

**CANADIAN PSYCHOLOGICAL ASSOCIATION
SOCIÉTÉ CANADIENNE DE PSYCHOLOGIE**

MINUTES OF THE BOARD OF DIRECTORS MEETING

February 23-24, 2002
Gatineau, Québec

Present: William Melnyk, President
Lorraine Breault, Director
Kang Lee, Director
Michael Masson, Director
Pat McGrath, Director
Sam Mikail, Director
Lucie Morin, Director
Sandra Pyke, 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: James Ogloff, Past-President
Abe Ross, President-Elect

Invited Observers: Janice Cohen, Chair, Canadian Council of Professional Psychology Programs (CCPPP)
John Goodman, CPA Foundation attended for Item A-3.4
Doris Hanigan, Chair, Accreditation Panel attended for Item A-4.4
Joseph Rallo, Chair, Council of Provincial Associations of Psychologists (CPAP)

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 8:30 a.m.

The President welcomed Board members and Dr. Janice Cohen, Chair of CCPPP, and Dr. Joseph Rallo, Chair of CPAP.

1. APPROVAL AGENDAS

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, 2, 3, 4, 8 and 9 were left on the Consent Agenda.

MOVED (Veitch/Lee) and **CARRIED** that the Consent Agenda be adopted.

Pertinent information related to each Consent Agenda item is recorded below.

3. FINANCE

3.3 Request for Proposals (RFP) Response

As a mechanism for generating revenue beyond that received from members' dues, CPA created an ad hoc Non-Dues Revenue Committee in the mid 1990's. Although many ideas were generated over the years, few have come to fruition. In June 2001, CPA generated a request for proposals for Psychology Speaks. The basis for the RFP was to receive proposals to help both disseminate psychological knowledge to the public and to create professional opportunities for CPA members to present their work to members of the public.

In response to the RFP, two complete proposals were received. The proposals were circulated to Board members by e-mail in December 2001. The Ad Hoc Finance Committee reviewed the proposals in order to make a recommendation to the Board. Given her expertise in business administration, Dr. Theresa Kline was invited by the Committee to assist in the review. Much of the Committee's discussions included the Board.

The following questions and issues were raised during the Committee's discussions:

1. The determination of the suitability of the proposals, including whether CPA should endorse one, both, or none.
2. The upfront costs to CPA, if any.
3. What will be the relationship between the events described in the proposals, some of which clearly include Continuing Education, and

the CPA Education and Training Committee procedures for approving Continuing Education proposals.

4. The following criteria were used to evaluate the proposals
 - Generating revenue for CPA;
 - Helping advance psychology (and CPA) to the public;
 - The feasibility of the proposal, including the ability of those making the submission to deliver the program proposed.

Adopted Motion 1

Motion: That CPA enter into a contract with International Business Academic Consortia, Inc. to develop Psychology Speaks: Psychological knowledge for Canadians as published in the request for proposals published in the Fall edition of Psynopsis.

The Board agreed to support only one proposal at the present time.

******ACTION******

The Executive Director to finalize the terms of agreement with International Business Academic Consortia, Inc. as follows:

a) to ensure that any up-front costs associated with the proposal are borne by the contractor. The financial commitment of CPA should be indirect (e.g. staff and volunteer time, program promotion to members through Psynopsis and the internet).

b) to clarify with the contractor that activities for which they seek continuing education credits must be reviewed in the regular process established by the Education and Training Committee and its subcommittees.

c) to negotiate an increase in the percentage return to CPA based on revenues.

It was noted that costs associated with proposal are to be borne by the contractor.

4. PROFESSIONAL AFFAIRS

4.1 Youth Crime Position Paper

Dr. Mikail presented the document prepared by Dr. Robert D. Hoge of

Carleton University. He noted that the paper has been reviewed by the CPA Section on Criminal Justice and Dr. Hoge has revised it based on their feedback. The document was then circulated to the Board for comments.

Adopted Motion 2

Motion: That the Board of Directors adopt the position paper “Responses to Youth Crime” as an official CPA policy document.

******ACTION****** **CPA Head Office to make the document available to members through the website and inform them of its availability through usual communications channels.**

4.2 Revision of the Charter of Rights of Psychologists

The Board passed a motion (April 2000) to adopt the document, after which the Committee on Ethics raised some concerns. The revisions are based on feedback from the Accreditation Panel. Some of the points included in the PAA document have been dropped or modified. Also the title has been changed in accordance with the Ethics Committee’s recommendations.

Adopted Motion 3

Motion: That the Board adopt the revision of the original PAA Charter of Rights of Psychologists “Conditions for Excellence in the Provision of Psychological Services” as a CPA document.

******ACTION****** **CPA Head Office to make the document available to members through the website and inform them of its availability through usual communications channels.**

4.3 Cost-Effectiveness and Medical Cost Offset Considerations in Psychological Service Provision

Dr. Mikail presented the document prepared by Dr. John Hunsley of Ottawa University.

Adopted Motion 4

Motion: That the Board of Directors adopt the document entitled “Cost-Effectiveness and Medical Cost Offset Considerations in Psychological Service Provision” as an official policy/lobbying document and to proceed with the plan that was proposed

earlier to translate and to distribute.

******ACTION****** **CPA Head Office to make the document available to members through the website and inform them of its availability through usual communications channels.**

4.5 Guidelines for Professional Practice for School Psychologists

Dr. Mikail reported that the document distributed was developed for the Government of New Brunswick to give direction to the Province's school psychology services. The Chair of the Committee that developed it is past CPA Board member, Juanita Mureika. CPA members were involved in the development of the guidelines, which are based on the CPA Code of Ethics for Psychologists. The CPA Section on Psychologists in Education has reviewed the materials and recommended their adoption. CPA adopts guidelines in order to give direction to members, to provide the public with direction and education and to support public policy. The adoption of these guidelines will fulfill these criteria.

Dr. Mikail reported that the New Brunswick Government is reported to be pleased with the notion of having the CPA adopt the guidelines.

Adopted Motion 8

Motion: That the Board adopt the document Guidelines for Professional Practice for School Psychologists.

******ACTION****** **The President to write to the New Brunswick Minister of Education.**

******ACTION***** **CPA Head Office staff to place the document on the CPA website and inform members of the adoption in Psynopsis.**

7. PRESIDENTIAL

7.1 2002-2003 Honourary President

In his absence, President-elect, Dr. Abe Ross, recommended the nomination of Dr. Harvey Weingarten for the 2003 CPA Honourary President. Dr. Weingarten's C.V. was circulated.

Adopted Motion 9

Motion: That the Board approve the nomination of Dr. Harvey

Weingarten, President of the University of Calgary, for
Honourary President of the Canadian Psychological
Association for 2002-2003.

******ACTION**** The President-Elect to send a letter to Dr. Harvey Weingarten.**

WORKING AGENDA

1. APPROVAL OF AGENDA

1.2 Working Agenda

MOVED (Mikail/McGrath) and **CARRIED** that the working agenda be approved as amended.

2. APPROVAL OF MINUTES

2.1 October 20-21, 2001

MOVED (Veitch/Breault) and **CARRIED** that the minutes of the Board of Directors' meeting of October 20-21, 2001, be approved.

2.2 E-mail Motions

MOVED (Breault/Veitch) and **CARRIED** that the minutes of the E-mail Motions of January 2002 be approved.

