

**CANADIAN PSYCHOLOGICAL ASSOCIATION
SOCIÉTÉ CANADIENNE DE PSYCHOLOGIE**

MINUTES OF THE BOARD OF DIRECTORS MEETING

MARCH 13-14, 2004
Montreal, Quebec

Present : Patrick O'Neill, President
Abraham Ross, Past-President
John Arnett, President-Elect
Lorraine Breault, Director
Doris Hanigan, Director
Wendy Josephson, Director
Ian Nicholson, Director
Bob Robinson, Director
Sandra Pyke, Director

Present Without a Vote: John Service, Executive Director
Karen Cohen, Associate Executive Director
Marie-Christine Pearson, Executive Assistant and
Recording Secretary

Regret: Sean Rourke, Director
Joseph Rallo, Chair, Council of Provincial Associations of
Psychologists
(CPAP)

Invited Observers: Paul Veilleux, Canadian Council of Professional
Psychology Programmes (CCPPP)

Invited guests: Janel Gauthier (Attended for items 1.1.4 and 1.1.5)

Procedural Note: Votes recorded as carried or defeated do not imply
unanimity. The results are minuted when requested.

The meeting was called to order at 8:30am.

1. APPROVAL OF AGENDA

1.1 Consent Agenda

The President received the Consent Agenda and asked the Board to identify those motions to be removed from the Consent Agenda and placed on the working agenda.

Motions 1.1.1.1 and Motion 1.1.6.1 were left on the Consent Agenda.

MOVED (Robinson/Nicholson) and **CARRIED** that the Consent Agenda be adopted as amended.

Pertinent information taken from the Motions as submitted to the Board related to each consent agenda item is recorded below.

1.1.1. Bylaws, Rules and Procedures

1.1.1.1 President's New Researcher Awards

Adopted Motion 1.1.1.1

Motion: That the criteria for the CPA President's New Researcher Awards be approved as follows:

These awards shall be made to recognize the exceptional quality of the contribution of new researchers to psychological knowledge in Canada. A maximum of three awards will be conferred annually in diverse areas of psychology.

Eligible Papers must meet the following criteria:

1. Be authored by an individual who is a CPA member with 5 years or less post-graduate training experience (e.g., post-Masters, post-Ph.D.);
 - a) The award is for people who have graduated and are no longer enrolled as a student in a graduate program. Therefore a student who has graduated from a Masters program but is still in a doctorate program is not eligible for the award.
 - b) Students enrolled in post-doctorate programs must be CPA members to be considered for the award (not student members)
2. Currently be in-press or been established during the past 2 Years.

******ACTION**** The Executive Assistant to change the criteria for the CPA President's New Researchers Awards on the CPA web site and to be published in Psynopsis.**

1.1.6 Professional Affairs

1.1.6.1 Policy Statement on Physical Punishment of Children and Youths

Adopted Motion 1.1.6.1

Motion: That the Board of Directors approve in principle the proposed Policy Statement on Physical Punishment of Children and Youth submitted by the Executive of the Section on Clinical Psychology.

*****ACTION***** The chair of Professional Affairs Committee to contact the Executive of Section on Clinical Psychology.

*****ACTION*****The policy statement to be posted on the CPA website

A. WORKING AGENDA

1. Approval of Agenda

1.2 Working Agenda

MOVED (Josephson/Breault) and **CARRIED** that the Working Agenda be approved as amended.

2. Approval of Minutes

2.1 October 25-26, 2003

Moved (Pyke/Hanigan) and **CARRIED** that the Minutes of the Board of Directors meeting of October 25-26, 2003 be approved as amended.

1.1.2 Presidential

1.1.2.1 Letter to CPA member re Equal Marriage

Dr. O' Neill reported that following email communication with the Board, it was decided that there would be further discussion regarding the letter to be sent to the membership on Equal Marriage.

It was agreed that the Board should not focus on this specific issue because there are many other issues CPA should also support.

It was agreed that the following sentence be removed: We encourage you to do so, especially in light of the upcoming Federal Election.

MOVED(Josephson/Robinson) and **CARRIED** that a letter be sent to the membership regarding both the policy statement on Physical Punishment of Children and Youth and the support of Canadians for Equal Marriage.

******ACTION****the President to write the letter.**

1.1.3 Education and Training

1.1.3.1 Internship Workbook

Dr. Pyke reported that the workbook entitled “*Match Made on Earth: A student guide to navigating the psychology internship application process*” written by Melanie Badali of UBC was reviewed by the Education and Training Committee as well as the CPA Students Section.

MOVED(Pyke/Nicholson) and **CARRIED** that the Board of Directors adopt the internship workbook as an official document of the Canadian Psychological Association and publish it on the CPA website, subject to legal advice.

Concerns regarding ownership and the updating of the document were noted.

******ACTION****Dr. Cohen to contact Dr. Badali regarding the Board decision**

1.1.4 A model Curriculum for a Doctor of Psychology (PsyD) Programme

Dr. Janel Gauthier attended for this portion of the meeting.

Dr. Pyke reported that the document has its roots in the Task Force on the Psy.D. degree established by the CPA Board of Directors in 1997. In April 2001, Dr. Janel Gauthier and Dr. Richard Allon were asked “to further articulate the material in the Task Force report by developing a model curriculum for a Psy.D. training program in Clinical Psychology”. Their document were referred to and reviewed by the Education and Training Committee and the Committee was subsequently asked by the Board to undertake a revision.

Dr. Gauthier summarized the project and responded to questions from Board members.

Dr. Pyke expressed appreciation to Dr. Anna Beth Doyle and the members of the Sub-Committee for the hard work on this project.

MOVED (Pyke) and **CARRIED** (4 in favor and 4 abstentions) that the Board of Directors approve the document "A Model Curriculum for a Doctor of Psychology (Psy.D.) Programme" authored by Allon, Doyle, Gauthier and Hutcheon.

******ACTION**** Dr. Pyke to inform the Sub-Committee about the Board decision**

1.1.5 International Relations

1.1.5.1 Canadian Delegate to the IUPsyS General Assembly

Dr. Janel Gauthier attended for this portion of the meeting and was available to respond to questions from the Board.

Dr. Breault reported that Canada is entitled to two delegates to the General Assembly of the International Union of Psychological Science. One position is currently vacant and needs to be filled immediately because of the upcoming General Assembly, which is to be held during the International Congress of Psychology next August in Beijing. The year 2004 is an election year. It is essential that both delegates from Canada be present at the General Assembly.

MOVED (Breault) and **CARRIED** that Dr. John W. Berry (Queen's University) be appointed Canadian Delegate to the General Assembly of the International Union of Psychological Science for a term that will begin immediately and that will end in 2008 after the International Congress of Psychology.

******ACTION**** Dr. Breault to inform Dr. John Berry regarding the Board decision**

1.1.7 Convention

1.1.7.1 Submission process and Deadlines

Dr. Hanigan reported that Convention submissions, review, and scheduling are a large part of the work required to organize the CPA Convention. Deadlines associated with each aspect are determined as part of the whole, leading up to the event itself. Any change to one part must be considered in light of its implications for other parts.

MOVED (Hanigan/Robinson) and **CARRIED** that the CPA Convention office, together with the

Convention Chair, shall set the annual submission deadline for the convention at a suitable date to balance authors' desire for a short time between submission and presentation, while providing adequate time for the Head Office to coordinate submission review, Convention scheduling, abstract book preparation, travel grant application and awards, and other Convention organizing tasks.

******ACTION**** The Chair of the Convention Committee to write an article in Psynopsis and on the web to explain the rationale of these deadlines.**

3. Finance

3.1 2003 Year-End Financial Statement

Dr. Service referred to his note on the budget 2003 (see attached). He then reviewed the 2003 year-end financial statement.

Dr. Service reported that the year-end bottom line shows excess revenue over expenses of \$70,932.20. This is a very positive result for the Association. This figure does not include the revenue from investments. This has yet to be calculated. It is expected to reach the predicted amount and so will likely increase the year-end 2003 revenue from investments by approximately \$40,000 resulting in a year-end 2003 excess of revenue over expenses of approximately \$100,000.

MOVED (Robinson/Josephson) and **CARRIED** to express appreciation to CPA Head Office Staff for their excellent contribution in managing CPA budget.

It was suggested that the surplus of money be used for a National Conference on Education and Training.

It was noted that in the past, CPA sponsored a National Conference on Professional Psychology and a National Conference on Scientific Psychology.

MOVED (Pyke/Josephson) and **CARRIED** that the 2003 Year-End Financial Statement be received.

******ACTION**** the Chair of Continuing Education Committee to present a budget plan for the project on a Conference on Education and Training by the June 2004 meeting.**

3.2 2004 Year-to-date

Dr. Service referred to his circulated document on budget 2004 notes (see attached).

B. Strategic Agenda

1. Strategic Board Meeting

Dr. O'Neill reported that one day will be spent working on CPA 's strategic plan.

