

**CANADIAN PSYCHOLOGICAL ASSOCIATION
SOCIÉTÉ CANADIENNE DE PSYCHOLOGIE**

MINUTES OF THE BOARD OF DIRECTORS MEETING

April 21-22, 2001
Calgary, Alberta

Present: James Ogloff, President
William Melnyk, President-Elect
Gary Latham, Past-President
Lorraine Allan, Director
Sam Mikail, Director
Abraham Ross, Director
Jennifer Veitch, Director

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

Regrets: Mona Abbondanza, Director
Kang Lee, Director
Patrick McGrath, Director

Invited Observers: Steve Carter, Executive Director, Psychological Association of
Alberta, representing the Council of Provincial Associations of
Psychologists (CPAP)
Kerry Mothersill, Representative of the Canadian Council
of Professional Psychology Programs (CCPPP)

Procedural Note: Votes recorded as **Carried** or **Defeated** do not imply the unanimity.
The results are minuted when requested.

The meeting was called to order at 8:30 a.m.

The President welcomed the CPA Board members and invited observers, Steve Carter from CPAP and Kerry Mothersill from CCPPP.

1. Approval of Agenda

1.1 Consent Agenda

A new item was added to the Consent Agenda:

4. Editor for HR.com.

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, 2 and 4 were left on the Consent Agenda.

MOVED (Ross/Mikail) and **CARRIED** that the Consent Agenda be adopted.

Pertinent information related to each consent agenda item is recorded below.

4. EDUCATION

4.1 Guidelines for Educational and Psychological Testing

The CPA document, *Guidelines for Educational and Psychological Testing* published in 1987, was modeled after the closely resembled AERA, APA and ACME document *Standards for Educational and Psychological Testing* which was published in 1985. Although the latter was greatly revised and updated in 1999, there has been no attempt to update this CPA publication. Because the publication is now nearly 15 years old, if it is to remain in print, it is important to ensure that its contents are consistent with current practices in the testing field as well as with policy and position statements that bear on testing and have been approved by the Board since 1987.

Adopted Motion 1

Motion: That the CPA Board of Directors authorize the Professional Affairs Working Group on Test Misuse to review the CPA document *Guidelines for Educational and Psychological Testing* and to make recommendations to the Board regarding the status of this publication and the changes that may be needed if the publication is to remain in print.

*****ACTION***** **Head Office to contact Dr. Marvin Simner.**

5. SECTIONS

5.1 Pre-Convention Meeting with Board and Sections

As expressed at the meeting of the chairs of sections at the last CPA Convention in Ottawa 2000, there is a need for the section chairs to have more time to meet and discuss issues as well as a need to work more closely with the Board members.

Adopted Motion 2

Motion: To hold, prior to the annual convention, a meeting of the chairs of sections of CPA, part of which would be attended by Board members.

Financial implications: The chairs first night stay in the hotel, the catering during the meeting and dinner. This will amount to approximately \$2,000 to \$3,000.

6. REVENUE GENERATION

6.1 Editor - HR.com

The location of HR.com is in Toronto. CPA is in a startup phase in terms of using this medium to *Advance Psychology For All*. Need continuity in an editor to motivate CPA members to write articles for HR.com.

Adopted Motion 3

Motion: That the CPA Board appoint Gary Latham as editor of HR.com for a three-year period.

WORKING AGENDA

1. Approval of Agenda

MOVED (Veitch/Mikail) and **CARRIED** that the agenda be approved with the

following additions:

- B 1.1.4 Board Liaison
- B 3.1.10 CRHSPP
- B 4.4 PsyD Curriculum Guidelines
- B 7.1.2 Companion Manual
- B 7.1.3 Revision of Practice Guidelines

2. Approval of Minutes

2.1 November 25-26, 2000

MOVED (Allan/Veitch) and **CARRIED** that the minutes of the Board of Directors meeting of November 25-26, 2000 be approved as amended.

It was suggested that for the record, all the written reports submitted to the Board meeting be included in the subsequent minutes.

The importance of having the minutes distributed to the Board members as soon as possible was expressed.

3. FINANCE

3.1 2000 Auditor's Report

Dr. Service reviewed the 2000 Auditor's Report and responded to questions.

MOVED (Melnyk/Ross) and **CARRIED** that the 2000 Auditor's Report be received.

3.2 2001 Year to Date

Dr. Service reviewed and responded to questions about the 2001 Year to Date financial statements.

The importance that the person in charge of CPA special outside projects provides a progress report on a regular basis was noted.

*****ACTION*** Dr. Ross to present a motion at the next June Board meeting.**

Dr. Service expressed his concerns regarding decreasing journal subscriptions. The significant reductions are attributable to one company. Follow-up measures are in place.

Dr. Veitch stated that NRC maintains Canada's national science library, the Canada Institute for Scientific and Technical Information (CISTI). CISTI has developed a lot of services for electronic document searching and retrieval. CISTI doesn't have any APA or CPA journals available in electronic form. She added that it would be worthwhile to suggest to CISTI that they add APA to their collection of publishers of electronic products.

MOVED (Veitch/Mikail) and **CARRIED** that the 2001 Year to Date financial statements be received.

6. REVENUE GENERATION

6.1 CPA Continuous Education Proposal

Dr. Veitch reported that the proposal sets forth an administrative structure to bring psychological knowledge and skills to Canadians, to enhance the profile of the discipline and to increase CPA revenues.

MOVED (Veitch/Mikail) and **CARRIED** that the Board accept in principle the program Psychology Speaks.

Dr. Carter suggested that request for proposals be sent to provincial associations for the publication in their newsletter. He noted the importance that provincial members be informed on this program.