3. FINANCE

3.1 2001 Year-End Financial Statement

Dr. Service referred to his notes on the budget 2001 (Annex 1).

Dr. Service reviewed and responded to questions concerning the 2001 Year-to-Date Financial Statement.

MOVED (Veitch/Breault) and **CARRIED** that the 2001 Year-to-Date Financial Statement be received.

3.2 2002 Budget

Dr. Service referred to his circulated analysis of the 2002 budget. He

reviewed the budget and responded to questions.

After an extensive discussion, the Board agreed to make cuts on the following items:

1. to hold meetings in central locations (reduction of \$3000)
2. reduce travel for the Executive Director and the Associate Executive Director (reduction of \$2,000)
3. to reduce the average number of pages in Psynopsis from 24 to 20 (reduction of \$5,000)
4. reduce travel for Board members and other representatives of the association (reduction of \$6,000)
5. place a moratorium on the CPA Historian program (reduction of \$3,500)
6. to reduce convention submission form printing costs by using online submission only (reduction of \$2,000)
7. reduce staff training and development (reduction of \$1,000)

For a total reduction of \$22,500

There was discussion regarding the possibility to move to a balanced budget for Accreditation. It was suggested that there be an increase of only half of the budget from \$25,000 to \$12,000 subsidy.

******ACTION****** **The Chair of Professional Affairs Committee to prepare a motion, re the Accreditation Panel recommendation, to be sent to the Board by e-mail.**

******ACTION****** **The Chair of the Committee on Sections to try to reduce expenses for the meeting with Section Chairs and the Board at the time of the convention. It was suggested that the second day of the Board meeting on Wednesday be finished at 3:00 p.m. and then the meeting with the sections be after.**

MOVED (Veitch/Breault) and **CARRIED** that the Board of Directors give the direction to the Executive Director to reformulate the 2002 budget based along the Board's recommendations and to report back by mid-March.

MOVED (Breault/Veitch) and **CARRIED** to direct the President, with the Finance Committee and the Chair of the Committee on Sections, to develop a communication strategy on how to explain the budget decision to the membership and to report back by the end of March.

3.4 CPA Foundation

The President welcomed Dr. John Goodman and expressed appreciation for his hard work in the creation of the CPA Foundation.

Dr. Goodman presented a brief overview of the project.

The importance of having as many people as possible involved in the Foundation including the students was emphasized.

MOVED (Breault/McGrath) that the Board of Directors ask Dr. John Goodman to continue the work of the CPA Foundation until June 2002.

CARRIED unanimously.

It was agreed that a small working group composed of Dr. John Goodman, Dr. Pat McGrath, Dr. Bill Melnyk, Dr. Sandra Pyke and Dr. John Service move forward with the brochure and have a work plan including a budget for the June 2002 Board meeting.

MOVED (Pyke/Mikail) and **CARRIED** to express appreciation to Dr. John Goodman for his work on the CPA Foundation.

3.5 Product Recognition

Dr. McGrath reported that the Board has been examining the issue of product recognition for 5 years. An Ad Hoc Committee comprised of the leaders of Science and Practice and the Chair of the Committee on Ethics and chaired by the Executive Director was struck to examine the issue and bring a recommendation to the Board.

The membership was invited to comment on the project through articles in Psynopsis. Head Office received no responses. Members were asked their opinions during the Ambassador Program meetings and in personal discussions with members. Most members were non-committal or interested. The only concerns expressed were that the program be based on scientific principles and care be taken to recognize products that fall within psychology.

Dr. McGrath referred to the Ad Hoc Committee on Product Recognition Report and the policies for the assessment of products.

MOVED (McGrath/Morin) and **CARRIED** unanimously that the Canadian Psychological Association implement a system for product recognition for

psychological products.

******ACTION****** **The Head Office, under the direction of the Ad Hoc Committee, to determine the review process and develop the review criteria, develop an application form and set a fee structure for application and recognition. A report will be circulated to the Board by the end of April 2002, for final approval at the May/June 2002 Board meeting.**

5. CONVENTION

5.1 Student Convention Fees for 2003 and beyond

Dr. Veitch reported that in 2000 the Board decided to offer a very low convention registration rate to students. The decision was taken with the knowledge that it risked a considerable loss of revenue and a likely deficit for the convention. After the October 2001 Board meeting, the Convention Committee examined several ways to balance the convention budget and concluded that increasing revenues is the only practical avenue. In consultation with the Section on Students, the Committee decided to make a modest increase in the student convention registration rates as one way to address the budget shortfall. The decision to increase convention registration rates for students was deemed to be fair in that it will only affect those students who attend, while retaining a very attractive rate for early registering student affiliates.

MOVED (Veitch/Breault) that the student registration rates for 2003 and beyond shall be increased by \$5 in all categories as follows:

Early registration - Student Affiliate	\$35.00 plus GST
Regular registration - Student Affiliate	\$115.00 plus GST
Student Non-Affiliate	\$185.00 plus GST
Reduced Convention Fees for Pre-Convention Workshop Participants only	
Student Affiliate	\$35.00 plus GST
Student Non-Affiliate	\$160.00 plus GST

CARRIED unanimously.

5.2 Student Convention Subsidy in Membership Dues

Dr. Veitch reported that at its meeting in Winnipeg in October 2001, the Board directed the Convention Committee to analyze the convention budget

in order to balance it. The Committee has done so and has determined that only an increase in revenue can achieve this goal. Analysis of cash flow reveals that the principal cause of the projected budget shortfalls of recent years has been the creation of reduced convention registration fees for students and the addition of a one-day registration fee option. After considering various possibilities the Committee recommends that CPA eliminate the \$5 Abstract Processing Fee on membership dues and create a new Student Convention Subsidy on membership dues in the amount of \$15 for all non-student membership categories, and \$5 for students.

MOVED (Veitch/Breault) that the Board present to the membership at the 2002 Annual General Meeting, a motion proposing that the existing Abstracts Processing Fee of \$5 (which is paid by all membership categories) be replaced with a Student Convention Subsidy, in the amount of \$15 for all non-student membership categories, and \$5 for student affiliates.

CARRIED unanimously.

It was noted that a Board policy stipulates that the Convention should generate revenue.

******ACTION**** The President, the Executive Director and the Communications Leader to develop a rationale with the motion to be presented to the membership at the June 2002 Annual General Meeting.**

6. FELLOWS AND AWARDS

6.1 The Process of Election to Fellows - Guidelines

In the absence of Dr. Ogloff the proposed guidelines were circulated.

MOVED (Veitch/Breault) and **CARRIED** that the Board of Directors approve the guidelines for the process of election to Fellows as circulated.

Concerns were expressed regarding the fact that no women were nominated this year. There was also a discussion regarding the composition of the Committee.

MOVED (Pyke/Veitch) and **CARRIED** to direct the Committee on By-Laws, Rules and Procedures to examine the composition of the Committee on Fellows and Awards as well as the process and criteria.

******ACTION**** The Chair of the Committee on By-Laws, Rules and**

Procedures to present recommendations to the June 2002 Board meeting.

B. INFORMATION AND DISCUSSION AGENDA

1. PRESIDENTIAL

1.1 President's Report

1. Strategic Planning

The President asked Board members to briefly review their goals and priorities for their respective portfolios.