Following a brain storming session, the Board agreed on the following:

Plan for the June 8th meeting

Morning:

- **Communication**, leader John Service with Lorraine Breault and Doris Hanigan;

Afternoon:

- **Social Policy**, leader Wendy Josephson with Abe Ross, John Service, Karen Cohen, Pat O'Neill
- **Education**, leader John Arnett, with Sandra Pyke, John Service, Karen Cohen, Bob Robinson and Ian Nicholson.

*****ACTION*** Dr. O'Neill to contact Juanita Mureika and Dan Pearlman to inform them about the plan for June and ask them to which aspects they wish to be appointed.**

2. Dissemination

2.1 Publications

2.1.1 Next Editors of CP and CJBS

Dr. Josephson reported on the current recruitment procedures for journals' Editors and asked if the Board would like a new direction about nomination.

*****ACTION***The Publications Committee to review the Publications Procedures and present recommendation to the June Board meeting.**

MOVED (Breault/Arnett) and **CARRIED** that the Nominating Committee for CPA Editors be composed of CPA members, this recommendation to appear in the Publication Procedures.

2.1.2 Commercial Publication of Journals

Dr. Josephson reported on the possibility of co-publishing CJEP with CSBBCS and CPA. She added that the Publications Committee will consider this issue at its June meeting.

Concern about ownership with CSBBCS was stressed.

3. Interorganizational Relationships

3.1 Assessment Document

Dr. Robinson briefly summarized the interorganizational relationship assessment document.

He expressed appreciation to Dr. Pyke for her work on the CCDP assessment.

3.2 CCDP Draft Agreement

A draft memorandum of agreement between CPA and CCDP was circulated.

It was suggested that there be a ninety day time frame for negotiations by the two parties.

MOVED (Robinson/Josephson) and **CARRIED** that the Memorandum of Agreement between CCDP and CPA be approved as amended.

*****ACTION***Dr. Pyke to circulate the memorandum to CCDP.**

*****ACTION***CPA Head office to finalize the document for the signature session to be held in June.**

3.3 CPAP Seat on CPA Board

Dr. Breault reported on the CPAP meeting of January 2004. She reported that CPAP is still not ready to support the seat on the Board and this is complex because of the number of organizations involved. She suggested that there be a flexible model of collaboration regarding the interorganizational relationship.

3.4 Relationship with Provincial/Territorial Associations

This item was considered under 3.3.

3.5 Canadian Register of Health Service Providers in Psychology

Dr. Breault reported on the CRHSPP meeting. She added that there was tremendous support from the Council of CRHSPP regarding the organization of CRHSPP. She also reported that the Council voted to have their Executive develop a new governance model that is predominantly listee based for their next meeting in January 2005.

Appreciation was expressed to Dr. Breault for her good work with inter-organization relationships.

3.6 Canadian Society for Brain, Behaviour and Cognitive Science (CSBBCS)

Dr. O'Neill referred to his circulated document.

He reported that there would be a meeting with the President of CSBBCS and the President elect during the 2004 convention, to talk about areas of mutual interest.

4. Professional Affairs

4.1 Primary Health Care Transition Fund Projects

4.1.1 Mental Health Project Update

Dr. Breault reported that the project has been funded for \$3.5 million. The College of Family Physicians of Canada is the transfer payment agency or lead organization for the project. Dr. Breault and Dr. Cohen are representing CPA. She added that the project is tracking well and would like to see CPA sit on the steering committee.

4.1.2 Enhancing Collaborative Care Project Update

Dr. Breault reported that the project has been funded for \$6.5 million and that CPA is the lead organization that signed the Contribution Agreement with Health Canada on behalf of the consortium of ten Associations.

Dr. Service reported that the project is currently working hard to hire staff. He added that CPA is represented by the Executive Director who has been designated the chair of the Steering Committee and the official project spokesperson.

4.2 CPAP Advocacy Project

4.2.1 Leadership Conference

Dr. Breault reported that the Leadership Conference was held in January 2004. It brought together the leaders of the provincial and territorial psychology associations and CPA for two days of deliberations. It was very successful and there is a will to repeat the event on a regular basis.

4.2.2 Advocacy Material Website

Dr. Breault reported that there would be an advocacy page on the CPA website.

4.2.3 Canada's Psychology Month

Dr. Breault reported that Canada Psychology month will take place in February 2005. Different activities will be organized in each provincial jurisdiction in order to educate the public on Psychology.

5. Scientific Affairs

5.1 Canadian Institutes of Health Research

Dr. O'Neill briefly reported on the second annual meeting of the Institute of Neurosciences, Mental Health and Addiction he attended in Toronto.

5.1.1 Social and Behavioural Sciences in CIHR

5.1.1.1 BSSHR Workshop

Dr. Service reported that CPA is now involved in the ADHD group of the BSSHR workshop.

5.1.1.2 Office of Behavioural Sciences

Dr. Service reported that there would be a meeting with Dr. Louise Nadeau, Vice-President of CIHR, to discuss the extension of Behavioural and Social Sciences research and the establishment of an office of Behavioural Sciences.

5.1.1.3 Workplace Mental Health Workshop

Dr. Service reported that CIHR is hosting a workshop in April to promote a research agenda focused on Mental Health and the workplace. CPA is a member of the Planning Committee and a number of Psychologists have been invited to participate including Dr. Josephson.

5.2 Social Sciences and Humanities Research Council (SSHRC)

5.2.1 SSHRC Reorganization

Dr. O'Neill reported that SSHRCC has published a discussion document to stimulate a dialogue about SSHRC Reorganization. Dr. O'Neill will be attending a consultation of national associations on behalf of CPA on this topic.

5.2.2 Tri- Council Ethics

Dr. O'Neill reported that he is a member of the Working Group that is advising the Panel on Research Ethics on changes to be made to the Tri- Council Policy Statement on Research Ethics. He added that in January he was named to the other advisory group,

the Procedures Group, which advises the Panel on Research Ethics about the way the Research Ethics Board interprets the TCPS.

5.3 Natural Sciences and Engineering Research Council of Canada (NSERC)

5.3.1 Federal Funding for NSERC

Dr. Service reported that NSERC will be changing its name to Science Research Council of Canada.

6. Fellows and Awards

Following the e-mail motion to approve the 2004 Award recipient, the Board wanted to further discuss the procedures for selecting a CPA Award Recipient. The Board agreed not to change anything on the procedures.

7. Governance

7.1 Vacant Board Seat

Dr. O' Neill reported that there was a possibility that Dr. Sean Rourke will resign from the Board. If this is the case, there will be need to appoint someone as soon as possible.

The importance of clarity on the direction the Board Members should take was noted.

The need to have policy guidelines on responsibilities for Board Members was also noted.

MOVED (Pyke/Hanigan) and CARRIED that the general issue of termination of Board Members be directed to the Committee on By-laws, Rules and Procedures, and include Dr. Bob Robinson.

*****ACTION*** The Committee to report at the next June Board meeting.**

The president reported that if Dr. Sean Rourke resigns the Board will have to decide whether to appoint someone to fill the seat until the next election.

A list of individuals was created and prioritized and it was agreed that the individuals listed be approached sequentially until someone agrees. It was agreed that the first person to be approached will be Simon Grondin, Laval.

1. It would be important to discuss the possibility of running for a three-year term at the end of the appointed one-year term with the potential candidates.

*****ACTION*** The Executive Director to approach Dr. Rourke with regard to his intentions.**

*****ACTION*** If Dr. Rourke resigns, The President to approach the suggested candidates beginning with Dr. Grondin.**

C. Reports Agenda

1. Presidential

1.1 President's Report

Dr. O'Neill referred to his circulated report.

1.1.1 Performance Appraisal of the Executive Director

Dr. O'Neill reported that at the October meeting of the Board it was decided that there is no need to evaluate the Executive Director every year and a motion was approved to this effect. He added that since there was a thorough performance appraisal in 2002 and 2003, the next one will be in 2004-2005. Dr. O'Neill also noted that in the Board view, the Executive Director is doing a fine job on all fronts for CPA.

1.2 Past-President's report

No Report

1.3 President Elect's Report

No Report

2. Administration

2.1 Executive Director's Report

Dr. Service referred to his circulated report (see attached) and ask the Board if they have any questions.

2.2 Associate Executive Director's Report

Dr. Cohen referred to her circulated report (see attached)

2.3 Executive Assistant's Report

Ms. Pearson referred to her circulated report and asked the Board if they had any questions related to CPA Head Office.

3. Membership

3.1 Membership Statistics

Membership Statistics were circulated for information

4. Communication

4.1 Sections

Dr. Robinson mentioned that he will send a summary of the Board meeting to all CPA Section Chairs.

He will also think of a structure for the upcoming meeting with Section Chairs and the Board of Directors.

4.2 Public Information and Communication

Dr. Hanigan referred to her circulated report (see attached)

4.3 International Relations

No Report

5. Education

5.1 Education and Training

Dr. Pyke referred to her circulated report (see attached)

5.2 Convention

Dr. Hanigan referred to her circulated report (see attached)

5.3 Accreditation Panel

No Report

5.4 Council of Canadian Departments of Psychology (CCDP)

Dr. Pyke referred to her circulated report (see attached)

6. Practice

6.1 Professional Affairs

No report

6.2 Canadian Council of Professional Psychology Programs (CCPPP)

The President welcomed Dr. Paul Veilleux CCPPP representative. Dr. Veilleux reported that Dr. Patricia Minnes, CCPPP President, had asked him to attend the CPA Board meeting on her behalf.