6.2 Workshops

Dr. Cohen briefly reported on workshops plans. Dr. Service asked the Board directions on this issue.

There was discussion on how much CPA would charge for workshops. The importance of working with provincial associations was also noted.

B. INFORMATION AND DISCUSSION AGENDA

1. PRESIDENTIAL

1.1 President's Report

Dr. Ogloff briefly reported on meetings he attended on behalf of CPA.

Dr. Ogloff noted that Her Honour, Dr. Linda Haverstock, the Lieutenant-Governor of Saskatchewan, the CPA Honourary President, could not attend the convention this year and will attend the next convention in Vancouver. She will present an address at that time.

1.1.1 Organizing Psychology Conference

Dr. Ogloff summarized the questionnaire that was sent to possible participants and asked the Board for suggestions. He solicited input from the Board on CPA's responses to the questionnaire.

Dr. Carter expressed his concern regarding the number of CPA representatives at that Conference since CPA Section Chairs are part of the CPA organization. Dr. Ross noted that, as CPA is but one member of the five-organization steering committee, it was not the place of the Board to address such issues.

1.1.2 Board Vacant Seat

Dr. Ogloff reported that Ms. Claudine Godbout has resigned from the CPA Board of Directors and consequently there is a vacant seat on the Board.

According to the CPA By-Laws any vacancy occurring in the Board of Directors may be filled by the Directors but any person so chosen shall remain a Director only until the next annual election.

In his capacity as Past-President and Leader of Administration, Dr. Latham presented a list of possible candidates to fill the seat.

MOVED (Veitch/Allan) and **CARRIED** that for the purposes of this appointment, the vacant seat be not a designated seat.

MOVED (Latham/Veitch) and **CARRIED** that Dr. Lucie Morin from l' Université de Montréal be appointed on the Board of Directors until the next election.

*****ACTION***** **The President to write a letter to Dr. Morin.**

1.1.3 Board Members Performance Appraisal

Dr. Mikail reported that it would be important that an evaluation of the Board functioning be completed on an annual basis. It was suggested that each Board member set their goals at the post-convention Board meeting. It was also suggested that some time be spent on strategic planning at the pre-convention Board meeting.

The importance of having strategic planning information on the website was stressed.

1.1.4 Board Liaison

Dr. Melnyk reported that ASPPB expressed their interest in having a liaison to attend CPA Board meetings.

It was suggested that they be invited to the pre-convention Board meeting.

1.2 Past-President's Report

Dr. Latham briefly reviewed his report previously circulated. (See attached)

1.2.1 Ambassador Program

Dr. Service asked the Board how to suggest improvement to the visits on campus. There was discussion about who should attend these visits. Dr. Service noted that any member of the Board of Directors may organize visits even if they don't necessarily have responses to all the questions.

It was suggested that the Accreditation Panel have their meetings across Canada and visit campuses and local psychologists as well.

1.3 President-Elect's Report

1.3.1 CPA Foundation

Dr. Melnyk reported that he is the Board Liaison with the CPA Foundation and that he met with Dr. John Goodman in Ottawa in January. He added that he will keep the Board informed of the development of the Foundation.

1.3.2 Access to Psychological Services

Dr. Melnyk reported as President he would like to have a plan to address the many facets of public access issues in a systematic way. He added that he has already been discussing this issue with the local politicians. Dr. Melnyk asked the Board for help develop a plan. It was suggested that a motion to form a Task Force appointed by the President be presented to the next Board meeting in June.

2. SCIENCE

2.1 Scientific Affairs

2.1.1 Canadian Institutes of Health Research (CIHR)

Dr. Service briefly reported on CIHR activities.

2.1.2 Canadian Consortium for Research (CCR)

Dr. Service reported on CCR meetings with Preston Manning and David Waters. He added that documents on research will be sent to provincial premiers.

2.1.3 Network for the Advancement of Health Services Research

No report.

2.1.4 Industry Canada Science Review

An Ottawa Citizen news report suggested Industry Canada was

developing a “White Paper” on productivity and innovation. It remains unclear whether this is a new initiative or the ongoing initiative. More information will be obtained for the June Board meeting.

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

Dr. Allan briefly reported on CSBBCS activities. She reported that she will become the Past-President, Mike Masson the President and Allan Kingston, the President-Elect. She added that she will now manage the CSBBCS office which was located at Carleton University will now be moved to McMaster University.

3. PRACTICE

3.1 Professional Affairs Committee

3.1.1 Health Action Lobby (HEAL)

Nothing significant to report.

3.1.2 Psychology Sectoral Working Group on the Agreement on Internal Trade (PSWAIT) - Update

Dr. Service reported that the PSWAIT memorandum of agreement will be signed on the Sunday following the convention in Quebec city. Dr. Service added that there will be a large ceremony for this occasion.

Appreciation was expressed to the PSWAIT group for their excellent work on this issue.

3.1.3 Council of Provincial Associations of Psychologists (CPAP)

Dr. Carter briefly reported on the CPAP activities.

Dr. Carter mentioned the annual dues arrangement between PAA and CPA. Both CPA and PAA are losing money. There was a discussion about developing a strategy to deal with this issue.

Dr. Mikail noted that CPAP has struck a committee to develop a national database.

3.1.4 Canadian Council of Professional Psychology Programs

Dr. Mikail reported that CPA is presently working with CCPPP on national psychology practices database.

CCPPP were encouraged to write a policy statement about internship stipends which CPA could support.

3.1.5 Competencies Conference

A document entitled *Conceptualizing Competencies to Guide the Training of the Next Generation of Applied Psychologists: Proposal from APPIC with a Request to Co-Sponsors* was circulated for information.

