

**CANADIAN PSYCHOLOGICAL ASSOCIATION
SOCIÉTÉ CANADIENNE DE PSYCHOLOGIE**

MINUTES OF THE BOARD OF DIRECTORS MEETING

February 22-23, 2003

The Lord Nelson Hotel, Halifax, Nova Scotia

Present : Abe Ross, President
Bill Melnyk, Past-President
Patrick O'Neill, President-Elect
Lorraine Breault, Director
Doris Hanigan, Director
Theresa Kline, Director
Ian Nicholson, Director
Bob Robinson, Director
Sandra Pyke, Director

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

Regrets: Jennifer Stolz, Director
Joseph Rallo, Chair, Council of Provincial Associations of Psychologists
(CPAP)

Invited Observers: Doug Cane, Canadian Council of Professional Psychology
Programs (CCPPP)

Procedural Note: Vote 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.

1. APPROVAL OF AGENDA

1.1 Consent Agenda

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

Motions 1, 3 and 4 were left on the Consent Agenda.

MOVED (Breault/Hanigan) and **CARRIED** that the Consent Agenda be adopted.

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

4. MEMBERSHIP

4.1 Committee Membership and Terms of Reference

Adopted Motion 1

Motion: That the Board adopt the Membership Committee Terms of Reference as outlined in the Membership Committee Terms of Reference (February 2003) document. (see attached)

5. PROFESSIONAL AFFAIRS

5.1 CPA to Become a Member of the Canadian Alliance on Mental Illness and Mental Health

The Canadian Alliance on Mental Illness and Mental Health (CAMIMH) was developed several years ago by five associations representing mental health consumers group, the Canadian Mental Health Association and the Canadian Psychiatric Association. CAMIMH has lobbied for increased services for the mentally ill and addicted, for increased research funding through CIHR, for an elimination of the stigma of mental illness and addiction and to give voice to consumers/providers issues.

The Mental Health Summit in October 2002 was co-hosted by CPA and CPA (Psychiatric), and CMA. At the summit, many groups approved a plan to improve advocacy for mental health research and services.

A subsequent meeting was held in January 2003 to approve the final copy of a *Call for Action* and to discuss next steps. All participants agreed that the best option would be to increase the membership of CAMIMH rather than developing a new advocacy umbrella organization.

The current proposal would bring organizations together in a more permanent alliance. It would allow for an expansion of CAMIMH.

Adopted Motion 3

Motion: That CPA join the Canadian Alliance on Mental Illness and Mental Health (CAMIMH).

******* ACTION******* **The President to write a letter to CAMIMH indicating CPA's decision to join CAMIMH.**

******* ACTION******* **Professional Affairs or Head Office will inform the CPA membership and advocacy partners such as the Summit organizations and the provincial/territorial associations of the decision.**

5.2 CPA Supports A National Action Plan for Mental Illness and Mental Health: A Call for Action

The Call for Action is the consensus document from the Mental Health Summit held in October 2002 and co-chaired by CPA, CPA (Psychiatric) and CMA. A draft copy was circulated previously to the Board.

Adopted Motion 4

Motion: That CPA adopt A National Action Plan for Mental Illness and Mental Health: A Call for Action.

*****ACTION*****

Professional Affairs and Head Office to inform the CPA membership, post the statement on the website, inform advocacy partners such as the provincial/territorial associations and encourage the use of the statement in advocacy efforts.

WORKING AGENDA

1. APPROVAL OF AGENDAS

1.2 Working Agenda

MOVED (Robinson/Pyke) and **CARRIED** that the working agenda be approved with addition.

2. APPROVAL OF MINUTES

2.1 October 19-20, 2002

MOVED (O'Neill/Pyke) and **CARRIED** that the minutes of the Board of Directors meeting of October 19-20, 2002 be approved as amended.

2.2 Minutes of Motions Approved by Email

MOVED (Hanigan/Robinson) and **CARRIED** that the minutes of motions approved by e-mail (October 2002/February 2003) be received as amended.

2.2.1 Business Arising

2.2.1.1 2004 Honorary President

Dr. O'Neill reported that a letter was sent to Dr. Vaira Vikis-Freibergs inviting her to become the 2004 CPA Honorary President. He added that no response was received so far.

*****ACTION*****

The same letter to be sent by e-mail to Dr. Vikis-Freibergs' husband by the Executive Assistant.

3. FINANCE

3.1 2002 Year End Financial Statement

Dr. Service referred to his notes on the budget 2002 (B-9.1). He then reviewed the 2002 year-end financial statement.

Dr. Service reported that the year-end projections indicate that there will be an excess of revenues over expenditures of about \$50,000 for 2002. He added that currently there is an excess of approximately \$80,000, but this will change due to adjusting entries during the audit.