Dr. Veilleux briefly summarized the activities of CCPPP. (See attached report)

7. Ethics Law and Standards

7.1 Ethics

Dr. Nicholson referred to the report of the Committee on Ethics prepared by Dr. Carole Sinclair (see attached)

7.2 Legal Affairs

No Report

8. Dissemination

8.1 Publications

Dr. Josephson referred to her circulated report (see attached)

9. Science

9.1 Scientific Affairs

No Report

10. Other Business

10.1 The Ambassador Program

The President invited the Board to discuss the Ambassador Program of Friday March 12.

Feedback from local Psychologists:

- Communication with CPA members should be improved
- Should encourage non members to be involved
- Should send messages to Department of Psychology in order to reach students and faculty members.
- Should have a general theme for CPA Conference
- Enthusiasm about Psynopsis
- Membership packages to be sent to University at the beginning of every year
- Would appreciate help on funding issues
- CPA should be more involved in the minority issues
- Should offer more workshops in the area of minority issues
- Should have a web page on practice with diversity
- The web page on *What Psychologists Do* is very positive
- Would like assistance for lobbying
- Should invest on CPA website
- Don't know what CPA is doing

*****ACTION*** The membership department to send 50 packages to the Department of Psychology of University of Montreal in September 2004.**

11. Next Meeting

11.1 June 8-9 and June13, 2004.

The next meeting of the Board of Directors is scheduled for June 8-9 and the post convention Board meeting on June 13, 2004.

The Board agreed that there will be an Ambassador Program to visit local Psychologists on June 7.

The Board also agreed that the fall 2004 meeting be held in Edmonton and the spring meeting in Thunder Bay.

12. Adjournment

There being no further business it was moved (Breault/Arnett) and CARRIED that the meeting be adjourned.

ANNEX

President's Report to the March Meeting of CPA

In December we learned from The Honourable Anne MacLellan that the Federal Government has approved The National Collaborative Health Professions and Primary Health Care Project. We are the signatory organization for this major project funded by Health Canada:

The project will develop a framework for the interdisciplinary delivery of primary health care services. It will involve a variety of national health organizations as it promotes a conversation among members of the professions, governments, and the public, to improve primary care in Canada.

As the lead player, CPA will gain both prestige and significant overhead money. The project has a budget of \$5,000,000. Executive Director John Service will have much to say about the implications for CPA's functioning.

At the invitation of Janet Halliwell, Executive Vice-President of SSHRC, I made representations in favour of confidentiality certificates. These certificates which are found in U.S. jurisdictions but not in Canada, would protect researchers and their participants from legally required disclosure when collecting data in socially sensitive areas such as assisted suicide, child abuse, prostitution, drug use and drug trafficking, and so on.

I urged the three granting agencies to suggest that the government initiate legislative protection for confidential collection of data. Dr. Halliwell invited Presidents of "learned associations" to give examples of the problem that confidentiality certificated my (help to) solve. I gave the example of a province-wide survey on child-rearing practices in the province of Québec that had to be abandoned because there could be no guarantee that identity of participants would be kept confidential. I made reference to the four principles of the Wigmore criteria which can be used as a legal argument to maintain confidentiality – but only if an unconditional guarantee of confidentiality has been proffered.

I also referred to Mr. Justice Clark's famous dissent in the Tarasoff case in which he argued against making therapists – and by extension, researchers – agents of social control. I concluded with a discussion of the need for data on social problems – data which may only be available if there is legal protection that guarantees that information can be kept confidential.

At its October meeting the Board voted to join the Canadian Coalition for Equal Marriage, where we run shoulders with such groups at the Quakers, the United Church, CAUT, CUPE, and the CLC.

The press release announcing our membership in the coalition made front-page news in various Canadian cities, and put several of us, including Karen, Doris, and I on radio broadcasts of one sort or another. I

have maintained contact with the coalition through monthly conference calls.

The outlook for Jean Chrétien's initiative, which died on the order paper before the ascendancy of Paul Martin, is bleak. The new Prime Minister is determined that same-sex marriage not become an election issue. He can avoid that by broadening the reference to the Supreme Court which would at least delay a decision on the proposed legislation and possibly kill it altogether by having the court affirm that there could be some non-marriage alternative for gays and lesbians.

With regard to other organizations in the psychology family, In October we made a start on creating a framework with which to test possible relationships. Following the meeting, Bob refined his model, and Sandra did a trial run on the relationship between CPA and CCDP. As you know, I e-mailed Jennifer Stolz about her resignation from the Board. That was followed up by telephone conversations between Fran Wilkinson, President of CSBBCS, first with John Service and then with me. I sent her the revised materials outlining a possible framework for relating to other organization. I suggested she might want to look at these documents, since they were guiding out thinking. I had the impression that she did not consult them. Instead, we had a frank exchange of views which led to a consensus that there was no need to have a representative of CSBBCS on the Board.

John Arnett and I are slated to meet with Fran and Murray Singer, incoming President of CSBBCS, on Saturday of the CPA convention. Fran has indicated that for various reasons, none having to do with CPA *per se*, the two groups' conventions will not be held at the same place and time for the next several years. There is a suggestion that perhaps the chair of our scientific affairs committee and the equivalent person from CSBBCS could meet once a year and consider ways to work together. We should discuss that possibility.

We should also consider what we want to happen with the seat vacated by CSBBCS.

I wrote a short commentary for a potentially controversial article in the January number of *Canadian Psychology*. The article is a thoughtful, responsible, analysis of the psychological literature on long-term consequences for young males of their sexual contact with adult males. Given that the authors find that some minors do not appear to suffer long-term consequences, and given that a similar finding reported by Rind et al. in *Psychological Bulletin* has caused a firestorm of controversy in the United States, the English and French editors of the journal thought it would be prudent to give an overview of the way peer review works and so forth. That was the purpose of my commentary.

I attended the second annual meeting of the Institute of Neurosciences, Mental Health, and Addiction, held in Toronto. I had attended the first annual meeting last year, as Chair of the Scientific Affairs Committee. This year, I was replacing Sean Rourke.

I was struck by how little psychology is showcased by this Institute, even though it is the one CIHR institute that seems to have an

obvious place for us. This year the only mention of psychology was a short presentation, strapped for time at the end of the meeting, by a "brain star" alumnus (former student of Pat McGrath's). There was a whole session on pain with no psychologists on the panel.

The closest we came to involvement was the award of \$5,000 to CAMIMH's to publicize its work. We are, of course, a member of this group. I was noted as being in the audience (somewhere).

Our decision in October to develop one-page outlines of how psychology is or might be entailed in the 12 CIHR institutes seems to me to be desperately needed.

In January, John Service and I fled the Great White North for the temperate climate of San Diego, and the annual meeting of the Psychology Executives Roundtable. Much of the discussion concerned CCOPP, which John will discuss in his report. The other hot (i.e. time-consuming) item came under training issues, and concerned internship slots. With the growth industry in Psy.D. programs in the U.S., many more student are being accepted into clinical programs than can be accommodated. The two graduate student representatives to PER were particularly exercised by this topic, but others warmed to it. John Service and several others noted that this issue is discussed on a regular basis, but no concrete steps are taken to solve the problem. The group decided to make this a key issue for next year's PER, with some initiatives by student representatives in the meantime.

I have been serving as a member of the Working Group that is advising the Panel on Research Ethics on changes that ought to be made to the Tri-Council Policy Statement on Research Ethics. In January I was named as well to the other advisory group, the Procedures Group, which advises the Panel on Research Ethics about the way Research Ethics Boards interpret the TCPS. As a member of both groups, I serve as liaison between the two.

Last week I was a speaker at a workshop at the Chateau Cartier in what used to be Hull co-sponsored by PRE and the National Council on Ethics in Human Research (NCEHR). My topic was: "Are there always risks of harm? Concepts of risk and harm on the research spectrum."

Submitted by,

Pat O'Neill, President.

Executive Director's Report

FINANCES

Please see the financial information included in the Board package.

HEAD OFFICE OPERATIONS

Please see the reports of the Associate Executive Director, Karen Cohen, and the Executive Assistant, Marie Christine Pearson.

ADVOCACY

The following are examples of the advocacy and public policy initiatives that have taken place since the October 2003 Board meeting.

Please note that the order in which the major categories appear (science, practice, education and training) under advocacy changes with each report. The category that appeared first in the most recent Executive Director's Report appears last in the current report.

Practice

Romanow/Micheldon Article in CP: Canadian Psychology will publish responses to the Romanow and Micheldon article on psychology and Canadian medicare which appeared in the December issue of CP. Thomas Hadjistavropoulos, the CP Editor, has agreed to publish a response from CPA (being developed by John Arnett with input from Pat O'Neill, Lorraine Breault, Ian Nicholson, John Service and Karen Cohen), a response from Sam Mikail (co-author of the CPA submission to the Commission and co-presenter on behalf of CPA to the Commission hearings) with George Tasca, and a response from John Hunsley (University of Ottawa). Romanow and Micheldon will respond to the three responses.