******ACTION******

The President-Elect to assign someone from the Board to the Revenue Generation Task Force.

1.2 Past-President's Report

1.2.1 Organizing Psychology in Canada

In the absence of Dr. James Ogloff, his general comments were circulated as well as the Report of Proceedings of the Winnipeg Conference. The President invited the Board to discuss the issue.

CPA needs to comment on the report as do all other organizations.

The importance of having a collective voice was noted.

After an extensive discussion,

1. **MOVED** (Morin/McGrath) and **CARRIED** unanimously that CPA supports in principle the report of the Organizing Committee of the Organizing Psychology in Canada Conference.
2. **MOVED** (Breault/McGrath) and **CARRIED** unanimously that CPA encourages the Organizing Committee to secure responses from all constituent bodies and to plan next steps.
3. **MOVED** (Breault/Mikail) and **CARRIED** that CPA encourage the development of governance models such as a general

assembly model or another model as agreed to by all interested parties. (1 opposed, 2 abstentions)

4. **MOVED** (Veitch/Pyke) that the CPA Board make the following suggestions for consideration by the Organizing Committee of the Organizing Psychology in Canada Conference. Consider principles of affiliation and include under those principles: 1) an initial focus on national organizations for integration; 2) joint fee billing and collection; 3) advocacy with a consideration of cost shared models.

Motion **CARRIED** (1 opposed, 1 abstention).

5. **MOVED** (Mikail/Veitch) that CPA encourage the Organizing Committee of the Organizing Psychology in Canada Conference to consider the engagement of an external facilitator in organizational change to assist in the developing of proposals, models and processes to accomplish the goals outlined in the report.

Motion **DEFEATED**.

6. **MOVED** (Mikail/Veitch) that CPA encourage the Organizing Committee of the Organizing Psychology in Canada Conference to submit a work plan including a budget for further activities.

Motion **CARRIED** (1 abstention).

1.3 President-Elect's Report

Due to the absence of Dr. Abe Ross there was no report.

2. COMMUNICATION

2.1 Membership

2.1.1 Membership Survey

Dr. Breault referred to e-mail communications regarding an informal telephone survey she made with local psychologists in Alberta. From this information she suggested that a more formal survey be conducted of psychologists across Canada.

2.1.2 Membership Campaign

Dr. Lee reported that the membership issue is the most important one and should not be neglected. The importance of being pro-active to increase new members was stressed.

It was suggested that the Chair of the Committee on Membership be appointed for a three-year mandate.

******ACTION**** The President-Elect to determine who will be responsible for the membership portfolio for the next few years.**

A need for a more clear framework from the Board and Head Office was noted.

******ACTION**** The Coordinator of Membership and Communications to examine the costs for a web-based survey to psychologists, and to bring recommendations to the June Board meeting.**

Dr. Lee suggested that a time be reserved at each Board meeting specifically to focus on membership.

******ACTION**** Head Office to prepare a package for the new Chair of Membership with all the information related to it.**

******ACTION**** The Chair of the Membership Committee to prepare a working document which would identify the benefits to the discipline and to bring recommendations to the next Board meeting.**

******ACTION**** That the membership item be placed at the beginning of the agenda at the next meeting of May 2002.**

2.1.3 Listserv for Practitioners

Documents circulated for information.

2.1.4 Statistics

The comparative statistics were circulated for information.

2.2 Sections

2.2.1 Communication Strategy re Fee Increase

Dr. Lee requested the Board's direction regarding the strategy to communicate the fee increase to the membership.

2.3 Public Information and Communication

2.3.1 Psychology Week

Dr. Lee stressed the importance of setting a Psychology Week and doing it on an annual basis. Dr. Service reported that a committee is already in place to work on this issue.

******ACTION****** **Dr. Service to contact the Committee on Psychology Week and to set a time for discussion through e-mail.**

2.3.2 CPA Website

Dr. Morin reported that there are many things that could be done through the website and that we need to know which direction CPA should take.

******ACTION****** **Dr. Morin to prepare concrete recommendations to improve CPA's website and to bring these recommendations to the next CPA Board meeting in June 2002.**

******ACTION****** **Drs. Morin and Breault and Mr. Parisien to set a meeting before the pre-convention Board meeting to discuss this issue.**

******ACTION****** **The Executive Assistant to put the AGM Agenda on the website as soon as available.**

2.4 International Relations

2.4.1 Delegates to the IUPsyS Assembly - Update

Due to Dr. Ross' absence there was no report.

2.4.2 Advanced Research and Training Seminars (ARTS)

Dr. Service referred to a letter from Dr. John Adair regarding the program of Advanced Research and Training Seminars. He added that CPA is committed to supporting the ARTS program and that the money comes from the IUPsyS reserve.

3. DISSEMINATION

3.1 Publications

3.1.1 Psynopsis

No report.

3.1.2 Journals

No report.

4. EDUCATION

4.1 Education and Training

Dr. Pyke referred to her circulated report. She added that Dr. Richard Steffy had been selected to receive the 2002 Education and Training Award.

There was discussion regarding the approval of Continuing Education activities. It was suggested that CPA have a minimum standard concept for workshop approval.

******ACTION**** The Committee to examine the fee schedule and return to the next Board meeting.**

There was discussion regarding the CAPTUS Press project. It was suggested that the Committee on Education and Training or the Associate Executive Director organize a workshop on the new Code of Ethics. The importance of this issue was noted.

4.2 Convention

4.2.1 2002 Convention Update

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

4.3 Council of Canadian Departments of Psychology (CCDP)

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

4.4 Canadian Consortium for Research

See Executive Director's report.

4.5 Pre-Doctoral Internship Funding

Dr. Service reported on a letter from Dr. Bill Koch and an article published in Psynopsis regarding pre-doctoral internship funding.

Dr. Service reported that there will be a meeting with the Council of Canadian Professional Psychology Programs at the end of February in Ottawa to discuss this issue.

5. PRACTICE

5.1 Professional Affairs

Dr. Mikail referred to his circulated report.

5.1.1 Romanow Commission Update

See Executive Director's report.

5.1.2 Council of Provincial Associations of Psychologists (CPAP)

Dr. Rallo briefly summarized the CPAP activities. He mentioned that the next CPAP meeting will be held in downtown Vancouver instead of at UBC where the CPA Convention is being held.

Dr. Rallo noted that the Romanow Commission activities went very efficiently because everybody had worked together. He thanked CPA for its important role in organizing the advocacy campaign.

Dr. Mikail reported that there was discussion at the CPAP meeting regarding a national practitioner conference which would be organized by the Canadian Register of Health Service Providers in Psychology. He added that this issue will be brought back to the next CPAP meeting in June.

******ACTION******

Dr. Mikail to send a letter to CRHSPP encouraging the Canadian Register to apply for CPA education and training credits.

5.1.3 Canadian Council of Professional Psychology Programs

(CCPPP)

The President welcomed Dr. Janice Cohen. She presented a brief overview of CCPPP activities.

She noted that the CCPPP membership is growing and moving to areas in Quebec. Dr. Cohen also stated that CCPPP appreciated participating in the Winnipeg Conference. She added that the guidelines for internship process are being developed. CCPPP is pleased to work closely with the Accreditation Panel on issues of mutual interest.

5.1.4 Health Action Lobby (HEAL)

See Executive Director's report.