3.1.6 Romanow Commission on Health

Dr. Ogloff reported that Mr. Roy Romanow has been officially named as the Commissioner of the Commission on the Future of Health Care in Canada. The Board agreed that CPA has to be involved in this Commission and needs to act as soon as possible.

The importance of having a CPA staff person on the Commission as well as being on the Advisory Committee was noted.

MOVED (Veitch/Mikail) and that the Board of Directors congratulate Mr. Roy Romanow as the Commissioner on the Commission on Health, and heartily support the Commissioner on his work, and that CPA expect that psychology will take a prominent place in health in Canada. **CARRIED unanimously**

*****ACTION*****

The President to write a letter to Mr. Roy Romanow.

3.1.7 Strengthening Documents Update

Dr. Mikail reported that the Strengthening Documents were distributed

to all provincial associations and Ministers of Health, etc. Another document on Strengthening Child Health is on its way.

3.1.8 CSC Consultation

Dr. Service reported that he attended a two-day meeting organized by the Correctional Service of Canada to examine the recruitment and retention of psychologists in the CSC. He added that CPA was the only association invited.

3.1.9 Working Conditions Survey

Dr. Mikail reported that 3,500 questionnaires were mailed to psychologists at random and that 600 questionnaires were returned. Dr. Mikail reported that this survey will examine psychologists' working conditions in private practice and public institutions. He noted that a policy document will come from that survey.

3.1.10 National Practitioner Data Set

Dr. Service reported that CPA is trying to facilitate the development of a national data set in partnership with the provincial regulatory bodies.

3.1.11 Canadian Register of Health Service Providers in Psychology (CRHSPP)

Dr. Mikail briefly reported on the Canadian Register=s activities.

3.1.12 OPQ's Request Re: Poster

Dr. Mikail reported that l'Ordre des psychologues du Québec has approached CPA regarding the possibility of a partnership in the development of a poster for psychology in Canada. A request for funding was sent to CPAP.

MOVED (Mikail/Veitch) and **CARRIED** that the Board approve the allocation of \$7,000 for the production of the OPQ' s poster.

*****ACTION*** CPA Head Office to contact OPQ to make arrangements for the poster.**

Dr. Latham noted that business students might help CPA develop marketing strategies.

*****ACTION*** Dr. Latham to explore the issue.**

3.2 Accreditation Panel

Dr. Cohen briefly reported on the Accreditation Panel activities. She noted that the draft revised Accreditation Manual will be presented to the next Board meeting.

4. EDUCATION

4.1 Education and Training Committee

Dr. Melnyk referred to his circulated report (see attached).

There was discussion about CPA Continuing Education credits. Dr. Melnyk reported that some concerns were expressed regarding the CPA system of approval. It was suggested that it be done in conjunction with the provincial associations and that provincial associations could be accredited to offer CPA continuing education credit programs.

4.2 Convention Committee

4.2.1 2001 Convention Update

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

4.3 Council of Canadian Departments of Psychology (CCDP)

Dr. Ross reported on the document circulated regarding the Tri-Council Ethical Standards. Dr. Ross also reported on CCDP activities.

4.3.2 Regional Science Fairs

Dr. Ross noted that CPA already supports the Canada Wide Science Fair and suggested that certificates be also given to winners of the Regional Science Fairs.

***** ACTION ***** **Motion to be brought forward by Dr. Ross to the next Board meeting of June 2001.**

4.4 PsyD Curriculum Guidelines

Dr. Latham reported that from the November 25-26, 2001 meeting it was suggested that CPA develop a curriculum guide for a PsyD Program that would assist universities.

MOVED (Latham/Melnyk) and **CARRIED** that CPA develop a curriculum guideline.

MOVED (Latham/Veitch) to award up to \$5,000 to Janel Gauthier and Richard Allon to develop a model curriculum guide for the pre-convention Board meeting. Drs. Gauthier and Allon will report to the Board through the Education Function. Half of the contract will be awarded by May 15 and the rest of the money when the report is delivered.

5. DISSEMINATION

5.1 Publications Committee

Dr. Lee's report was circulated for information. (see attached)

Dr. Service expressed his concern regarding many CPA documents that have not been reviewed for a long time.

***** ACTION ***** **The new Chair of the Publications Committee to review all CPA documents to ensure that they are updated or revised as necessary.**

6. COMMUNICATION

6.1 Membership Committee

6.1.1 Information Available to Members

Dr. Veitch expressed her concerns regarding information available to members that is not accessible. She referred to the annual reports that are available only ten minutes before the Annual General Meeting.

She suggested that this information always be available to members.

MOVED (Veitch/Allan) and **CARRIED** that the Board direct Head Office to post on the web the Board minutes, the Auditor's Report and Annual Reports. Notification that this information is available should appear regularly in Psynopsis for those who don't have access to internet.

*****ACTION***** **The Communication Coordinator and the Executive Assistant to work on this issue.**

6.1.2 Membership Statistics

Statistics were distributed for information.

6.2 Sections Committee

6.2.1 Reciprocal Fees Arrangement

A proposal for a reciprocal fee arrangement to enable members of Division 35 residing in the USA to affiliate with CPA Section on Women and Psychology for a reduced fee, was circulated for information. The Board did not have any concerns about the proposal and agreed that SWAP could proceed.

*****ACTION***** **The President to respond to Dr. Bonita Long, SWAP Coordinator.**

6.3 Public Information and Communication Committee

Dr. Abbondanza's report was circulated for information. (see attached)

6.4 International Relations Committee

Dr. Veitch expressed her concern regarding the report from the Canadian

National Committee submitted by Dr. Gauthier where Dr. Abbondanza the Chair of the CPA International Relations Committee was not included.