MOVED (Kline/Nicholson) and **CARRIED** that the 2002 Year End Financial Statement be received.

3.2 2003 Budget

Dr. Service reported that the Board moved in principle the 2003 Budget at the October 2002 Board of Directors meeting. He added that based on year-end figures, the 2003 budget has been adjusted slightly to take into account these realities and to provide a surplus in case SSHRC grants are reduced following the February 2003 federal budget.

Dr. Service reported that in 2002, because of the projected deficit, the Board directed the Executive Director to negotiate a reduction in the HSSFC membership for CPA of one half. It was suggested that since CPA expects a surplus in 2003, this arrangement be no longer required.

*******ACTION******* **The Executive Director to inform HSSFC that CPA will pay the full HSSFC membership fee for 2003.**

*******ACTION******* **The Board directed the Finance Coordinator to add a column to include the approved in principle budget projection to the budget planning document.**

4. MEMBERSHIP

4.2 Membership Campaign

Dr. Kline reported that one of the main goals for the Membership Committee for 2003 would be to conduct interviews (approximately 20) with subject matter experts to identify groups that would benefit from belonging to CPA who currently do not and to provide recommendations to the Board as to how to better reach and serve these potential members. A membership campaign would then be directed to those individuals.

MOVED (Kline/Pyke) and **CARRIED** that \$2,000 be provided by CPA to complete the 20 subject matter interviews, compile the data, and provide

a report to the Membership Committee in order to develop and implement a targeted membership campaign.

******* ACTION******* **The Membership Committee Chair and the Membership Coordinator to ensure the completion of the survey and the report and to develop and execute a membership drive based on the report's recommendations.**

B. INFORMATION AND DISCUSSION AGENDA

1. PRESIDENTIAL

1.1 President's Report

The President referred to his circulated report.

Dr. Ross noted that there has been no recipient for the Humanitarian Award since 1999. He brought the following questions to the Board:
1) Should the nomination procedures which state that the nomination cannot come from the Board be changed? 2) Should it be an award from CPA?

******* ACTION******* **The issue of a lack of nominations for the Humanitarian Award was referred to the Committee on Fellows and Awards to report to the June 2003 Board meeting.**

1.1.1 Ambassador Program

The Board evaluated the Ambassador Program after a one year hiatus for financial reasons. It was agreed that the Ambassador Program was very successful and should be continued.

******* ACTION******* **For the next Ambassador Program it was suggested to ensure that the meeting is not at the same time as the study break. It was also suggested that there be a better mix of Board members, i.e. a practitioner at the university visits and so on.**

******* ACTION******* **The Executive Assistant to put the generic slides for the Ambassador Program on the website and to ensure the slides are updated after each revision to ensure they remain current.**

******* ACTION******* **The Executive Assistant to resend the Ambassador Program slides to the Board.**

******* ACTION******* **The Executive Assistant to send the list of acronyms to the Board.**

1.1.2 Strategic Planning

Dr. Ross circulated a document on planning in preparation of the annual strategic planning session to be held in June 04. Dr. Ross stated that at the June meeting the Board normally devote a half-day to strategic planning. He encouraged Board members with portfolio responsibilities to discuss the strategic plan with their committee members.

1.1.3 Masters Level Psychologist on the Board

MOVED (Melnyk/Robinson) that one of the at large Board seats be reserved for a Masters level psychologist or a Masters level psychological associate.

CARRIED with two abstentions.

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

The President to send a letter to Ms. Juanita Mureika about the Board decision.

1.1.4 Vacant Seat on the Board

Dr. Ross reported that as previously discussed through e-mail, Dr. Kang Lee had to resign from the CPA Board of Directors for professional reasons. He expressed appreciation to Dr. Doris Hanigan who took over Dr. Lee's portfolio.

1.1.5 Executive Director's Performance Appraisal

Dr. Ross reported on the meeting between the Presidential Officers and the Executive Director regarding the process of the Executive Director's evaluation. He noted that a formal evaluation will be done at the June 2003 Board meeting.

The Board agreed to use two sources of information to conduct the Executive Director's appraisal: 1) input from the CPA Head Office staff, and) input from the Executive Director. The information would then be brought to the Board for discussion and a letter would be sent to the Executive Director for review and response. The Board decided not to approach outside groups or organizations because it might inadvertently suggest dissatisfaction with the Executive Director's performance.

It was agreed that the President would contact outside organizations to determine the effectiveness of CPA as a national organization representing psychology in Canada.

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

This item to be brought to the June 2003 meeting.

MOVED (Pyke/Breault) and **CARRIED** that the President's report be received.