5.1.5 Strengthening Documents Update

See Dr. Mikail's report.

5.1.6 Working Conditions Survey

See Dr. Mikail's report.

5.1.7 National Practitioner Data Set

See Dr. Mikail's report.

5.1.8 National Telehealth Consultation

See Executive Director's report.

5.1.9 National Healthy Workplace Week

See Executive Director's report.

5.2 Accreditation Panel

5.2.1 Accreditation Panel Budget

The President welcomed Dr. Doris Hanigan, Chair of the Accreditation Panel. Dr. Hanigan summarized the view of the Panel

regarding the Board's request that the Panel submit a plan to become self-supporting.

The Board agreed that the Accreditation Panel is a very important component of CPA.

It was **suggested** that the Accreditation Panel operate with a balanced budget for operating costs and CPA support the Panel on special projects such as translation.

It was **suggested** that the Board be more assertive by urging the Canadian Departments of Psychology and Internship Programs to maintain CPA instead of APA accreditation as it is fundamental to being Canadian.

The need to develop a strategy for a campaign is very important. There was an extensive discussion on this issue.

It was **suggested** that CPA advocate to Deans and Department Heads on behalf of the Accreditation Panel.

There was a discussion regarding the role of the liaison on the Board of Directors.

MOVED (Breault/Veitch) and **CARRIED** that the liaison structures and functions of the Education and Training portfolio be reviewed by the Committee on By-Laws, Rules and Procedures.

There was discussion regarding the revision of the Accreditation Panel Manual and the fact that the Board has the legal responsibilities of all policy documents of the Association.

Appreciation was expressed to the Accreditation Panel for their tremendous work.

6. SCIENCE

6.1 Scientific Affairs

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

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

6.1.2 Canadian Consortium for Research (CCR)

6.1.2.1 New Chair

Dr. Service reported that CPA has left the Chair of the Consortium at the end of the three-year mandate. Paul Ledwell, Acting Executive Director of the Humanities and Social Sciences Federation of Canada, is the new Chair.

6.1.2.2 2002 Advocacy Document

Dr. Service reported that the CCR is developing an advocacy document directed at the provincial/ territorial governments regarding funding for post-secondary education and research. He added that this report will be sent to governments and used in a local lobby of provincial/territorial capitals and provincial/territorial members of the legislature.

6.1.2.3 Provincial Advocacy Document

See 6.1.2.2.

6.1.2.4 SSHRC Funding Priorities: Student Fees and Debt - Federal Role

Dr. McGrath reported on the serious problem of funding for SSHRC as there is no support for masters students.

There was discussion regarding core funding.

6.1.3 Canadian Institutes of Health Research (CIHR)

The CIHR received a significant increase in base budget funding in the last Federal Budget.

Dr. McGrath reported on serious problems that clinician-scientists are facing because of several issues. Funding for research and lower salaries are two important problems. CPA responded to the CIHR draft document on clinician-scientists. He added that there is a major difference of 50% salary.

6.1.4 Natural Sciences and Engineering Research Council (NSERC)

NSERC is concerned that funding demands are putting serious pressure on the base budget and the grants program and equipment budgets.

7. ETHICS, LAW AND STANDARDS

7.1 Ethics

No report.

7.2 Legal Affairs

No report.

8. ADMINISTRATION

8.1 Executive Director's Report

8.1.1 Head Office Overview

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

There was also a discussion regarding the benefits of being a member of Humanities and Social Sciences Federation of Canada. The importance of maintaining a link with them was stressed. There was discussion regarding the HSSFC annual membership fee.

MOVED (McGrath/Pyke) and **CARRIED** unanimously that CPA suggest an annual fee reduction of 50% per year for 2 years to HSSFC.

8.1.2 Associate Executive Director Report

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

8.2 Finance

No additional information.

8.3 Committee on Fellows and Awards

No report.

8.4 By-Laws, Rules and Procedures

No report.

8.5 Nominations

No report.

8.6 Elections

No report.

9. NEXT MEETING

9.1 May 28-29, 2002

The next meeting of the Board of Directors is scheduled for May 28 and 29, 2002 in Vancouver, BC.

10. OTHER BUSINESS

Nothing to report.

11. ADJOURNMENT

There being no further business, it was **MOVED** (Pyke/Lee) and **CARRIED** that the meeting be adjourned at 12:30 p.m.

ANNEX 1 - STRATEGIC PLANS

Strategic Plan 2001/2002
Convention

Priority	Goal	Evidence	Deadline
1	Balance the convention budget	Balanced budget passed by Board	February 2002 Board meeting
2	Administratively institutionalize changes in convention policy and procedures and record these in the convention manual	New Convention Manual received by Board	2002 Preconvention Board meeting
3	Establish systematic annual evaluations of the convention	Annual evaluation reports presented to Board & members; line item in convention budget	Winter Board meetings, starting in 2002
4	Improve member access to convention information	Policy & procedure information on WWW site	July 2002
5	Resolve outstanding issue regarding preferred venues (university vs hotel)	Policy passed by Board reflecting committee recommendation	Winter 2003 Board meeting
6	Increase attendance at the convention by 10% over 2001	Attendance statistics	2004 convention
7	Increase member involvement in the convention	from Evaluation data	Winter 2005
8	Continue to align the interests of different parties and to make the schedule more compatible for the varying interests (sections, CPA, CSBBCS, CCPPP, CCDP, CPAP, etc.)	from Evaluation data; and from feedback from leadership of the various groups	Winter 2005

Strategic Plan 2001/2001
 Non Dues Revenue

Priority	Goal	Evidence	Deadline
1	Clarify the financial arrangement with hr.com	clear agreement with hr.com	done
2	Generate \$50K annually of non-dues revenues through workshops/seminars, "Psychology Speaks"	balance sheet	Dec. 31, 2003
3	Increase the educational value of psychology texts for Canadian students (e.g., intro, social, I/O) by using a CPA approval program with publishers, earn \$10K profit annually	publishers seek approval from CPA	Dec. 31, 2003
4	Establish CPA research brokerage, earn \$10K profit annually	system in place	Dec. 31, 2003
5	Develop an electronically-based practitioner best practices magazine to minimize/prevent practitioner knowledge/skill obsolescence and earn \$5K profit annually	magazine publishing regularly, meeting profit target	Dec. 31, 2005

Strategic Plan 2001/2002
Education and Training

Priority	Goal	Evidence	Deadline
1	Develop information that informs prospective students and the public about the “cradle to the grave” relevance of psychological knowledge and the diverse roles of psychologists.		
2	Increase the involvement and commitment of undergraduate psychology students to psychology and CPA.		
3	Increase the public’s awareness of the relevance of psychological knowledge and practice from the “cradle to the grave”.		
4	Work with interested parties to ensure an adequate number of psychology programs and faculty positions in universities.		
5	Assist universities to develop high quality PsyD programs.		

Strategic Plan 2001/2002
Continuing Education

Priority	Goal	Evidence	Deadline
1	Develop convention-based multimedia we-based continuing education workshops to target psychologists, students, non-psychologists. One major focus should be mid-career training.		
2	Develop and market continuing education beyond Canada.		
3	Facilitate early career development for scientists and practitioners.		
4	Work with the provinces to develop a mandatory continuing education system for professionals with a CPA CE credit bank.		