It was noted that the CPA President should attend the general meeting of IUPsys. It was noted that according to the report of the Canadian National Committee, it seems like Dr. Gauthier has not been informed of the CPA motion passed at the June meeting that IUPsys delegates be active Board members of CPA.

*****ACTION*** The President to contact Dr. Gauthier.**

7. ETHICS, LAW AND STANDARDS

7.1 Ethics Committee

7.1.1 Captus Press Project on Ethics

Dr. Ogloff noted that he and Dr. Carole Sinclair are working with Captus Press regarding an online workshop on Ethics. This project should be completed by the end of this summer.

There was a discussion regarding the possibility that some compensation be given to Dr. Carole Sinclair for her work on the Companion Manual. There was discussion about the percentage given to Captus and to the author. Dr. Service suggested that the Board adopt some guidelines.

MOVED (Ross/Mikail) and **CARRIED** that a flat fee of \$2,000 or a maximum of 40% of the gross revenue be given to the authors after the portion is paid to Captus and 60% to go to CPA.

7.2 Committee on Legal Affairs

No report.

8. ADMINISTRATION

Dr. Latham referred to his circulated report for 8.1 By-Laws, Rules and Procedures, 8.2 Fellows and Awards, 8.3 Nominating Committee.

8.4 Elections Committee

No report.

8.5 Executive Director's Report

Dr. Service referred to his circulated report (see attached).

10. Next Meeting

The next Board of Directors meeting is scheduled for June 18-19, 2001. An orientation meeting for the new incoming Board members is also scheduled for Sunday June 17.

11. Adjournment

There being no further business, it was **MOVED** (Ross/Veitch) and **CARRIED** that the meeting be adjourned.

Annex 1 - COMMITTEE REPORTS

CPA Convention Committee Report

April 3, 2001

1. Goals set out at November Board meeting:

Short term: Evaluation Committee to submit a report in the next 6 to 8 months.

This is actually 3 subcommittees:

The Convention Venue subcommittee, chaired by Dr. Kerry Mothersill, has a report in draft form that I hope will be finalised in time for the pre-convention Board meetings in June.

The Cost Comparison subcommittee was chaired by Ms Claudine Godbout. Its progress has stalled owing to her resignation; a new chair is sought for this committee.

The Convention Evaluation subcommittee is chaired by Dr. Abe Ross. It is preparing a formal evaluation for the 2001 and subsequent conventions.

Convention locations for 2005 and 2006 to be scheduled.

Kathy Lachapelle-Petrin is seeking specific information from hotel and university venues for London, Windsor, and Montreal (2005) and Winnipeg and Saskatoon (2006). These will shortly go to the Convention Committee for consideration and motions will go to the Board by e-mail in May. (With so many absences from the Calgary meetings, this seemed preferable.)

Other activities:

Preparations for Ste-Foy

The usual round of work in Head Office seems to be going smoothly. The Scheduling Sub-committee met in January for a very efficient day, in which the preliminary convention schedule was set out. The Board and Section chairs provided comments, and things are almost final now. We have had complimentary e-mails from several Section Chairs (including Developmental) concerning our openness to their needs. Now having done this job twice, I feel strongly that the convention committee chair should attend this meeting every year, even if it means travelling from outside Ottawa. It's clear from comments that we have received that oversight from a psychologist makes for a smoother process and reduces stress on Head Office staff. I plan to return to this issue at budget time in September, to ensure it's planned for.

One new challenge was posed by the contract with Digi-Script to archive the convention. It transpires that they can handle up to 5 simultaneous presentations being recorded, not the 8-12 that we have. The Convention Committee decided to allocate this limited resource as follows:

CPA Welcoming Ceremony, Presidential Address, Invited speakers, Award addresses
Selected section events, identified by sections. Sections were given an initial allocation of 4 hours each. Large sections were given additional time left over from those who did not use their entire allocation, or re-allocated (e.g., Military assigned its time to I/O).

Posters are a special case, and we are still working out the logistics.

For future years we plan to ask Sections to identify sessions for recording when they review the submissions, to avoid this last-minute scramble. This year, author permission letters will go out with the convention registration receipts; in future years they can go out with acceptance letters.

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Future years

Kathy Lachapelle-Petrin and I visited UBC in February to identify spaces where the 2002 convention can be held. We discovered that the best venue on campus is the Student Union Building, which is exactly large enough to handle the number of parallel sessions and variety of spaces required. We have booked the space. We also visited a few hotels on 9th Ave. The Holiday Inn is the venue we recommend as our overflow accommodation (UBC isn't big enough to hold everyone). We also met with Dr. Geraldine Brooks, the convention committee chair for BCPA.. BCPA is keen to co-sponsor with us and Dr. Brooks has several ideas for joint social and convention events, which we will be pursuing with her.

In May, Kathy and I will visit venues in Hamilton to firm up plans for 2003. I would also recommend a visit by one if not both of us in the autumn to view the St. John's convention centre (now under construction), and to firm up the contracts for 2004.

Ideally, these visits would take place prior to motions going to the Board, so that we would have seen the sites before making a recommendation. The problem at present is that we are so far behind in bookings. As a general matter, I think that the Convention budget should be large enough that the Convention Ctte Chair and the Convention Co-ordinator should visit one prospective site each year (and it should be 5 years out, with visits for prospective 2007 sites happening over next winter). (Right now the budget doesn't clearly fund two to go, although it can depending on the expense.) It's important that there be more than one person because it gives two pairs of eyes; also the perspective of a delegate (the committee chair) is distinct from the needs of the convention staff. I plan to address this issue also at budget time in the fall.