Public Health and Psychology: CPA continues to be involved with this issue. Most recently, the Association has joined a coalition of associations (Canadian Public Health Association, major health charities, professional associations) with an interest in assisting the federal, provincial and territorial governments in developing a comprehensive public health infrastructure in Canada. CPA's interests include the contribution of the behavioural and social sciences to public health activities in general and in the time of disasters.

Enhancing Interdisciplinary Collaboration in Primary Health Care Project (EICP): The project has been funded (\$6.5 million). CPA is the Recipient Organization that signed the Contribution Agreement with Health Canada on behalf of the consortium of 10 associations. Currently the Project is working hard

to hire staff. CPA is represented by the Executive Director who has been designated the Chair of the Steering Committee and the official Project spokesperson.

Mental Health and Primary Health Care Project: This project was funded as well (\$3.5 million). The College of Family Physicians of Canada is the Recipient Organization. CPA is represented by Lorraine Breault and Karen Cohen. As with the EICP, this project is working to hire staff.

Education and Training

Interdisciplinary Education of Health Professionals: As reported in the Executive Director's Report to the October 2003 Board meeting, Health Canada has developed an initiative to examine ways to improve interdisciplinary education of health professionals. Health Canada officials met with CPA (John and Karen) and CPA has been invited to attend a workshop at the end of March.

Please see the reports of the Education and Training Committee by Sandra Pyke and Karen Cohen's reports on the Accreditation Panel and her activities as Associate Executive Director for more information.

Science

The Canadian Consortium for Research (CCR) continues the annual advocacy effort that occurs in relation to the Federal Budget. Please see <http://www.cpa.ca/CCR/> to review the advocacy issues for this year.

Ethics and the granting councils: Please see President Pat O'Neill's report.

SSHRC Reorganization: SSHRC has published a discussion document to stimulate a dialogue about SSHRC reorganization. President Pat O'Neill will be attending a consultation of national associations on behalf of CPA on this topic. CPA's sections and members will be informed of the SSHRC document and the consultation process to encourage them to become involved.

Canada Student Fellowships: CPA member Pat McGrath informed us that students in "flow through" doctoral programs that do not register students as masters students must compete in the doctoral pool for Canada Student Fellowships (CSF). This is unfair and an administrative problem. CPA is looking into the matter.

CIHR: Mental health and the workplace: CIHR is hosting a workshop in April, 2004, to promote a research agenda focused on mental health and the workplace. CPA is a member of the planning committee and a number of psychologists have been invited to participate.

The Canadian Medical Association (CMA) applied to CIHR for funding to examine the issue of physician health. CIHR encouraged CMA to involve a broader range of disciplines and to include CPA and psychology in order to cover the mental and behavioural health dimensions. CMA has met with CPA and is developing the proposal.

CIHR: Behavioural and social sciences research: Meetings with CIHR officials in conjunction with the Board meeting in Montreal are designed to discuss the expansion of behavioural and social sciences research and the establishment of an Office of Behavioural Sciences.

A national ad-hoc group entitled Behavioural and Social Sciences Health Research (BSSHR) has held several meetings over the past two years. The group receives funding from the Institute of Neurosciences, Mental Health and Addiction in CIHR. The BSSHR group is a group of researchers and organizations (Canadian Cancer Society, Canadian Heart and Stroke Foundation) that have an interest in this type of research. Interestingly, they did not include CPA or the Humanities and Social Sciences Federation of Canada. However, CPA was invited to the last meeting in January and will be included from now on. A report is forthcoming and will be distributed. This initiative may be of some assistance in expanding behavioural and social sciences research in CIHR.

National Research Council: NRC approached CPA for assistance on two issues. The first was to ask CPA to assist NRC in promoting a research agenda in co-operation with CIHR and other funding agencies to focus on the human factors in workplace design, workplace environments, etc. The second issue was to develop a consultation relationship to assist the Council in looking at the ethical issues involved in nanode technologies.

Chemical, Biological, Radiological and Nuclear (CBRN) Preparedness: Since September, 11, 2001, the Canadian Government has been developing Canada's CBRN preparedness. They wish to initiate a research agenda to address psychological and social issues. CPA was the only association invited to a meeting to begin an initial discussion of the issues and opportunities.

PROVINCIAL/TERRITORIAL ASSOCIATIONS AND CPA

CPAP Advocacy Project: CPAP agreed to a common advocacy project to focus on three areas: 1) increased co-ordination of advocacy materials and methodologies between associations, 2) a Leadership Conference for the associations and interested others, and 3) the development of the infrastructure and framework for Canada's Psychology Month, to begin during February 2005. In order to accomplish this agenda, CPAP has hired an Advocacy Co-ordinator, Natasha Teoli, who works out of the spare office at CPA Head Office. The

Project Management Committee is chaired by Lorraine Breault and includes Gerri Brooks (BC), Jennifer Frain (Manitoba) and Brian Wilson (Ontario).

The Leadership Conference was held in January 2004. It brought together the leaders of the provincial and territorial psychology associations and CPA for two days of deliberations. It was very successful and there is a will to repeat the event every year or every two years.

Federal Privacy Legislation: The Federal Government struck a committee of the “five major health care professions” (CPA, Canadian Medical Association, Canadian Nurses Association, Canadian Dental Association and Canadian Pharmacists Association) and the Canadian Health Care Association which developed common communications messages concerning the impact of the federal privacy legislation on the health care sector. Health Canada produced some very useful information (poster, brochure, information sheet) for practitioners to download to give to patients. These products are available on the CPA web site.

Respectfully Submitted

John Service,
Executive Director
March 2004

Budget 2004 Notes

INTRODUCTION

The Board approved in principle the Budget 2004 during the October 2003 Board Meeting. The Board will consider approving the Budget 2004 during the March Board meeting.

The Executive Director is making several recommendations for the Board consideration. These recommendations derive from the year-end 2003 financial statements.

RECOMMENDATIONS

1. Membership Dues Income

The figure that appears in the Budget 2004 is likely too low. The year-end 2003 membership dues income is \$801,578.95. The Budget 2004 membership dues income is estimated to be 842,400.00. This is an increase of approximately \$40,000.00.

The actual year-end 2003 membership dues income is approximately \$25,000.00 higher than the Budget 2003 estimate. With this in mind, it is recommended that:

- membership dues income for 2004 be increased by \$20,000.00 to \$862,400.00.

2. Foreign Exchange

The Canadian dollar is much higher compared to the U.S. dollar. Almost all of the foreign exchange income comes from this currency difference. It is widely predicted that the Canadian dollar will remain strong during 2004. As such, it is recommended that:

- foreign exchange income be reduced by \$9,000.00 to \$9,000.00.

3. Miscellaneous Sales

Income from miscellaneous sales has been diminishing over the past several years as companies make use of other advertising opportunities. For example, the advertising on the CPA web site has increased to over \$30,000.00. However, revenue has stopped decreasing during 2002 and 2003.

The budgeted figure for 2004 is \$18,000.00. The revenue in 2003 and 2002 was approximately \$24,000.00. Because there have been significant annual decreases up until the past two years, it is recommended that:

- miscellaneous sales revenue remain at \$ 18,000.00.

4. Rent

The lease for the CPA Head Office ends in September 2004. Gross rent (rent and landlord overhead charges) will increase from \$16.00 to between \$23.00 and \$25.00 per square foot. There will be some moving and renovation expenses as well. The currently budgeted figure is likely to be adequate for the increase in gross rent for the last four months of 2004. However, it would be prudent to budget slightly more to cover unforeseen expenses. Therefore, it is recommended

- to increase the gross rent by \$10,000.00 from \$95,000.00 (\$50,000 + \$45,000.00) to \$105,000.00.

5. Postage and Freight

This category is very difficult to accurately predict. This has been the case over the years. The year-end 2003 figure is very discrepant with the Budget 2004 predictions.

The Postage and Freight year-end 2003 figure is approximately \$23,000.00. The Budget 2004 figure is \$16,000.00. The difference is \$7,000.00. The recommendation is to:

- increase the Postage and Freight expenses by \$7,000.00.

6. Printing, Stationery and Supplies

As is the case with Postage and Freight, this budget item is difficult to predict. The year-end 2003 figure is approximately \$10,000.00 while the Budget 2004 figure is \$17,000.00. The year-end 2002 figure was approximately \$16,000.00. As a result, it is recommended that:

- the Budget 2004 remain unchanged for Printing, Stationery and Supplies.

CONSEQUENCES OF THE RECOMMENDATIONS

These adjustments will leave a total surplus of \$7,000.00.

OTHER CONSIDERATIONS

There are some positive budget considerations that do not appear in the Budget 2004. These include:

1. The Budget 2004 includes \$6,000.00 of Companion Manual printing expenses. This amount is currently expensed in 2003 and may remain so. This could result in a reduction in 2004 expenses of \$6,000.00.
2. The Primary Health Care Projects will provide travel funds that will help defray ED and Associate ED travel, \$1,000.00 per Steering Committee meeting and some compensation to defray administrative expenses of the Recipient Organization (CPA) in overseeing the Enhancing Interdisciplinary Collaboration Project and meeting the requirements of the Contribution Agreement signed with Health Canada.