5	Develop non dues revenue through continuing education activities.		
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Strategic Plan 2001/2002
Communications Portfolio

Priority	Goal	Evidence	Deadline
1	To finally have a complete slate of section chairs and executives in place		
2	To have the section chairs to play an increased role in various activities of CPA (e.g., nomination of board members, fellows, etc.)		
3	To work with the membership committee to develop and implement strategies for membership recruitment.		
4	To lay the groundwork for a Psychology Week in Canada (if the board is in favour of this idea of Mona's).		

Strategic Plan 2001/2002
Practice Portfolio

Priority	Goal	Evidence	Deadline
	<i>Access to Psychological Services</i>		
1	Distribution of Strengthening Documents to key politicians and policy makers	Done	
2	Submission to Kirby Senate Hearing on Health	Done	
3	Submission to Romano Commission on the Future of Health Care	Done	
4	Meeting with Lilian Bayne regarding the role of psychology in health care	Done	
5	Completion of Psychological Service Cost-Offset paper - <i>translation and dissemination outstanding (requires budget approval)</i>	Done	
6	Develop a proposal for government funding of psychological services for Canadians receiving income supplement or disability benefits. Submit to appropriate Federal and Provincial Ministries		
7	Develop a proposal for Hands Across the Country Program (pro bono psychological services for at risk communities that have no or minimal access to psychological services.) Contact Ministry of Health in NWT and Nunavut to explore their willingness to fund travel and lodging expenses for volunteer psychologists (<i>may require a travel budget</i>).		
8	Contact Canadian Seniors Association to offer a presentation about the benefit of comprehensive psychological services		

9	Assemble a national working/consultation group to identify several funding models for publicly funded psychological services. This can be followed by completion of a feasibility analysis of the proposed models (<i>may require modest budget</i>).		
	<i>Working Conditions of Institutional Psychologists</i>		
1	Completion of working conditions survey and preliminary report.	Done	
2	Presentation of working survey results to Canadian Hospital Association, Canadian Psychological Association, Ontario Psychological Association.	Done	
3	Publication of survey report in a psychology journal/periodical and public health administration journal/periodical.		
4	Development of institutional employer report card targeting key areas of concern identified by survey respondents.		
	<i>Annual National Census of Psychology</i>		
1	CIHI consulted informally on key dimensions to be included.	Done	
2	Presented the idea to CPAP delegates and emphasized the importance of cooperation in data collection by the provincial regulatory bodies. CPAP regulator delegates have agreed to work toward full implementation.		

ANNEX 2 - REPORTS

CONVENTION COMMITTEE

Report to the Board - February 2002

The broad goals for the Convention Committee remain the same:

Everyone will leave feeling informed, stimulated, and happy to be a Canadian psychologist.

Everyone will feel that it is their convention, because they (through the Sections) will develop the programme content.

Students will feel that coming to the convention is an important and useful step towards joining the community of Canadian psychologists.

With respect to these goals, several parallel activities are under way:

1. Local Arrangements at UBC:

- Ken Craig has obtained \$500 from the UBC President's office as support for the Presidential Reception (which will be held at the Museum of Anthropology), and is seeking other campus support.
- There will be a joint CPA-BBCS reception on the Friday evening. BBCS members will be welcome to attend the CPA Hebb lecture and the poster sessions of sections that might interest them, both scheduled for Friday afternoon before the start of the BBCS programme.
- BCPA is co-sponsor the convention, and are working with Kathy on the specific events they might want to put on or promote.
- Bill Koch has put together a guide to pubs and sightseeing in Vancouver, which is on the WWW and will be in convention packages in hard copy.

2. Convention submissions and programming:

- The submissions, review, and scheduling have all been completed. Letters of acceptance and rejection are in preparation this week (that is over 800 letters to go out). The schedule was reviewed by the Board, the committee, and the Section Chairs, and is now finalised. It will be posted on the www shortly.
- Online submissions, although they appeared late in the game, were very successful. The Committee will consider whether or not to do a full mail-out of paper forms next year, or to mail them out only on request.
- Committee member Joe Snyder is working on the background data needed to start a proposal for a way to allocate program time to sections. This is a very important thing because program hours increased again this year (226 hours this year, up from 199 last year). Room-time isn't unlimited, so we need a way to share it out before we have a

serious conflict. This year we just managed to get everything in.

- Regular committee tasks, such as selecting invited speakers, answering member inquiries, and coordinating convention events, continue.

- I will be discussing with the Sections whether or not to keep the long summaries in the submission process for 2003. Reviewers have been asked to complete a short survey, and the discussion will start after I have entered and run some stats on the data, to share them with the Sections.

3. Convention Evaluation:

- The evaluation report for 2001 was posted on the WWW and briefly described in my Psynopsis column for Winter 2002. We will shortly begin planning for the 2002 evaluation.

4. Long-range convention planning:

- Kathy and I visited the Sheraton hotel and the Hamilton Convention Centre, site for the 2003 convention. We also visited McMaster U, for the student accommodation. Given the geography of Hamilton and the quality of accommodations at Mac, the convention centre is the best option for this convention. We think it will prove to be a good one; the facilities are pleasant and compact, and there are restaurants and other hotels nearby.

- Work with the consultant is proceeding for 2004, 2005, and 2006. Finding time to deal with this issue is an ongoing problem because of the heavy load in the convention office, and staff illness that has made completing 2002 preparations more difficult.

5. Communicating convention information:

- Two pieces of information have been posted, in addition to the evaluation report: Kerry Mothersill's report on hotels vs conventions (also described in Psynopsis), and a summary of how the convention is organised, by Hazlon Schepmyer. Other information postings are planned for later in 2002.

6. Watching the convention budget:

- Careful examination revealed no way to prevent a \$33 K budget deficit for convention for the 2002 year, which is reflected in the budget documents you'll see for the February meeting. The convention committee analysed the budget and the pattern of cash flows from 1990 to 2001. The only way to balance the budget is to increase revenues. Two motions to achieve this are proposed: one, to increase student convention registration rates by \$5 (2003 and beyond), and the other a change to member dues, for a membership dues mechanism to support keeping the low student registration rates (this involves a net \$10 increase for members except students). If the latter motion is not passed by the membership at the 2002 AGM, then the low student rates will have to be reconsidered. (I would interpret a negative vote as a vote against keeping those rates so low.)

7. Strategic planning:

- The committee discussed and ranked the priority actions for the strategic plan. Some of those priorities are reflected in our activities since the last Board meeting.

Jennifer Veitch

EDUCATION AND TRAINING COMMITTEE

Report to the Board - February 2002

Congratulations

On behalf of the Committee I would like to extend sincere congratulations to Dr. Richard Steffy, long time member of the Education and Training Committee, who will receive the CPA Education and Training Award in June.