3. Long term goals will depend on the Evaluation Committee's recommendations. A partial list of what I have planned for the next year:

To institute an on-going evaluation system.

To update the Convention handbook.

To prepare a transition to a new Convention Committee Chair, who would take over when my term ends in June 2002.

Respectfully submitted,
Jennifer A. Veitch, Ph.D., Chair

To : CPA Board
From : Mona Abbondanza
Re : Spring Activities
Date : April, 2001

COMMUNICATIONS/ACTIVITIES

Membership

No specific action

2. Media/Public information & communication

Organisation of Psychology Week

The cttee includes members of CPAP, Head Office staff; members of the Public information and Communication Committee . During this period CCDP accepted to join the cttee .

Although after the summer 2000 CPAP meeting there seemed to be a certain agreement on holding Psychology Week on the week of St-Valentine's Day and on having a first event in 2001, cttee discussions and feedback from a second meeting of CPAP resulted in a wish by participants to postpone the first event to give more time for the provinces to prepare. Dr. Service reported that during a second meeting of CPAP it was felt that the week of St-Valentine was no longer perceived as a good time to hold Psychology Week. No alternate week was proposed however.

According to John Service it will take time to inform, seek agreement and buy in for the concept. According to Richard Dopson we need to begin planning and answer the when, what, how and how much questions.

3. International Relations Cttee

No specific action

April to June 2001 Goals

With the members of the **Psychology Week** cttee develop a communication strategy that would help us work in close collaboration with the Provincial Boards in preparation of this event.

With the members of the **Psychology Week** cttee and as suggested by Ivan Parisien: to make a list of the objectives that we collectively (CPA and Provincial Boards) wish to attain with such an event. This should help to narrow down a date for the event as well help us determine the activities that should be held during such a week.

To assist Kang in the preparation and co-ordination of the **Pre-convention meeting of the chairs of sections** to be held June 20th .

REPORT FROM EDUCATION AND TRAINING

BILL MELNYK

1 APRIL 2001

The **CE approval committee** has been busy approving some excellent programs, and turning down only a few. We have noticed some problems with the criteria we have just passed, and will be reviewing them at our June meeting.

CMUSE. I have asked the persons involved in this program to review it and report at the June meeting. This report will go to the Board in the second meeting we have at our convention.

Mentorship. This program is in the very capable hands of Dr. Sandra Pyke, and her report will also be available at our second meeting in June. I have been encouraged by the interest shown in this effort.

APA CE Sponsorship. Karen Cohen and I have been working on the application for this sponsorship and hope to meet the August deadline for approval, in time for our 2002 convention. The application and the requirements within the procedural manual from APA are very complicated. The head of this office for APA, Dr. Joe Linder-Crowe, is on one of the committees I chair for ASPPB, and I will ask her advice and help.

ACTIVITIES AS PRESIDENT ELECT

The Foundation. I met with John Goodman when I was in Ottawa at the end of January for the CPAP meeting. I received copies of the planning documents he has provided so far, and I am impressed that he is the person for the job. He has asked for a small and reasonable amount of money, and John Service seemed to have no trouble with this. I am in regular contact with John Goodman, and hope to meet with him before our June meetings. I have asked him to contact central office about the details of what he wants to do.

Access to Psychological Services. I do understand that this is a huge and complicated topic. I know that CPA has already done a lot to increase our image and therefore public knowledge of what we can do as Psychologists. My passion is still high, spurred on by such things as the article in the Hamilton Spectator on G.Ps doing psychotherapy. This article was sent to us by Sam. Please let us know if you need a copy. As President, I would like to have a plan to address the many facets of the public access issue in a systematic way. My own strength and interest is in the area of public access to the services of private practitioners, and perhaps arguing for some Provincial government money to cover these services. To this end, I have already been talking to some local MPPs. One of them, Lyn MacLeod was one of my best graduate students. I would appreciate your help in forming this plan. I have already received an article from Pat on Family help, which is the kind of initiative I would like to see in a plan.

Can this item be up for discussion at our April meeting?

To: CPA Board
From: Gary Latham
Re: **Activities/Accomplishments of the Past President: Nov. 2000 - April 2001**
Date: April 18, 2001

- 1.. Nominations for CPA Awards accepted and passed by Board.
2. Nominations for Board completed and voted on by membership.
3. Nominations for Fellow completed and approved by Board.
4. A. Update to Past Presidents.
B. Input from Past Presidents
 1. Willing to accompany a board member on site visits.
 2. a. Have press releases that trumpet the President Elect=s distinctions
b. Find ways for a work release stipend for the President
 3. Include in Psynopsis:
 - a. Major issues being addressed by each section
 - b. Section's size, fees, contact person
5. Site visit with John Service to Brock University.
6. Clarified with Past Presidents the criteria for the Humanitarian Award. Introduced by Joe Byrne. To be conferred primarily on non-psychologists for their contribution to psychological health and well being of the Canadian Community. It is not intended to be conferred on psychologists in recognition for either their research or practice.
7. Undergraduates. The undergraduates will have a separate page on the Student=s section website as of fall
8. Editor: HR.com

The following articles have been accepted.