CONCLUSIONS

When the above information is factored in with the usual conservative estimates of income and the mildly liberal estimates of expenditures, it is expected that CPA will end 2004 with a healthy excess of revenue over expenses.

Respectfully submitted

John Service

Executive Director

March 7, 2004.

ANALYSIS OF YEAR END 2003 FINANCIAL STATEMENTS

OVERVIEW

The annual audit is occurring at this time. There are always adjustments to the financial statements during this process; however, they tend to be minor. In all likelihood the financial statements you have before you will not change substantially.

The year end "bottom line" shows an excess of revenue over expenses of \$70,932.20. This is a very positive result for the Association. This figure does not include the revenue from investments. That has yet to be calculated. It is expected to reach the predicted amount and so will likely increase the year end 2003 revenue from investments by approximately \$40,000.00 resulting in a year end 2003 excess of revenue over expenses of approximately \$100,000.00.

Please see the following information for details.

POLICY ISSUES

1. CPA Year End Surplus

The Board has the responsibility to decide what action to take regarding the year end 2003 surplus. Board policy, supported by a Board motion, instructs the Board to retire a minimum of 50% of the previous year's surplus to members' equity. This means that the Board must retire a minimum of approximately \$50,000.00 and can either retire or spend the remaining approximately \$50,000.00.

Currently CPA's worth includes Members' Equity, fixed assets (e.g., computers, furniture, equipment) and investments. The budget item members' equity stands at \$830,057.44 (year end 2002), CPA investments stand at approximately \$350,000.00 and fixed assets stand at approximately \$100,000.00. CPA's total worth is approximately \$1.2 million.

At year end 2003, members' equity will be approximately \$880,000.00 with the retirement of approximately \$50,000.00 and it will be approximately \$930,000.00 if the Board retires the entire year end 2003 surplus of approximately \$100,000.00.

Canadian Customs and Revenue Service Policy indicates that the worth of not-for-profit organizations can equal one year's income before compromising their not-for-profit status. For CPA this amounts to approximately \$1.5 million dollars using year end 2003 figures.

Generally Accepted Accounting Principles require an organization such as CPA to have a minimum of 6 months operating costs in the organizations worth. For CPA this amounts to approximately \$750,000.00 using year end 2003 figures.

Members' equity is invested and generates on the average 5% per annum in income which does not include loss or profit on mutual fund investments.

If the Board chooses to spend some of the year end 2003 surplus, it needs to decide what projects or budget to support. It is recommended that this issue be discussed

during the March 2004 meeting and a decision taken during the June 2004 pre-convention Board meeting. This will give Board members time to consider and discuss the issue.

2. Accreditation Panel Surplus

The Board by Board motion took the decision to designate the Accreditation Panel an internally restricted fund. This means the Accreditation Panel's budget year end surplus is carried forward from one year to the next within the Accreditation Panel budget. The Board motion stipulates that the Panel can carry a maximum amount of \$10,000.00, after which the Panel must discuss the use of the excess funds with the Board.

The year end financial statements show an Accreditation Panel budget surplus of approximately \$20,000.00. It is recommended that this issue be discussed initially during the March 2004 Board meeting with further discussions and perhaps decisions taken during the June 2004 pre-convention Board meeting. Time needs to be given to the Panel to have a discussion and to bring recommendations forward to the Board. There has not been adequate time for the Panel to address the issues.

INCOME (page 1)

<i>Membership Fees</i>	Over budget. Approximately \$28,500.00 above predicted income due to an increase in the number of members.
<i>Sections Processing Fee sections.</i>	Over budget. More members joining sections.
<i>Income on Investments</i>	On budget. Yet to be calculated. It is usually calculated during the audit preparation process.
<i>Miscellaneous Sales</i>	Over budget by \$4,500.00.
<i>Foreign Exchange</i>	Under budget. A reflection of the stronger Canadian dollar.

SCHEDULE 1

GENERAL (page 2)

<i>Bank & Visa Charges</i>	On budget. E billing resulted in better service to members and members renewed earlier giving CPA substantially more revenue several months earlier than was the case in previous years.
<i>Equipment Rent and Maintenance</i>	On budget.

<i>Computer Maintenance</i>	On budget.
<i>General Expenses</i>	Over budget. This was on budget at the end of 2003. Knowing there was a healthy surplus for 2003, approximately \$10,000.00 of membership supplies were purchased (e.g., CPA pins, pens, binders). These were in very short supply.
<i>Postage and Freight</i>	Over budget. This budget line has proven to be very hard to predict accurately. It is \$5,600.00 over budget. This is a result of more activity than expected and more use of courier services.
<i>Printing, Stationery & Supplies</i>	Under budget. This budget line has proven to be very hard to predict accurately. It is well under budget by about \$6,500.00. As a comparison, the 2002 year end was approximately \$16,000.00, the 2003 budget predicted \$18,000.00 and the 2003 year end was approximately \$10,500.00.
<i>Professional Fees</i>	Over budget. This was the first audit with our new Financial Officer and, as a result, the audit fees were higher than predicted.
<i>Legal Contingency</i>	Over budget. There was more activity than predicted.
<i>Human Resources</i>	Over budget. This budget line is slightly over budget due to the Christmas bonus for staff and some additional expenses incurred with staff changes and reclassifications in 2003.
<i>Translation</i>	On budget.
<i>Board Meetings</i>	Below budget.

<i>Committees</i>	Over budget. One committee had predicted revenue from a workshop that did not occur.
<i>Annual Reports</i>	Over budget. There are increasing expenses for production.
<i>CPA Awards</i>	Under budget because of use of the SSHRC travel grant for the convention.
<i>CPA Historian</i>	The historian had health problems and a baby girl in 2003 and plans to begin work in the fall of 2004. The unexpended funds have been moved to 2004 as reflected in Budget 2004.
<i>CPA Foundation</i>	Under budget.
<i>External Relations</i>	Under budget. External relations is human resource costs for advocacy and includes portions of the salaries and benefits of several staff.
SCHEDULE 1A	
NEW MEDIA (page 3)	
<i>Internet Revenue</i>	Over budget.
<i>Internet Expenses</i>	Slightly under budget.
SCHEDULE 1C	
PUBLICATION FUND (page 5)	
Companion Manual	Production costs were pre-paid and allocated over 3 years. After the audit we may decide to absorb the total \$6,400.00 outstanding printing costs in 2003 because of our healthy surplus. This accounts for the approximately \$3,000.00 over budget. Otherwise, this budget item is on budget.
SCHEDULE 2	

REPRESENTATION (page 12)

Conferences & Meetings

Under budget.

Membership in Other Societies

Over budget. Fees increased for some coalitions and/or organizations.

ED Travel

Over budget. This is hard to predict.

Assoc. ED Travel

Under budget.

HEAL

Under budget. HEAL is reorganizing and so consortium members have decided to provide maintenance funding until the new work plan is developed and approved.

SCHEDULE 2A

ADVOCACY FUND (page 13)

Under budget. Unexpended funds will be transferred to 2004.

SCHEDULE 2B

IUPsyS FUND (page 15)
NRC.

Expenses for one meeting with

SCHEDULE 2C

CPA WORKSHOPS (page 16)

Over budget. The workshops generated approximately \$32,000.00 profit which is \$8,000.00 more than predicted. When the 18% overhead calculation is added, the workshops provided a gross profit (excluding salaries) of \$54,000.00. When salaries are included (approximately \$25,000.00), the surplus is substantial.

SCHEDULE 3

PSYNOPSIS (page 20)

On budget. Some of the slight decrease in advertising revenue is explained by an increase in advertising on the CPA web-site (see New Media, Schedule 1A, p3).

SCHEDULE 4

JOURNALS (page 21)

Journal Revenue

On budget.

Journal Expenses

Under budget. This is explained by lower than budgeted amounts for office salaries, office expenses, office equipment and travel.

SCHEDULE 5

CONVENTION (page 25)

The convention was budgeted on a break even basis (\$1,706.00 deficit). The year end deficit is approximately \$11,000.00 more than expected. This is largely explained by registration income which was approximately \$20,000.00 below expectations and expenses that were \$10,000.00 higher than expected (e.g., audio visual, meeting rooms, registration supplies and human resources). The most critical factor was the registration shortfall (see registration expenses below).

Revenue:

SSHRC

Over budget. SSHRC did not cut back the travel grant this year. The amount of the grant is declared after the CPA budget is developed. The budget figure was set low because of the uncertainty of the situation.

Registration

Under budget. Registration was approximately \$20,000.00 below expectations due to unknown factors. We assume SARS, the Hamilton location and APA in Toronto in August had an effect.

Pre-Convention Workshops

Under budget. Fewer pre-convention workshops than expected.