Continuing Education

Since the October meeting of the Board, the Chair of the Committee reviewed and approved the following six pre-convention workshops:

Conducting Criminal Risk Assessments – Mills & Kroner
Training for Diversity and Multicultural Competency – Bowman, Cohen, de Andrade & Shen
Doing Feminist Psychology: Feminist Therapy and Feminist Teaching – Rivera & Yoder
Cognitive and Behavioural Treatment of Pathological Gamblers – Ladoucer & Toneatto
Sexual Orientation Issues in Psychological Practice: Enhancing Services for Non Heterosexual Clients – Bishop & Paterson
Organizational Change and Leadership: Developing Skills for Leaders - Evans

In addition, the Continuing Education Sponsor Review Subcommittee (Elizabeth Bowering, Deborah Dobson {replaced by Jeanne Ridgley in January}, Peter Henderson, Sandra Pyke) reviewed and approved an application from the University of Saskatchewan for a Pre-Symposium Risk Assessment Workshop. Also endorsed was the application from the Psychologist's Association of Alberta for continuing education sponsorship approval. Finally, the application from Leading Edge Seminars (Contact persons: Kerman and Ralph) to become a CPA approved sponsor of ongoing continuing education programs was reviewed and approved.

The Subcommittee is currently reviewing three CPA invited workshops:

How Effective are you as a Therapist? – Clement
Advanced Assessment & Treatment of Complicated Attention Deficit Disorders – Brown
From Clinician to Consultant: How to Re-Tool for the Business World - Gindes

The issue of fee waivers for non-profit organizations is a matter that will be explored further by the Committee. Jeanne Ridgley is currently investigating practices in APA.

The determination of continuing education credits as an issue independent of sponsorship approval is also a matter requiring further reflection and analysis.

Links

Dr. Bonita Long, a member of the Executive Committee of the Canadian Council of Professional Psychology Programs (CCPPP) has been named as the liaison person to the Education and Training Committee.

Psynopsis

A copy of the Committee's report was published in Psynopsis Winter 2002, p. 6.

Strategic Goals

Although the goals for the Committee were essentially approved by the Board in October, members of the Committee were provided with a list of the goals for Education and Training and for Continuing Education as presented in the June Strategic Plan and input requested with respect to a final determination of goals and a priority setting for these goals. Responses have not as yet been received from a majority of Committee members.

Winnipeg Conference

Members of the Committee were invited to review the Report – Organizing Psychology in Canada – and to send me their views. Only a few members have responded to date. Comments received include the following.

The underrepresentation of women among the conference participants was seen as somewhat disturbing (Table 2, page 3).

Page 10 – inclusion of education along with science and practice on the smaller working board was enthusiastically endorsed.

The organizational model on page 10 may be a problem for some. For example, there are some (many?) individuals who don't belong to any of the associations listed (i.e., only hold membership in CPA). Thus these individuals will be left out; they won't be members of the new CPA unless they join an organization they have no interest in joining.

Possible Future Projects

The Committee has received a suggestion to extend and update a project conducted by CCPPP several years ago – the production of a Registry of Faculty Research. This will be explored by the Committee.

Sandra W. Pyke

PRACTICE CHAIR

Report to the Board - February 2002

Activity Since October Board Meeting

1. Ongoing monitoring of Romanow Commission Activity (review of interim report)
2. Collaboration with OPA on submission to Romanow Commission and Kirby Senate Hearing
3. Accreditation panel meeting – review of programs, discussion of balanced budget
4. Represented board at CPAP and CRHSPP meetings
5. Review of strategic planning priorities with PA committee
6. Review of Youth Crime report
7. Review of Cost Offset paper
8. Review and distribution of Strengthening Rural Health paper (seeking input from 4 external reviewers and members of the PA committee).
9. Ongoing analysis of working conditions survey data – presented to OPA annual convention by Dr. Ian Nicholson.
10. Established Practitioner Mentoring Program – One request for mentor has been received.
11. Submission made to the House of Commons, Subcommittee on the Status of Persons with Disabilities regarding the current Disability Tax Credit and the associated forms.

Representation Reports

I. Accreditation Panel

The panel had an extensive discussion regarding the board's directive that panel operations be revenue in the future. The following points were raised:

- i) Although the board has typically budgeted for an annual subsidy of \$25K for panel operations, the panel has seldom required the full \$25K.
- ii) Since its inception, the panel has taken a number of steps to stream line its expenditures, including reducing the number of panel members, increasing the use of e-mail in order to reduce costs associated with face-to-face meetings and conference calls
- iii) The quality of training of professional psychologists reflects on the entire profession. Ensuring that the training of future psychologists is of the highest possible quality is viewed as the collective responsibility of every Canadian psychologists and therefore every member of CPA. Therefore, a modest subsidy by the board is viewed as reasonable.
- iv) Revised accreditation manual was reviewed and some minor revisions were recommended.

II. CPAP Activity

An overview of CPA activity was presented to the CPAP board. The main activities of CPAP at this point include:

- i). Continuing to work on the implementation of the MRA and various challenges that are faced by regulators as a result of the agreement.
- ii) Associations are continuing to work out a potential coordinated media campaign aimed at raising the profile of psychology
- iii) A number of Associations expressed interest in establishing a centralized membership services office (e.g. billing, communication, newsletter, etc.)
- iv) Regulators agreed to examine the issue of a National Census data base that would be used to track trends within the profession.
- v) Interest continues to be expressed in establishing a National Psychology week.
- vi) Interest was expressed in a CPA – based continuing education data bank.

III. CRHSPP Activity

CHRSPP has established three strategic priorities that will serve as the focus of its activity in the coming year:

- i) Targeted member recruitment – CRHSPP information packages will be sent to all newly registered psychologists in Canada (names to be obtained for Regulatory bodies)
- ii) Developing a series of workshops in Empirically Supported Treatments
- iii) Ongoing alliance with the National Business Roundtable on Mental Health – Dr. Steven Hotz has been retained to develop a training program (workshop(s)) that will:
 - a. Educate business leaders in effective ways of promoting effective and healthy mental and behavioural performance in the workplace,
 - b. Train CRHSPP registrants in becoming effective business health advisors.

EXECUTIVE DIRECTOR

Report to the Board - February 2002

This report covers the period between the October 2001 and February 2002 Board of Directors meetings.

FINANCES

The year end deficit is substantial and of a size that was expected. Unfortunately it was not significantly smaller than predicted. The documents accompanying this report explain the details. It was difficult to prepare Budget 2002 because of the excess of expenditures over revenues. Budget 2002 is included with explanatory notes in the Board materials for this meeting.

The audit preparation is going well and the pre-audit meeting with the auditors KPMG was held in early February. The audit is scheduled for the week of February 25, 2002.

HEAD OFFICE ADMINISTRATION

Please see the Executive Assistant's Report

EXTERNAL ACTIVITIES

Romanow Commission

The CPA brief "*Putting Human Behaviour at the Heart of Health Care in Canada*" was submitted on November 1, 2001. It has been available on the CPA site and is now available on the Commission's web site. The CPA health commissions site is a rich and extensive resource.

The Association is on the Commissions contact list. We receive timely communications and advance briefings before important press conferences and announcements. Commission staff respond very quickly to Patricia's enquiries.

CPA attended the Commission's press conference announcing the release of the Commission's Interim Report. We are now in the process of drafting a response to the Report.

The national strategy regarding the Commission was discussed in length during the January 2002 CPAP meetings in Ottawa. A co-ordinated strategy was developed. CPA was warmly thanked for providing leadership and co-ordinating the advocacy effort.

Canadian Consortium for Research

CPA has left the Chair of the Consortium at the end of the three year mandate. Paul Ledwell, Acting Executive Director of the Humanities and Social Sciences Federation of Canada, is the new Chair.