- 1) Minimizing Legal Challenges to Hiring and Promotion Decisions
G. Latham
- 2) Employment Testing
G. Latham
- 3) Lighting Quality for Workplaces: Does Full-Spectrum Lighting Make a Difference?
J. Veitch
- 4) Building Commitment in and Era of Change: Rx for HRM
John Meyer
- 5) Is Commitment Still Possible in an Era of Change?
John Meyer

- 6) The Importance of Teams to Organizational Excellence
T. Kline
- 7) The Situational Interview: A Legally Defensible Interview for Selecting the Best in the Global Workplace
Latham & Sue-Chan
- 8) Impairment Tests: An Alternative to Drug-Testing in the Workplace
B. Latham & Gerard Seijts
- 9) Leader as a Builder of Trust
Skarlicki & Dirks
- 10) Pre-employment Tests: Choosing the Best and Avoiding the Rest
Goffin
- 11) Improving the Quality of Performance Appraisals Through Rater Training
Lorne Sulsky and Janine Keown
- 12) Breastfeeding at Work: Respecting the Role of Motherhood in the Workplace or 'Milking' the Organization?
Gerard Seijts
- 13) Surveys and Focus Groups
Ross
- 14) The Importance of Performance Management to Employee Productivity
G. Latham & S. Latham

Canadian Psychological Association

Board Meeting, April 2001

Report of the Executive Director

Background

This report covers the period between the November 2000 and April 2001 Board meetings. The issues discussed are not a complete list of activities undertaken by the Association during the period. Please see as well Past President Gary Latham's report to the past presidents, the inaugural issue of CPA News and the reports of the Board Members for more information.

Finances

Please see the financial statements and explanatory notes in the board package.

The financial software package Great Plains is becoming unsupportable. It was a major investment by the Board some 10 years ago that has increased productivity significantly over the years. The system continues to operate well. It produces the Year-To-Date reports. The Great Plains company is changing its product line to Great Plains Dynamic. There will be little to no support for Great Plains by the end of next year.

The staff is evaluating options. Currently it appears that changing to ACPAP will be more economical and efficient for an operation of CPA's size. Once the evaluation of products and migration costs are complete, a proposal will be presented to the Board if the costs cannot be borne within the budget. Currently it is judged that the migration from one programme to another would best be done during the transition from one staff member to another. For more information concerning staff, please refer to the following section below.

Staff

Retirements of three long-time staff members are likely to take place in 2002. Mary Franklin, our chief financial officer, will be retiring at the end of the calendar year. She has agreed to continue on a part-time basis until after the 2002 audit in order to ensure an orderly transfer to her replacement.

Marlene Kealey and Patricia Black may also decide to retire in 2002 as well. We will be very sad to lose these excellent folks. They have been with CPA for many years. It is intended to fill these vacancies from within if possible.

There has been a very smooth inclusion of Karen Cohen into the staff complement. Karen has taken on administrative and representation duties in addition to being Registrar of the Panel on Accreditation. Karen is a positive person and a great addition.

Josée Tremblay has decided to resign after ten years of service. We are sad to see her go as she is a very positive person. Josée has had significant health problems which have made it increasingly difficult for her to continue working at CPA. As a result, the past eight months have been problematic for Ivan. He has done an exceptionally good job under difficult circumstances.

Josée's duties have been contracted out to the person who has been producing *Psynopsis* for the past two years. This will bring increased efficiencies with lower costs.

Member Oriented Service

Praise and complaints from members and the general public continue to be recorded. The feedback is overwhelmingly positive. Negative comments and discontent are attended to quickly, usually with positive results.

Complaints tend to cluster around membership applications and renewals, payments and lack of receipt of journals, etc. These functions are the most frequent and most detailed contacts with the general membership. Complaints are analysed carefully and steps are taken to rectify the problem whenever possible. Some problems are chronic such as the return of journals or the slow delivery of same. The new members electronic data base will help manage the change of address problem more efficiently.

Praise tends to cluster around the positive and timely manner in which staff deal with members in general and when difficulties arise. Positive comments regarding increasing use of French are important. Finally, members are pleased with the new initiatives and directions of the Association. Typical comments include "I didn't know CPA was doing all that; CPA seems to be a lot more active than it used to be", and so on. These comments are a direct result of the strategic plans and strategic directions adopted by the Board, the interest on the part of the Board members to listen to and act upon members' suggestions and efforts to communicate effectively with members, sections, etc.

Computer Systems

CPA's computer systems were evaluated pro bono. As a result, it was decided to replace two machines and two screens.

Membership Data Base

The new data base is operational. It is a very significant improvement over the old system. It will save time and improve our ability to extract useful information for members, improve our understanding of the composition of our membership and improve communication with members. It was an important and productive investment decision by the Board.

www.cpa.ca

The use of a private contractor to assist in developing the site and posting materials has significantly reduced the work load on staff. The person has worked primarily on convention materials to date and Kathy is pleased with the results. As is always the case with web sites, they consume many resources.

The site is receiving many visits per month (median 100,000). The content is growing through the expanding efforts of many members. A good example is the Psychology Works project which is useful to psychologists and the general public. Members are downloading the Fact Sheets and giving them to their clients.

Office Space

The expansion of office space has proven to be a very sound decision. Office noise has reduced substantially. Traffic patterns are ore conducive to increased efficiency. Staff satisfaction has increased.

Consultations/Ambassador Program

Psychology Staff: Public Service Commission of Canada
 Children's Hospital of Eastern Canada
 Royal Ottawa Hospital

Ontario Psychological Association:Board Meeting (Jim, Gary and Sam)
 Presentation at the annual convention (Sam and John)

Psychological Society of Saskatchewan: Annual Meeting and Strategic Planning Meeting

Consultation: Correctional Service of Canada: Retention and Recruitment of Psychologists (2 days)

Brock University: Gary and John

Non Dues Revenue

Success Systems: Karen attended a workshop designed to teach finances to small business persons in order to evaluate the programs utility as a CPA sponsored member benefit.