<i>Social Events/Sponsorships</i>	Under budget. Less social event revenue from sponsors than expected.
<i>Misc Sales/Advertising</i> expected.	Over budget. More advertising than
Expenses:	Over budget. Expenses were approximately \$10,000.00 more than expected.
<i>Admin Travel</i>	Under budget.
<i>Audio Visual</i>	Over budget. This budget item is difficult to predict and is dependent on activity at the convention.
<i>Convention Committee Travel</i>	Under budget.
<i>Computer Software/Internet</i>	On budget.
<i>Convention Production</i>	Under budget.
<i>SSHRC Travel Grant</i>	On budget.
<i>Exhibits</i>	On budget.
<i>Invited Speakers' Travel/Expenses</i>	Under budget.
<i>Meeting Rooms</i>	Over budget. This budget item is difficult to predict and is dependent on activity at the convention.
<i>Postage and Mailing</i>	Under budget. Almost all activity is now electronic (e.g., web, e-mail, fax).
<i>General Printing</i>	Under budget. Printing costs have been going down appreciably.
<i>Registration Supplies</i>	Over budget.
<i>Registration Staff and Security</i>	Under budget.
<i>Convention Survey</i>	Under budget.
<i>Translation</i>	Under budget.
<i>Social Events</i>	Under budget.
<i>Pre-Convention Workshops</i>	Under budget.

<i>Human Resources</i>	Over budget due to staff bonus and staff changes.
<i>Saleable Items</i>	No activity. There were no convention specific saleable items.
<i>Staff Development</i>	No budget. Some of the staff development expenses are expensed through the staff development budget which appears on Schedule 1, p 2. Other staff development activities are free of charge as they are held as promotional activities by convention suppliers.
<i>Telephone and Insurance</i>	On budget. This activity relates to telephone services and insurance required for the convention on the convention site.
<i>Abstract Postage and Printing</i>	Under budget. There is virtually no postage. Printing and layout costs were under budget.

SCHEDULE 6

ACCREDITATION PANEL (page 27)

The Accreditation Panel exceeded revenue predictions by approximately \$14,000.00 and held expenses approximately \$4,500.00 below predictions.

Revenue:

<i>Annual & Application Fees</i>	On budget. There was an approximate \$13,000.00 year over year revenue increase when comparing year ends 2003 to 2002.
--------------------------------------	--

<i>Site Visits</i>	Over budget.
--------------------	--------------

Expenses:

<i>Panel and Executive Meetings</i>	Under budget.
-------------------------------------	---------------

<i>Human Resources</i>	On budget.
------------------------	------------

<i>Chair/Registrar Travel</i>	Under budget.
-------------------------------	---------------

<i>Site Visits</i>	On budget.
--------------------	------------

<i>Appeal Contingency</i>	Was not needed.
<i>Off Site Supplies and Services</i>	On budget.
<i>Convention Workshops</i>	Over budget.
<i>CPA/APA Accreditation</i>	Under budget. No expenses.
<i>Translation</i>	No expenses.

*Prepared by François Beaudry, Financial Officer,
March, 2004.*

*Reviewed by John Service, Executive Director,
March, 2004.*

Associate Executive Director Report

Activities since last reporting in fall 2003 have included:

- Continue to sit as member of **Technical Advisory Committee (TAC)**, appointed by Ministers of Finance and National Revenue, to review and make recommendations upon existing and other tax credits for persons with disabilities. Have chaired a subcommittee on Mental Functions with specific mandate to review and make recommendations about how persons with disabilities related to mental functions are treated by disability tax credit policies and procedures. Subcommittee has authored a report to TAC. The term of the TAC goes to fall 2004. Work and anticipated recommendations of TAC were noted in February Speech from the Throne
- **Workshops for 2004** include the re-scheduling of the Tom Brown Halifax workshop which had been eclipsed by Hurricane Juan in September 2003 in addition to one newly scheduled for Montreal. The Montreal workshop will take place on April 23rd, 2004 followed by the Halifax workshop on April 26th, 2004. These two workshops had been co-sponsored by Lilly Canada. I am hopeful that Lilly will continue to offer us sponsorship in 2004-05 but we have not yet received any commitment from them. There is interest from our membership to have Dr. Brown go to Newfoundland which, assuming we get additional sponsorship from Lilly, we can arrange for 2004-05.

Sections were invited to submit pre-convention workshop proposals for June 2004 in Newfoundland, all of which were reviewed and accepted by the Education and Training Committee. In lieu of hosting additional invited workshops at pre-convention, we opted to launch an inaugural Continuing Education Summer Institute (August 18, 19, 20, 2004). Three of the 9 workshops have been co-sponsored by Multi-Health Systems.

The link to the pdf flyer advertising this event is

<http://www.cpa.ca/SummerInstitute/>

The flyer has been emailed to all CPA members, postal mailings will go out to psychologists registered in Ontario, Quebec, and Nova Scotia, email notification has been sent to all provincial associations, electronic notification and website posting within the membership of some provincial associations will likely be possible, Multihealth systems will send out 2000 flyers with its catalogues, flyers will be inserted in each convention kit, and flyers will be batched to accredited programmes. Capacity registration at the total of 9 workshops is 550 to 720 persons. Registration is set at \$100 for students, \$200 for members (of CPA or a provincial association), \$250 for non-members with savings for registration at more than one workshop.

- **Other convention activities** which I am organizing or in which I am involved include
 - An accreditation site visit workshop and conversation session,
 - a three-hour symposium organized at the request of the student section on Ethics,
 - participation on a panel at the request of the School Psychology section on training, education and practice in school psychology
 - a presentation with Lorraine and John on the collaborative health care projects
- Continue to represent CPA, along with Dr. Breault, on inter-disciplinary group in their submission of proposal to the federal population health fund on shared primary care. Proposal for funding has been accepted. I am a member of the subcommittee which will hire an executive director for the project.
- Continue to participate in CHPPP (Coalition of Health Professionals for Preventive Practice). Meeting scheduled for March 2004.
- **Accreditation Activities** (see Accreditation Annual Report) which include review of annual reports and drafting of re-affirmation letters to programmes, facilitating the accreditation process for programmes, liaising with the APA Office on Accreditation, revising and reviewing accreditation materials. **The Panel will present two papers at the Third International Congress in Montreal** and I was asked to moderate the session of which the two papers are part. **The Accreditation Panel will be holding its spring meeting at the Congress hotel** in Montreal. Drs. Mikail, Nicholson, and Truscott will be presenting the Panel's papers along with Dr. Rallo (CPAP) and Pearce (CCPPP) and me. At the invitation of the APA' Committee on Accreditation (CoA), the Accreditation Panel will be meeting with representatives of the CoA for the purposes of discussing our relationship on accreditation. I have understood from Dr. Susan Zlotlow (APA Director of Programme Consultation and Accreditation) that the CoA, under the leadership of Dr. Ted Packer, appear interested in a change to their accrediting role in Canada rather than in maintaining the status quo.
- As Registrar of Accreditation, I was invited by University of Vilnius in Lithuania, to **travel to Lithuania** (at their expense) with a colleague to help them set up an infrastructure and programme(s) for internships in psychology. This visit is planned for May 2004.

- **Consultation to public and professionals** on inquiries into the study and practice in psychology in Canada. Revision of information materials posted on the CPA web-site that better respond to inquiries typically received (**Psychology Quick Facts Page**)

<http://www.cpa.ca/Psychologist/QFacts.htm>

and the addition of new page entitled **Deciding to See a Psychologist: How to Choose One and What to Expect.**

<http://www.cpa.ca/Psychologist/psychologist.htm>

In response to a request from a faculty member of an accredited programme in Saskatchewan, I sent a letter to the regulatory body of psychology in Saskatchewan, explaining accreditation and the requirements of accredited programmes as support for a proposal to modify one of the bylaws which guide regulatory requirements. The proposed modification calls for a recognition of the different degrees of preparedness between doctoral-prepared and masters-prepared applicants for licensure in that province.

Respectfully submitted,
Karen Cohen

EXECUTIVE ASSISTANT'S REPORT

This report covers the period between the Board meeting in October 2003 and the Board meeting of March 2004.

CPA HEAD OFFICE SPACE

The project to relocate CPA and the possibility of a joint tenancy with the Canadian Psychiatric Association is progressing. In November 2003, as recommended by our Broker, we and the other CPA hired an Office Designer in order to get a needs analysis and a preliminary space plan. The total fee for these services will be funded by the potential landlords and therefore at no cost for the two CPAs. In January, we started visiting a number of potential buildings in the downtown core. We short-listed several of them and selected three which met our financial and space expectations. In the meantime, the Canadian Counselling Association approached us expressing an interest in sharing space as well. We informed them that the search process was in progress and that we could consider their proposal if the building we select has enough space to accommodate the three organizations.

Preliminary plans were designed for each prospective location and an RFP will to be sent to the three landlords this week. We have also met with the Executive Director and the Executive Assistant of the other CPA to discuss the various options regarding the sharing of equipment and space. We plan to have a concrete deal by the end of April.

HUMAN RESOURCES

Following the departure of Danny Godbout, Assistant, Convention and Workshops, we have started the recruitment process. As CPA policy is to encourage promotion within the office, the staff were encouraged to apply for the position. Our receptionist-secretary, Francine Cabana was interested in the position. Kathy Lachapelle-Petrin and Karen Cohen (her immediate supervisors) agreed to offer her the position on a trial basis until September 30, 2004.

