

**CANADIAN PSYCHOLOGICAL ASSOCIATION  
BOARD OF DIRECTORS MEETING**

**RECORD OF DECISIONS**

**June 13, 2004**

**Saint John's, Newfoundland and Labrador**

- Attending:** John Arnett, President and presiding  
Dan Perlman, President-Elect and Responsible for Education and Training  
Simon Grondin, Director Responsible for Scientific Affairs  
Doris Hanigan, Director Responsible for the Convention  
Juanita Mureika, Director Co-Responsible for Convention and Sections  
Ian Nicholson, Director Responsible for Professional Affairs and Accreditation Panel Liaison  
Bob Robinson, Director Responsible for Liaison with Sections and Board Relations  
Wendy Josephson, Director Responsible for Publications
- Regrets:** Patrick O'Neill, Past President and Director in the Seat Reserved for the Council of Canadian Departments of Psychology  
Seat reserved for the Canadian Society for Brain, Behaviour and Cognitive Science, Unfilled  
Seat reserved for the Council of Provincial Associations of Psychologists, Unfilled
- Invited Guests:** **Present without a vote**  
Valerie Holms, President of the Canadian Council of Professional Psychology Programmes
- CPA Staff:** **Present without a vote**  
John Service, Executive Director  
Karen Cohen, Associate Executive Director and Registrar, Accreditation Panel  
Marie Christine, Executive Assistant and Recording Secretary

## RECORD OF DECISIONS

	Action	Responsible	Timeframe	Accomplished
1	<b>MOTION</b> (Robinson/Mureika): That a sub-Committee composed of B. Robinson, J. Mureika, J. Service, J. Arnett examine Board seats, representation and functions.	President	October 2004 Board meeting	
2	<b>ACTION:</b> All Board members to submit committee membership lists to the President and CPA Head Office.	Board members	September 15	
3	<b>ACTION:</b> All Board members are encouraged to encourage CPA members and fellows to run for election to a seat on the CPA Board.	Board members	October 2004	
4	<b>ACTION:</b> All Board members are encouraged to encourage members, fellows and student affiliates to nominate members, fellows, student affiliates and non members as appropriate for CPA Awards.	Board members	October 15, 2004	
5	<b>ACTION:</b> The Convention Committee to examine making the Convention Committee a standing committee of the Board with a larger membership. The Director Responsible for the Convention in consultation with the Director Responsible for Liaison with Sections, to bring forward an analysis and recommendations.	Director Responsible for the Convention Doris Hanigan and the Director Responsible for Liaison with Sections Bob Robinson	October 2004 Board meeting	
6	<b>MOTION</b> (Josephson/Hanigan): That the Board of Directors appoint Dr. Jo-Anne LeFevre Editor-Elect of the Canadian Journal of Experimental Psychology. <b>ACTION:</b> The President to inform Dr. Lefevre and Dr. Simon Grondin.	Director Responsible for Publications to send information to the President. President to inform Dr Lefevre and Dr Grondin	June 2004 Board meeting	June 2004

	Action	Responsible	Timeframe	Accomplished
7	<b>ACTION:</b> Staff will circulate a section meeting attendance form to the Board members during the pre convention Board meeting to assist the Board members in planning to attend all of the section business meetings held during the convention.	Executive Assistant	June 2005 pre convention Board meeting	
8	<b>ACTION:</b> Staff will provide Board members with a section meeting issues tracking form. The form will be completed by each Board member attending a section business meeting during the convention. The forms will be examined by the Director Responsible for Sections in order to plan action based on the feedback.	Executive Assistant  Director Responsible for Sections	May 2005	
9	<b>MOTION</b> (Nicholson/Perlman): That effective September 2005, a seat on the Accreditation Panel will no longer be reserved for a CPA Board member as liaison between the Accreditation Panel and the Board of Directors of CPA. The Accreditation Panel will continue to report to Director Responsible for Education and Training through the Education and Training Committee and will be represented at Board meetings by the Accreditation Panel Registrar of CPA and, as necessary and appropriate, by the Chair of the Accreditation Panel. Section III.B of the Accreditation Procedures, detailing membership of the Panel, will be amended accordingly.  Note: Dr. Nicholson, who is the current Board liaison, will fulfill his term on the Panel which ends in September 2005.	Accreditation Panel Registrar	September 2005	

	Action	Responsible	Timeframe	Accomplished
10	<b>ACTION:</b> The Publications Committee will examine the procedures regarding the search, selection and appointment of CPA journal editors and bring forward recommendations to the Board.	Director Responsible for Publications	October 2004 Board meeting	
11	<b>2003 Year-end Surplus Utilization</b>			
11.1	<b>MOTION</b> (Robinson/Josephson): That \$5,000.00 be allocated to continue the computer upgrade of convention software	Convention Manager	Fall 2004 Spring 2005	
11.2	<b>MOTION</b> (Mureika/Richardson): That \$2,000.00 be allocated to hire a marketing person to develop a marketing template to advertise the local attractions in the cities that host the convention. In addition, the person will find the city-specific information for the next three convention cities and develop three advertising packages for the next three conventions.	Convention Manager	Fall 2004 Spring 2005	
11.3	<b>MOTION</b> (Nicholson/Mureika): That \$2,000.00 be allocated for casual computer support	Executive Assistant	Fall 2004 Spring 2005	
11.4	<b>MOTION</b> (Mureika/Robinson): That \$5,000.00 be allocated for Membership to hire casual help to improve the marketing plan for new members.	Membership Manager	Fall 2004 Spring 2005	
11.5	<b>MOTION</b> (Josephson/Nicholson): That \$6,000.00 be allocated to increase the time of the part-time web assistant.	Communications Manager	Fall 2004 Spring 2005	
11.6	<b>MOTION</b> (Perlman/Robinson): That \$7,000.00 be allocated to hire a part-time person to assist with the logistics of the Summer Institute.	Associate Executive Director	Summer 2004	

	Action	Responsible	Timeframe	Accomplished
11.7	<b>MOTION</b> (Robinson/Nicholson): That \$10,000.00 be allocated for part-time assistance to support the development of web-based continuing education initiatives.	Executive Director	As needed	
11.8	<b>MOTION</b> (Robinson/Grondin): That \$3,000.00 be allocated to hire clerical assistance to survey the current and potential subscribers in order to increase journals subscriptions.	Journals Managing Editor	Fall 2004	
12	<b>Product Recognition</b>			
12.1	<b>REPORTED:</b> The psychological tests product recognition program was judged not useful by the test manufacturers and distributors. This initiative is now over.	Reported by the Executive Director		June 2004
12.2	<b>ACTION:</b> A Board ad-hoc committee on non dues revenue to identify potential non dues revenue activities that CPA might consider exploring.	Associate Executive Director and Directors Nicholson, Mureika, Josephson	October 2004 Board meeting	
13	<b>MOTION</b> (Nicholson/Mureika): That the membership of the Committee on Ethics be approved as follows: Carole Sinclair (Chair) Lee Handy, Denise Larsen, Ian Nicholson, Jean Pettifor, Pierre Ritchie, Cannie Stark, Tom Strong, Ivan Zinger and Pat O'Neill as Board liaison. <b>ACTION</b> The President to inform Dr. Sinclair on her appointment as Chair of COE	President	September 2004	

061004