Canada Post - Ottawa: Karen is negotiating a contract to offer a seminar on lower back pain to postal workers in the Ottawa area. This workshop could be offered to other Canada Post locations and to OC Transpo (the bus company).

Ontario Corrections: Karen is discussing a contract to offer training in psychological techniques to correctional officers in Ontario.

Minutes of Professional Affairs Committee

March 28, 2001

1. Members of the committee introduced themselves.
2. Strengthening Primary Care: An Overview of the Initiative.

The document has been distributed to all members of CPA. Multiple copies have also been sent to each of the provincial/territorial associations, CRHSPP, CPAP delegates and the regulatory bodies. The document has also been sent to the Federal/Provincial/Territorial Advisory Committees on Health Services and Mental Health Services. Copies will be sent to Federal/Provincial ministers of health and their advisors.

A similar distribution will be used for Strengthening Home and Community Care (Spring target date), Strengthening PharmaCare (Summer target date), and Strengthening Rural Care (Fall target date).

Paula Pasqualie suggested distributing the document to regional health authorities.

Action: John Service and Sam Mikail

John Service will put an announcement in Psynopsis regarding the availability of the document.

Action: John Service

Other Lobbying Activities

We will explore the possibility of having psychology represented on the Federal Standing Committee on Health.

We will try to obtain a copy of the membership list of the Advisory Committee on Health Services and Advisory Committee on Mental Health.

Action: Paula Pasqualie

Sam is trying to secure information on the Globe and Mail Special Issue on Mood Disorders. We will determine if we want to place a psychology ad as we did last year.

We currently have the list for the Health Human Resources Committee. It can be obtained from John Service through head office.

Overview of the National Data Base on Psychology.

The task force on Empirically Supported Treatment (EST) made a number of recommendations, one of which was that CPA should explore the feasibility of establishing a National Database on Psychology Outcomes. The database would be comprised of a core set of outcome measures that would be agreed upon by participating sites. These would be pre/post measures of general functioning, length of treatment/stay, etc. The database would be centralized (likely at head office) and the data would be used in a number of ways (to contribute to the empirical literature on EST within a Canadian context, lobbying for maintaining and/or expanding psychological services, etc.).

The recommendation has been discussed with the Accreditation Panel and the Canadian Council of Professional Psychology Programs (CCPPP). Currently, CCPPP is surveying its membership regarding the issue. A conversation session is scheduled for the annual convention, during which the issue will be discussed further.

Olga Health reported that the Province of Newfoundland is doing something similar and the data looks very promising. Olga will try to be present at the conversation session in order to share some aspects of the Newfoundland experience. Also, where possible, she will inform John Hunsley about the data (John Hunsley has been commissioned to prepare a Cost Offset paper for CPA. The paper will look at the cost offset associated with psychological treatment.

Sylvia Geist recommended that CPA explore the possibility of collaborating with CIHI and CIHR on the National Database

Action: Sam Mikail will discuss this with Pat McGrath.

Working Conditions Survey: Overview

John Service, Abe Ross and Sam Mikail constructed a survey that examines the working conditions of private practice psychologists and psychologists employed in public institutions. The survey was based on a similar survey constructed by the Ontario Association of Chiefs of Psychology. The survey has been mailed out (using mailing lists of regulatory bodies). Preliminary results will be presented at the annual meeting of the Canadian Health Care Association in June. Results will also be used for lobbying and health human resource planning initiatives.

Action: Sam and John will distribute a summary of results to the committee once the data is compiled.

Strengthening Child Development (Child Health) - Reg Landry

The document will be similar in format and structure to the other papers in the Strengthening Series. Currently Reg is completing the literature review. The content will include an overview of child development issues, paediatric psychopathology, academic performance, and health promotion. The overall focus will be on child/paediatric health.

Action: Reg will approach Kang Lee at Queen's University in order to identify other psychologists within the Developmental Section that may be interested in collaborating on the paper.

Canadian Association of Mental Illness and Mental Health (CAMIMH) - Sylvia Geist gave an update on the CAMIMH.

The group has recently produced the paper: A Call for Action: A National Action Plan on Mental Health and Mental Illness. The group is seeking funding to further the process of consultation and discussion. It is hoped that the paper will ultimately serve as a foundation for a national vision on mental health/mental illness. CAMIMH continues to push the agenda for ensuring that research in mental health/mental illness is recognized. Information and public education is an area that remains in the early stages. The group is also advocating for a national surveillance program. CAMIMH is also working on the issue of advocacy. CAMIMH is planning to have meetings in the next three

months with key politicians to advocate further on the Action Plan.

Action: Nicola Wright and Sylvia Geist collaborate in drafting a response to the document. This will be used as the official CPA response.

Psychology Works Series: Overview.

The series continues to evolve under the guidance of Darcy Santor. Fifteen have been completed, 11 are in process and 26 require authors.

Action: Nicola Wright and Sylvia Geist will put together an information sheet on Schizophrenia.

Action: Peter Henderson is completing an information sheet on Psychology and Respiratory Illness.

15. Collaboration with Other Organizations

Canadian Council of Professional Psychology Programs

CCPPP has expressed considerable concern regarding the inadequate funding for psychology internships. In many programs the funding is inadequate and comes from an unstable source. There are wide variations in level of funding and compensation packages for interns. We have encouraged CCCC to release a position paper on this issue. Once completed, the paper can be reviewed by the CPA board of directors and adopted as an official policy statement.