Julie Dechamplain has been selected to replace Francine Cabana. Julie joined the CPA Head Office team on January 5. She has 7 years of experience as a receptionist, is fluently bilingual and is a dynamic and very pleasant person. The transition from Francine to Julie is going well.

All staff are performing well. None are experiencing any sanctions or corrective action. There have not been any serious issues concerning performance of individual staff or concerns of the staff during the past four months.

GOVERNANCE

Coordinated the nominations for **Fellows and Awards and the President's New Researcher Award**, including regular communication with the Chair, acknowledgment letters, preparation of packages for the Committee, mail ballots and letters to successful and unsuccessful candidates.

Coordinated nominations for **CPA elections** on the Board of Directors. Prepared information for Psynopsis.

COMMUNICATIONS AND MEMBERSHIP SERVICES

Please see Ivan Parisien's report.

Respectfully submitted,

Marie-Christine Pearson
March 2004

COMMUNICATIONS AND MEMBERSHIP SERVICES

MEMBERSHIP:

Renewal: At the end of February, the 2004 membership renewal was doing well. Approximately 150 members/affiliates more than at the same date last year had renewed (4,557 versus 4,406). The 3rd and final notice will be sent in mid-March, this is later than in 2003 mainly because of a two-week sick leave taken by our employee in the membership department. A decision will be taken after the 3rd notice is issued on whether we will have a call campaign again this year.

New Service for Members: As of mid-March 2004 we will be launching a new service for members called Home and Auto Group Insurance offered by The Personal. This new service will be provided to all members, affiliates, CPA Staff, and their family members. We accepted to add this new service because we believe it can be an excellent retention tool; because it is an excellent benefit for our members and affiliates; because The Personal has an excellent reputation, as confirmed by other professional associations

who have offered this service for many years; because The Personal has agreed to be an active partner and be involved, for example, at the CPA convention; because the program is administered by The Personal and there will be no additional burden for CPA staff; and because CPA will receive 1% of the gross written premium generated by the program.

Membership Database: Additional work will be required on the CPA database in order to fix a few glitches and to incorporate the on-line credit card payment function. At the present time, renewals can be done on-line, but the credit card payment is not processed on-line and has to be manually entered by CPA staff. Work will start in the spring in order to have the service up and running for the 2005 renewal.

PSYNOPSIS:

The first issue of 2004 was released on time and had 28 pages. Psynopsis is being used more and more to promote services provided by CPA, such as the Summer Institute, Certificates of Academic Excellence, etc. Starting in the fall 2003 issue, we've published small ads called *Who Does What at CPA Head Office*. These ads include photos of CPA Staff, their title, phone number and email. The objective is to bring staff closer to members and to encourage members to contact CPA Head Office.

WEBSITE:

Survey: A new survey has been prepared and will be posted on the CPA Website this spring in order to evaluate the level of appreciation of visitors on our site. The survey is being finalized and translated to French.

New content: CPA has hired a web developer on a contract basis to help create new pages and to improve some content already posted. For example, a new search function was added to the CPA main page. A new series of web pages were developed in conjunction with the CPA Historian, Katalin Dzinan. The new pages will be available at www.cpa.ca/archives/ in the near future. The CPA Historian is presently reviewing the pages. The next project will be to develop some new advocacy pages. Two new *Psychology Works* fact sheets were added to the list, bringing the total to 23. New pages called *Psychology Quick Facts* and **Deciding to See a Psychologist: How to Choose One and What to Expect** were also posted and pages on PEPIDA are being prepared and should be posted on the CPA website soon. The CPA houses the sites of the Canadian Association of School Psychologists (CASP) and of the Canadian Consortium for Research (CCR). The flyer of the CPA Foundation is now available in PDF format on the CPA website and a series of pages were developed for the CPA Inaugural Summer Institute at Mont-Tremblant.

Ivan Parisien
Mars 2004

Convention Committee Report

March 13th – 14th, 2004

The Convention Committee was asked by the Board to address two issues: 1) submission process and deadlines and 2) to verify the feasibility of extending the deadline to January 15 for poster submissions.

Submission process and deadlines:

Attached is a motion for the Board's consideration as well as a document on the submission process and deadlines.

Extension of the deadline for poster submissions:

The Convention Office and Convention Committee agree that there is no possibility of extending the deadline to January 15 for poster submissions. As written in the document referred to above, the organization of the convention requires a well orchestrated machine. Any change to one part impacts on all the other part. As early as mid-November of each year, submissions are sent to section review coordinators and the latter must enter their reviews by mid-December. Then, the scheduling is done in January. Accepting to extend the deadline for poster submissions would mean that Sections would have a second review process to try to organize, and it would push travel grant applications to a later date too. Also it would make it more difficult for sections to make up oral presentations out of groups of papers that could be moved from posters to oral sessions, if the oral sessions had already been set up and scheduled.

Convention in St-John's

The organization of the Convention in St-John's is on schedule. The online reviews went very well and we received good feedback from the review coordinators. Here is a comparison between 2003 and 2004 as to the number of accepted submissions:

2003

Posters - 398
Theory Review -18
Conversation Session - 25
Workshop - 16
Symposium - 38

2004

Posters - 481
Theory Review - 22
Conversation Session - 33
Workshop - 31
Symposium –41

Submitted by Doris Hanigan

**CPA EDUCATION AND TRAINING COMMITTEE
Report to the Board of Directors
March 2004**

This report references activities of the Committee that have taken place since the October 2003 report to the Board of Directors.

Continuing Education

The following organizations applied for CE sponsorship approval and were reviewed by the E&T Continuing Education Review Subcommittee (Peter Henderson, Wendy Josephson, Sandra Pyke) and approved.

- University of British Columbia Psychology Clinic (Amy Janeck)
- Manitoba Psychological Society – Renewal of sponsorship status (Joe Durup)
- Changeways Clinic, Vancouver, BC (Randy Paterson)

Applications for approval of the following CE events/activities were similarly reviewed by the Subcommittee.

- Facilitating Healing in Family Relationships – Association of Psychologists of the NWT (Jodi Hayward)
- The Aging Brain/The Rejuvenated Brain – Biomed ((Shariyah Gaulding) – approval pending

Annual Reports from the following sponsors were reviewed and approved by the Subcommittee.

- Psychologists' Association of Alberta (Brenda Morrison)
- Society for the Scientific Study of Sexuality (USA) (Sharon McNeely)
- Manitoba Psychological Society 2002 Report (Joe Durup)
- Manitoba Psychological Society 2003 Report (Joe Durup)
- New England Forensic Associates (Carol Ball)

Applications for the following Pre-Convention Workshops were reviewed and approved by the Subcommittee.

- Women's Relationships with Their Bodies: Context and Culture (CPA Section on Women and Psychology – Elizabeth Church)
- Substance Use Disorder Treatment and Early Intervention: Cognitive-Behavioural Strategies Matched to the Motivational Bases Underlying Substance Misuse (CPA Clinical Section – David Hodgins)
- Advocacy and Training in Clinical Psychology: Are We on the Right Track? (CCPPP – Valerie Holms)
- Adapting Methodology in Clinical Psychology to the Work Setting: Cognitive-Behavioural Techniques to Improve Work Performance (CSIOP – Lisa Keeping)
- Conducting Criminal and Violence Risk Assessments (Jeremy Mills)
- Evidence-based Treatment for Major Depression: An Individualized Cognitive Behavioural Approach (Randy Paterson)

Revision of the manual describing the procedures associated with the review of continuing education activities, reports and sponsors including the determination and recording of continuing education credits, is continuing. Peter Henderson is drafting the revision.

The E&T has continued its struggle with the issues associated with approval of conference/convention events for continuing education credits. The Committee has now reviewed and approved a set of criteria for approval of conference events for continuing education credits.

The Chair has responded to several inquiries concerning activities associated with the assignment of CE credits.

Psy.D. Curriculum

A copy of the final report of the Subcommittee (Anna Beth Doyle - Chair, Janel Gauthier, Don Hutcheon and Richard Allon) revising the model curriculum for the Psy.D. degree is presented separately. A motion to approve the report is before the Board of Directors.

Mentoring

A total list of 57 new faculty members was obtained from the Chairs of Departments of Psychology (CCDP). These individuals have been contacted and informed of the existence of the CPA academic mentoring program and invited to participate in the program and also invited to affiliate with CPA.

Psynopsis

An article on grade inflation and plagiarism was prepared for the Fall issue of Psynopsis. Teaching evaluations and the relationship of ratings with grades were discussed in the Winter issue.

Other

The Committee reviewed "A Match Made on Earth: Student Guide to Navigating the Psychology Internship Process" edited by Melanie Badali.

Prepared by Sandra Pyke, Chair

Public Information and Communications Report

March 13th – 14th, 2004

Web Site

The survey to evaluate CPA's web site was elaborated by the task force and then sent to two experts on evaluation. Their comments were integrated and the survey is now ready to be translated into French. The survey should be posted on the web site this Spring. Our members will first be surveyed and then we will move on to surveying visitors from the general public.

