of having a newsletter out prior to the convention highlighting the section activities</p>	<p>E-Mail vote on Newsletter to submit</p> <p>Draft a letter advertising the contest.</p> <p>Need to compare what has been uploaded with Ada's documents</p> <p>Call for Newsletter contributions</p>	<p>Executive send to Rob</p> <p>Rob</p> <p>?</p> <p>Janet</p>
<p>7. Adjournment Moved by Ada. Meeting adjourned at 3:00 PST</p>		