Canadian Register of Health Service Providers in Psychology

The Register is surveying its listees regarding interest in and support of initiatives that would educate third party insurance carriers regarding the issue of empirically supported treatments. Depending on the results the Professional Affairs Committee will collaborate with CRHSPP on this initiative. We will also approach the CPA Scientific Affairs Committee about the possibility of undertaking a similar initiative that would focus on advocating for increased funding of research that examines EST's.

CRHSPP is collaborating with the Canadian Economic and Business Round Table on Mental Health to educate the business community about the impact of mental health on work productivity. Professional Affairs has made it clear that it is open to collaborating with CRHSPP on this initiative.

CRHSPP is exploring the possibility of compiling a list of preferred provider Accountants that have expertise in the area of private practice and GST.

Council of Professional Associations of Psychology

CPA continues to collaborate with CPAP on the AIT driven initiative for a mobility agreement. The

agreement identifies a set of agreed upon core competencies that will be used by Provincial/Territorial regulatory bodies in evaluating the readiness of psychologists for licensure/registration.

CPA will collaborate with CPAP in an effort to identify a coherent public education program for heightening the issue of access to psychological services. The program will also highlight the efficacy of psychological interventions.

CPA will spear head an initiative to design an annual census of professional psychologists. CPAP has expressed interest in this project and a willingness to collaborate in collecting data. Data will include number of new registrants, areas of practice, number of psychologists retiring/discontinuing their registration. It will also be important to involve the Chairs of Canadian Department of Psychology Programs in order to determine the number of graduate students entering and graduating from professional psychology programs annually. The data will be used for human resource planning.

16. New or Proposed Initiatives

Examine the impact of program management on hospital psychology including whether there has been any change in professional standards.

Examine the role of psychological assistants in program managed system, including school boards.

Goals and Activities Committee on Sections and Committee on Publications

Kang Lee

The following is my goals and activities:

1) Goals:

- a) to improve communication between CPA and sections and that between CPA and its members.
- b) to establish an infrastructure to foster directly communication among CPA members;

Activities:

CPA preconference workshop with section chairs.

Background: In the last board meeting, the board approved a motion put forth by Mona that CPA sponsor a pre-convention workshop with section chairs. My contact with the section chairs in the past year left me with a very strong impression that there exists a lot of "bad blood" between CPA and the sections. The sections in general have rather negative views about our board and the headquarter, which is often based on bad experiences that they encountered many years back. I think it is necessary to let the sections air their grievances and for us to explain improvements we have made in the recent years. Also, discussion about the past will help the board to learn from our mistakes. Of course, I do not want this workshop to become a whining session. A more important component is to seek suggestions from the section about how to improve the current operations of CPA and to plan for the future.

Action: Thus, in the workshop, I plan to do four things: 1) to air past grievances, 2) to identify existing problems in our operation and how to remedy them, 3) to work out a procedure to enhance communication between the sections and CPA and identify areas for improvement, and 4) to seek input from the sections about how to improve CPA in the future.

Outcome: i. Improved CPA and section relation; ii. A list of areas for improvement for the board and HQ; iii. Procedures for communication; iv. A list of suggestions for future development.

b) Liserv service for the clinical, student, and neuro-clinical sections;

Background: Since the last Cpa convention, I have been approached by several sections about setting up a listserv service by CPA. One of the problems is that some sections have never had their own listserv. Some have one but their service is set up by a member of their section who may leave the organization where the service is set up. Thus, there is much uncertainty about its future. In the last board meeting, the board agreed to fund the listserv of the sections. After the meeting, I contacted the clinical section and they agreed to be the "guinea pig". Ivan has been very helpful. I think the service for the clinical section is almost ready to go.

Action: We will try to set up the service for the clinical section in the next couple of months. The clinical section will email its members about the availability of this service. If everything goes well, we will expand this service to the neuro-clinical section and the student section. I will ask other sections to see whether they are interested to join. Finally, I will ask Ivan to include a section in the membership renewal form about the availability of the listserv service.

Outcome: Improved communication among CPA members.

CPA email news to all members: first bimonthly, then monthly

Background: One of the problems of the existing communication system is that we rely on Psynopsis and the section chairs to disseminate new developments in CPA and our lobbying efforts and their success. Psynopsis may be not timely enough and the section chairs may not pass on our news to their members. In the last board

meeting, John and I discussed the possibility of sending out emails to our members directly given that we now have an electronic member database.

Action: John has drafted the first "CPA news" and will be sent out to members soon. In the email, we will include only headlines with URLs so that the interested members will get the more detailed info from our website. The major areas will include research, practice, and education, which reflect our emphasis.

Outcome: improved communication between CPA and members.

Member database for each section

Background: One of the complaints that I often receive from the section chairs is that we are always late in sending them a list of their members. In the past, we only sent them a hardcopy. However, things have changed. From this year onward, we should be able to send them an electronic list because Ivan and others have set up a MS Access member database. However, the problem is that membership renewal comes in slowly which inevitably leads to delays in sending them a member list.

Action: I will discuss with John and Ivan about the possibility of dynamic updating the database in the secured area of our website. We can issue a password for each section chair who can only access info regarding their own section. The advantage is that 1) the section can have access to the most up-to-date member list and 2) the HQ does not need to send sections a list every time a new member joins.

Outcome: smoother operation of the sections.

Full-text journal articles

ackground: Since CPA decided to have full-text journal articles on the web as well as having included in the APA database, I have received very positive reactions from the sections. Now, it is almost ready to go live.

Action: I will discuss with Ivan and John about the timing of it and how to announce the service. Also, we will have to let our members know that for the first year, it will be free on a trial basis but there will be a fee once the bugs are worked out a year or two later. The board also must decide the fee structure.

Outcome: better membership service.