The Consortium held the annual fall lobby on behalf of university core funding, university research and the granting councils, government research etc. The fall lobby was particularly important since Finance Minister Paul Martin announced a fall Federal Budget. The Consortium met with many government officials, MP's and Ministers. The budget contained some good news for research; small increases for NSERC and SSHRC, a significant increase for CIHR, a new program to fund indirect costs of research, increases to the CFI etc. At a time of restraint due to poor economic performance and the consequences of Sept 11, the university sector did well. The government is holding to its commitment to improve Canada's productivity and innovation.

The CCR is developing an advocacy document directed at the provincial/territorial governments regarding funding post-secondary education and research. This report will be sent to governments and used in a local lobby of provincial/territorial capitals and provincial/territorial members of the legislature.

The CCR has placed SSHRC funding at the top of the priority list for 2002/2003. There are positive signs from government.

Statistics Canada is piloting the national mental health survey during February. John Hunsley is consulting on behalf of CPA and the discipline.

Canadian Customs and Revenue Agency (CCRA) has asked CPA to review the questions CCRA officials ask practitioners concerning applications for the Disability Tax Credit (DTC). They are also interested in CPA's position on the tax credit as it relates to mental health.

CPA was invited to appear before the Commons Committee examining the DTC. CPA appeared with CMA and CPA (psychiatry). CPA's opening remarks were shared with CMA and CPA and the opening remarks of both organizations referred positively to the CPA (psychology) remarks as an authoritative framework that they agreed with and endorsed.

Dialogue with CCRA and other interested groups continues. CPA's interests are several: mentally ill persons are too often excluded while those with physical disabilities are more readily accepted; psychologists have recently been added to the list of registered health professionals qualified to assess problems of perceiving, thinking or remembering thanks to advocacy particularly by the Learning Disabilities Association of Canada; it is an

opportunity to be a leader in discussions with government in the health and mental health field etc.

Correctional Service of Canada

CSC held a two day conference in Ottawa and invited the ED to be part of the opening plenary session discussing future trends in health care in Canada.

Health Canada and Primary Care

Health Canada consulted with national professional associations concerning the primary care transition funds announced in the December 2001 federal budget. The G 7 is investigating possibilities.

Human Resource Development Canada

HRDC is engaged in a pilot study of professions. It wants to expand its work analysis data base to include professions and has chosen psychology as one of the three or four to include in the pilot. HRDC staff will interview several psychologists to refine the job analysis model before field testing it. The project could take several years.

Human Resource Development Canada: Home Care Study

HRDC's sector study of home care in Canada continues with CPA as member of the National Advisory Committee.

Mental Health and Long Term Care Consensus Conference

CPA was invited to send a representative to a mental health and long term care consensus conference in March of 2001. CPA was not amused at not being invited to be an original partner. The organizers had not realized psychology's central role in health care in general and mental health in specific. Discussions followed resulting in an invitation to CPA to be a sponsoring organization. It will require little time and no money and two psychologists who work with geriatric patients in the Toronto area have agree to attend on our behalf.

CIHR's Paper on the Clinician Scientist

Pat McGrath and Head Office crafted a response to the CIHR's draft document intended to strengthen the role of the clinician scientist in health research. CPA's input was designed to highlight the discipline's long and proud history as scientist/practitioners and the unique research education and training.

Telehealth Advisory Board

The Canadian Society of Health Service Executives (CSHSE) received a grant from the Ivey Foundation to develop guidelines for telehealth service delivery in Canada. Many organizations were invited including private sector providers, health professions, provincial government officials, Health Canada officials, CIHI staff, Statistics Canada staff etc. Of interest to psychology and other health professions are the issues of confidentiality, liability and trans-jurisdictional practice.

Healthy Work Week

A meeting was called by Health Canada in cooperation with HRDC, Industry Canada and Treasury Board. Attendees included business and industry representatives, the business media, business and industry associations etc. CPA was the only professional association. The group decided on two tasks. The first is to continue with Healthy Work Week each October in Canada and to link it to the National Quality Institutes awards program. The second is to develop a strategic/advocacy plan to promote a healthy work place with psychological health as a central component. CPA is on both of these groups and discussions with the I/O Section are ongoing.

Mental Health Support Network of Canada

This is the group developed by CMA with the two CPA's as the three founding organizations in response to Sept 11. The terrorist threats have receded but the group has decided to continue for two reasons. The first is to have the capacity to act in a timely fashion if another attack occurs. The second is to use the Network as a platform to advance the cause of mental health and mental illness prevention and services with federal government officials and the public. This is an opportunity to use the combined power of the professional associations and consumers groups to influence public policy. CPA continues to be the central player in the group because we represent psychological health across the continuum of care. This is not the central focus of any of the other professional groups' research or practice.

HEAL

HEAL is going through an administrative reorganization. CNA has decided to pass the secretariat to another association. CPA and four other associations have struck a committee to review proposals for the secretariat and to report back to HEAL in March. CPA was not in a position to take on this extra responsibility at this time. In addition, it is to CPA's advantage to be able to use its limited resources in a broader fashion to address both science and practice issues. No other association has this dual responsibility. Other professions and disciplines tend to be more homogeneous than psychology.

Ontario Hospital Psychology Association

The ED was invited to talk about the future of psychology by the OHPA annual meeting held during the annual meeting of the Ontario Hospital Association in Toronto.

SSHRC - CPA Annual Meeting

Ivan and the ED met with SSHRC officials to discuss the journals program, the convention travel grant, the psychology committees and other matters of an administrative nature. The meeting went very well on all fronts. SSHRC officials suggested they would be very interested in receiving a multi-site, multi-year, several million dollar proposal to study the psycho/social aspects of Sept 11.

Met with SSHRC communications staff concerning communications strategies. The purpose is to keep SSHRC better informed of CPA activity in order to enable SSHRC to better use psychology examples of research and application in their communications with government and the public.

National Children's Alliance

The Alliance is a loose network of organizations concerned with children's issues; health, poverty, education etc. CPA became a member to represent psychology and to address issues of interest to the discipline. There are no financial commitments. It is a large group and so in-kind responsibilities are on an occasional basis depending on the issue.

Canadian Mental Health Association

Met to discuss cooperation regarding advocacy strategies. In addition, CPA wanted to persuade the CMHA to support psychology's efforts to expand the different levels of governments' and public's appreciation and understanding of the utility of psychology research and application across the continuum of care.

John Service

ASSOCIATE EXECUTIVE DIRECTOR Report to the Board - February 2002

The following summarizes my activities since the April 2002 meeting of the CPA Board of

Directors.

Accreditation

I continued to implement revisions and format the Accreditation Manual. Despite some technological (read software difficulties), the document is essentially complete. In consultation with John, I have sent the document to graphics consultant, Raymond Leveille, so that it can be properly formatted and be in a form easily posted on our website. Once it is returned by Raymond, the Panel will submit it to Sandra Pyke in her capacity as Chair of the E&T Committee for approval by the Board. The revision culminates several years of community consultation as well as Panel review and revision. It is the Panel's hope that the revised Manual (as well as the self-study forms which need revision to accord with the new manual) will be available for use by the fall of 2002.

Other of my accreditation activities include review of self studies, annual reports, writing and advising the Chair on letters of re-affirmation and accreditation, liaising with the APA Committee on Accreditation, and consulting to programmes and students on matters pertaining to training and accreditation.