For other recent changes to the web site, please consult Ivan Parisien's report included in the Executive Assistant's Report.

COUNCIL OF CANADIAN DEPARTMENTS OF PSYCHOLOGY Report to the CPA Board of Directors March 2004

Members

There are 60 Departments of Psychology across Canada affiliated with the Council representing about 1,400 full time faculty equivalents.

Positions

Since the last Board meeting in October, a total of 16 departments have advertised a total of 25 positions. The bulk of these advertisements (28%) were for individuals with specialization in the area of clinical psychology (including child clinical, psychodynamic psychology, clinical neuropsychology, etc.). Developmental psychologists were also in high demand – (16%). In 16% of the ads, the area of specialization was unspecified. In

12% of the case, the Department was searching for a specialist in the area of Neuroscience.

Honours Thesis Assessment Procedures

A survey of honours thesis assessment procedures was conducted on the listserve. Fifteen departments responded, describing quite diverse procedures. In the majority of cases however, grades are based on the evaluation of various specific components of the thesis exercise (e.g., oral presentations, in class performance, oral defense, final written document) and typically the work is assessed by two graders (i.e., the supervisor and a second reader).

New Faculty

Twenty-eight departments responded to a request for the names and specialties of new faculty members taking up academic positions in the fall of 2003 or in some cases in January 2004. A total of 70 new faculty were identified. The most common area of specialization was clinical, accounting for 21% of the reported new appointments (includes clinical developmental; clinical neuropsychology; counselling). This was followed by cognitive and behavioural neuroscience (14%), then developmental and cognitive psychology each accounting for 10% of the pool of specializations.

Graduate Survey

Twenty departments participated in the annual survey of graduating students. A total of 200 masters students (75% female) graduated in 2001/2002. The most common area of research specialization was clinical (22%) followed by social/personality (14%) and developmental (14%). The vast majority of these individuals were proceeding into doctoral programmes following graduation (61%). The sample of students graduating with Ph.D. degrees numbered 177 with 73% female. Again, the most frequent area of specialization was clinical (32%) followed by human-miscellaneous (15%) and cognitive (13%). The majority of the doctoral graduands were accepting university professor (15%) or post-doc appointments (15%). Also appearing with high frequency were clinical positions in treatment centers (11%) and hospitals (12%).

Canadian Council for Professional Psychology Programs Liaison Report to CPA March 2004

CCPPP has had a busy year. Patricia Minnes (CCPPP President) attended the CCTC meeting held during the APA Conference in Toronto and the CUDCP Annual Meeting in Santa Fe, New Mexico in January. Dr. John Pearce (Past President) attended the 2003 Education Leadership Conference in Washington DC in September and Valerie Holmes will attend the APPIC Membership Conference in Honolulu in July. The mid winter meeting was held in Winnipeg in February brought together Executive members from Calgary, Saskatoon, Winnipeg, Halifax and Kingston. The newly designed CCPPP website may be found at www.ccpdp.ca. The site contains many resources that we hope will be helpful to clinical programs, internship sites and students.

The CCPPP workshop and AGM held in Hamilton Ontario prior to the CPA Convention last June were very well attended. The workshop led by Dr. Keith Dobson focused on Empirically Supported Therapies: From Principle to Practice. This year's CCPPP pre CPA Convention workshop will be held on June 9th in St. John's Newfoundland. Dr. John Arnett will be presenting on Advocacy and Training in Clinical Psychology.

A major focus for CCPPP this year has been the issue of concurrent CPA / APA accreditation. Two motions were passed unanimously at the AGM in Hamilton in favour of developing a process whereby academic programs and internships can work toward choosing CPA accreditation only rather than joint CPA-APA accreditation. CCPPP has sent out a survey to members requesting their plans in confidence by the end of March. Depending on the results of this survey and additional consultations (as necessary) CCPPP will develop a letter of agreement for programs to sign that would commit signatories to a date by which their program will no longer hold or seek APA accreditation. There may be separate letters of agreement for internships and academic programs as internships may be able to move more quickly. Academic programs may wish to give their current students (who entered under dual accreditation) time to graduate and to begin advertising that their dual accreditation will be ending by a certain date. It is hoped that programs currently accredited by CPA (but not APA) will also be signatories to the letter of agreement to show that they in good faith intend to abide by this voluntary national movement.

CCPPP is currently reviewing its membership criteria to enhance clarity and transparency. During this process, formal membership applications will also be developed. In the mean time, programs wishing to join CCPPP may still make their applications by following existing criteria posted on the website.

The response to the CCPPP guidelines for internship letters of reference has been very positive and more programs are adopting them each year. The CCPPP undertook an evaluation of the project, finding over 70% of letter writers (i.e., clinical supervisors) and letter recipients (i.e., internship programs) endorsing them for continued use. Specific feedback has been incorporated through minor revisions and the latest version of the form is available on the CCPPP website.

The CCPPP has developed a sub-committee to work on the question of internship funding. In Quebec particularly, there are many unpaid internships. An increasing future demand for internship slots is anticipated in Quebec, as the Quebec regulatory body has petitioned the Quebec Government to raise the entry standard for the profession from MA to the doctoral level including Psy.D. As such, the need for additional placements with funding in Canada is anticipated.

Prepared by Dr. Patricia Minnes, President, CCPPP
If you have any questions or concerns, please contact me: minnesp@psyc.queensu.ca

COMMITTEE ON ETHICS

Report to Board of Directors, March 2004

- I. on the on-line ethics course continues. The Power Point slides have been completed. A live workshop is planned for April, using the slides. The presentation will be recorded, and the transcripts used to develop the script for the course.
- I. An updated comparison of the CPA code with the APA and ASPPB codes has been completed, and is now being prepared as a hard copy (for purchase) and

as a download from the CPA Website. The Chair of COE will be providing a presentation on the comparison of the three documents at the Third International Congress on Licensure, Certification and Credentialing of Psychologists in April. The document will be available as a free download as part of the online ethics course.

- I. Other current activities of the Committee include:
 - A. Continued work on the development of a set of guidelines for online counselling. It is anticipated that a draft will be ready for presentation and discussion at the 2004 CPA Convention. (The ethics symposium sponsored by COE will include a presentation of work on the draft.)
 - A. Adaptation of a COE opinion regarding the use of integrity/honesty testing in personnel selection, for submission to *Psynopsis*.
 - A. Adaptation of presentation at 2002 CPA Convention (“Ethics Support for Psychologists on the World Wide Web”) for inclusion on CPA web site.
- I. Members of the Committee continue to respond to questions from CPA members and members of the public. The majority of these questions are directed to the Committee by Head Office staff. The Committee is working on the development of a set of procedures with respect to responding to these enquiries, including issues of confidentiality, liability protections, etc.
- I. The Committee is not involved currently in the formal adjudication of any ethics complaints, although there are two matters being tracked/responded to on an informal basis.

Carole Sinclair, Ph.D.
Chair, CPA Committee on Ethics

PUBLICATIONS COMMITTEE

Report to the Canadian Psychological Association Board of Directors
March 2004

As you will have read in *Psynopsis*, all three of the CPA journals have begun to use electronic proofs in PDF format, sent by e-mail. This change will reduce the costs of journal publication and contribute to the journals meeting their publication deadlines. I congratulate Managing Editor Ivan Parisien on the success of this initiative, which he was able to launch ahead of schedule and which continues to proceed smoothly. Ivan has also reported that he and Thomas Hadjistavropoulos have now successfully eliminated the backlog of previously-accepted manuscripts at *Canadian Psychology*.

To replace three empty seats on the Publications Committee, the following CPA members have accepted my invitation to serve as members at large: Christine Chambers (Dalhousie University), Linda McMullen (University of Saskatchewan) and Janet Stoppard (University of New Brunswick).

Besides its regular duties, the newly-expanded Publications Committee will review the proposal raised by Peter Dixon in June, 2003, to have the *Canadian Journal of Experimental Psychology (CJEP)* published commercially. Initially, the focus of this review will be the financial feasibility of pursuing such a course of action and the potential effects on CPA members. However, the committee will also take advantage of this opportunity to begin a longer-term review of all three of the CPA journals, not only in terms of financial considerations but in terms of how well they serve the current needs of psychology in Canada.

The search is progressing for the next editor (2006-2009) of *CJEP*. A recruitment committee (composed of the current CJEP editor, Peter Dixon, and past editors Colin McLeod and Murray Singer) has been working since September 2003 to bring in nominations. There are currently two nominations for the position.

According to the CPA Publications Guidelines, the process of finding an Editor-elect begins 27 months before the end of a current editor's term, so the search will begin in September of 2004 for the next editors of *Canadian Psychology* and the *Canadian Journal of Behavioural Science*. At the March meeting, I will be seeking clarification from the Board about its preferred role in the early stages of these searches. The practice that has evolved has been to rely on the journal's current editor to work informally with past editors to find suitable candidates. This appears to have been productive, but does depart from the CPA Publications Guidelines, which describe the Board of Directors as initiating the search by appointing an ad hoc search committee.

Wendy Josephson, Chair
March 2004