Canadian Coalition on Enhancing Preventative Practices of Health Professionals

I have taken over from John as the CPA representative to this group. I have been charged with writing a paper on behalf of the CCEPPHP which reviews cost offset in health prevention. I am awaiting material from each of the professional members of the CCEPPHP upon which to base my review.

Community Speakers Series

The first of this series was held in Ottawa in November 2002. The Panel included three psychologists who spoke about various aspects of child development to an audience of about 50 persons. The venue and refreshments were donated by various businesses and community groups. The lecture, and ample time for questions and answers, was very well received - to paraphrase one participant whose spouse was a primary care physician also in attendance "You are to be commended as the only professional group who has made an effort to bring your knowledge to the community". A similar event is being planned in Vancouver for May 2002. The venue is likely to be provided at no charge by a Vancouver-area hotel.

Workshops and Revenue Generation

I have arranged for the delivery of four workshops – three to take place in Vancouver before and immediately following the convention. One will be marketed to psychologists on the topic of complex attention deficit hyperactivity disorder. This workshop, delivered

by a leader in the field from the U.S. (Dr. Tom Brown, Associate Director of the Yale Clinic for Attention and Related Disorders) will be sponsored by the CPA, the BCPA, the company which publishes the measures developed by the presenter, as well as by a drug company which markets medication for ADHD. Although we are in the final stages of negotiation with the sponsors and, as yet, have nothing in writing, verbal commitments indicate that we can expect between \$6,000 and \$11,000 in unrestricted grants.

Dr. Marvin Simner has agreed to provide a workshop on early school learning problems targeted for teachers but to be advertised to psychologists as well. The third workshop will be delivered by a Californian psychologist, a diplomate in clinical psychology, on how to set up and manage an evidenced-based private practice from intakes to outcomes.

Finally, a fourth workshop is in the works for Ottawa in April and will be delivered by a New-York based clinical psychologist who has developed a practice consulting to the corporate world. It is entitled "From Clinician to Consultant: How to Re-tool for the Business World". I am endeavouring to obtain sponsorship from an employee assistance program(s) for this workshop.

Other activities

A considerable portion of my time is spent responding to inquiries from students, organizations and the general public on the study and practice of psychology in Canada. In response to a request from Health Canada for psychological expertise in the review of grant proposals to the Population Health Fund, I have been successful in recruiting Ottawa-based psychologists able to do these relatively brief reviews. I have helped John in the review of papers and briefs (e.g. Romanow commission) and have accompanied him to meetings and hearings (e.g. Heal, disability tax credit hearing).

EXECUTIVE ASSISTANT

Report to the Board - February 2002

This report covers the period between the Board meeting in October, 2001 and the Board meeting of February, 2002.

HUMAN RESOURCES

Recruitment for the position of Financial Officer went very well. François Beaudry has been selected to replace Mary Franklin who will retire in March.

The selection Committee was composed of John, Mary and myself. From 20 applications, 6 were selected for an interview. From the strong pool we were able to engage our first choice. François has seven years accounting and management experience and is fluently bilingual. He previously worked for Sobeys, New Brunswick Tel and Target Stores.

François joined the CPA Head Office team on January 14, 2002. The transition from Mary to Francois is going well. Mary has kindly offered her help during the transition period. This will mean she will leave CPA in March, after the transition period and after the audit. She will leave CPA after 16 years of service.

The next recruitment will be for the replacement of Marlene Kealey, Convention/publications Assistant. She will retire at the end of 2002. The job description will need to be reexamined as our needs are changing.

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.

MEMBER'S COMPLAINTS

Complaints from members have been varied and few in number. Most have been resolved quickly to the members' satisfaction. The majority have been related to a member not understanding the system, a glitch in the billing system, address changes etc. A few have been a result of a request not being filled in a timely fashion as a result of work load or error. We have not received any complaints concerning the conduct of staff. We use a member oriented approach that seems to be well received by the members.

ELECTRONIC INFRASTRUCTURE

The electronic infrastructure has developed significantly. The CPA News capability is now functioning at optimal speed with much less demand on staff time and virtually no computer difficulties.

The electronic invoicing for annual membership dues went very well from the Head Office point of view and was well received by the members. It was fast, members renewed more quickly, members liked the convenience and the high tech solution and we saved time, energy and money. The investment will pay for itself over three years. Small and inexpensive adjustments will improve the system next year.

Ivan is now able to post information on the web site in very little time. This has meant a

significant enhancement of the content of the site. We get positive comments on the site from members, the press and other association staff.

Convention has upgraded their electronic web based system. The e-based submissions system is working well. The convention schedule that once took months to develop now takes a matter a couple of weeks.

ASSISTING WITH DIFFERENT COMMITTEES

Coordinating 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.

Coordinating nominations for **CPA elections** on the Board of Directors. Preparation of information for Psynopsis including the ballot. The counting of ballots will be done mid-March.

Coordinating of CPA **Mentoring Program** for new faculty members and the newly implemented Mentoring Program for Professional Psychologists. It would be important to publicize these programs as much as possible in order to have an interesting bank of mentors.

OFFICE MANAGEMENT

The Head Office has run smoothly over the past year. The Executive Assistant exchanged offices with the Associate Executive Director. This allowed the EA to relocate to the main office in order to be more accessible to staff.

Marie-Christine Pearson

COMMUNICATION AND MEMBERSHIP SERVICES **Report to the Board - February 2002**

Membership:

The 2002 renewal was our first experience with the new database. We were able to send electronic renewals to more than half of our 5,200 members. The first notice was sent in early November and some payments were received the very next day. The second notice was sent in early February, which is at least three weeks earlier than in previous years.

We did not encounter any major technical difficulties. Positive comments from members

greatly outnumbered the negative ones. Members do appreciate having the opportunity to renew their membership on-line, but some still want to receive a hard copy invoice. We learned a great deal with this first experience and we are already taking action to improve on what we consider a successful launch. We believe that the new and improved payment options were well received and that our new database provides an efficient and less costly way to invoice our members.

Here is a brief update on the financial situation of the 2002 membership renewal. We have collected \$545,283 in membership fees (as of Feb. 13, 2002). At the same date last year, we had collected \$511,483. So we are ahead by \$33,800. Lets not forget that it cost us at least a few thousand dollars less to collect that money. Keeping in mind that the membership revenues for 2001 were \$669,271, it seems to indicate that we will increase our membership revenues in 2002.

Journals:

All three CPA journals are published on time. CJEP has a new Editor who is publishing his first issue in March and both CJBS and CP are in a transition year. Both journals will have new editors in January 2003. Our biggest challenge is to control the printing costs. Editors are reminded regularly not to exceed their page allocation.

We are pleased to report that CJBS and CP received very positive feedback from their participation in the SSHRC Aid to Research and Transfer Journal 2001 Competition. CJBS received a mark of 82%, grants totaling \$75,029 for the next three years, and positive comments on the high quality of its articles and the way it was managed. CP received a mark of 82.5%, grants totaling \$80,389 for the next three years, and the following comments: "The committee considered that this is a solid research journal which fills an important niche in the publishing of scholarly research and maintains an excellent Web site as well. It commented positively on the quality of the articles which have been published in this journal. The committee also valued the mix of articles in English and in French, and appreciated the format of the journal. The committee felt that the journal was well organized and very well managed."

Ivan Parisien