1.2 Past-President's Report

1.2.1 Ad Hoc Review Committee on Fellows and Awards

Dr. Melnyk reported that recommendations were made after receiving the suggestions of the Ad Hoc Review Committee, consulting with Past-Presidents and with a broad selection of the membership. He added that currently, the membership of the CPA Committee on Fellows and Awards consists of the four most immediate Past-Presidents. There is a strong feeling that the membership of the CPA Committee on Fellows and Awards should be changed to avoid the perception of “an old boys club”. Dr. Melnyk also added that there is a concern that the procedures for this committee should encourage nominations for two segments of CPA membership who have been underrepresented in the past: women and practitioners.

The Board agreed that the CPA Committee on Fellows and Awards be composed of the following: 1) the most immediate Past-President (Chair), 2) two practitioners nominated by the Professional Affairs Committee, 3) two scientists nominated by the Scientific Affairs Committee, 4) two faculty members nominated by the Education and Training Committee, 5) one CPA member with a Masters degree, 6) one member nominated by the Student Section.

MOVED (Kline/O'Neill) and **CARRIED** that the Chair of the Committee on Fellows and Awards return to the Ad Hoc Committee regarding the terms of reference and the criteria of the Committee of Fellows and Awards and bring recommendations to the June 2003 Board meeting.

1.3 President-Elect's Report

Dr. O'Neill strongly encouraged the Board to continue the Ambassador Program on the basis of the positive feedback from local psychologists.

2. SCIENCE

2.1 Scientific Affairs

Appreciation was expressed to Dr. Pat O'Neill and Dr. John Service for the two new documents: Highly Qualified Personnel and Productivity Culture and Society.

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

Due to the absence of Dr. Stolz there was no report.

2.1.2 PRE/CPA Proposal Update

Dr. O'Neill reported that he has been nominated by CPA to be a member of the Panel of Research Ethics Social Sciences and Humanities Research Ethics Special Working Committee.

2.1.3 Canadian Institutes of Health Research (CIHR)

2.1.3.1 CIHR IABs

Dr. Service referred to his circulated report (attached)

2.1.3.2 Institutes & Psychology

Dr. Service referred to his circulated report (attached)

2.1.3.3 MUST Task Force

Dr. Service referred to his circulated report (attached)

2.1.3.4 Pediatric Research

Dr. Service reported that CPA was invited to a CIHR meeting in Edmonton to explore methods of increasing support for scientist/practitioners in children's hospitals. He noted that an action plan is forthcoming.

2.1.4 Natural Sciences and Engineering Research Council (NSERC)

2.1.4.1 NSERC Funding Issues

Dr. Service reported that NSERC is preparing for a major initiative to increase the base budget in light of significant increases in demand for funding due to a number of factors including pressure from the CFI, retirements and new faculty hiring, the CCR program, etc. The CCR will be meeting in March with NSERC staff to plan an advocacy strategy for 2003

2.1.5 Social Sciences and Humanities Research Council (SSHRC)

2.1.5.1 SSHRC Funding Crisis

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

2.1.5.2 SSHRC Reorganization

The paper delivered by Dr Martha Piper was circulated for information.

3. COMMUNICATION

3.1 Sections

3.1.1 Section on Psychoanalysis

Dr. Hanigan reported that the Chair of the Section on Psychoanalysis, Dr. Jon Mills, requested a reduced fee be offered to the APA Division 39 members in order to encourage them to attend all future annual CPA conventions. He also requested that convention time and space be established for Division 39 so that they can have extra scheduled symposium time at the CPA conventions. Dr. Mills also requested stipends for travelling to the Convention.

The matter was discussed and it was decided that the Chair of Sections respond to Dr Mills indicating that his request was counter to CPA policy and the Board decided not to change policy at this time.

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

The Chair of the Committee on Sections to respond to Dr. Mills.

3.2 Public Information and Communication

3.2.1 CPA Web Site

Dr. Hanigan reported that the CPA web site is constantly developing with new documents being added on a regular basis. She noted that one problem with the CPA web site is that there are outdated documents which need to be removed. This is a time consuming task which would require the participation of a number of knowledgeable persons capable of deciding on the appropriateness of the documents.

The need for a contractual computer person was noted.

The importance of reviewing the structure of the web site was stressed.

It was also suggested that a deadline be requested by the author of each document on the web in order to know when to remove the text from the web site.

3.3 International Relations

3.3.1 Committee Membership and Terms of Reference

Dr. Ross reported on communication with Dr. Janel Gauthier concerning the Board's recommendation to the Committee on International Relations regarding their terms of reference which were submitted to the Board.

A draft proposal of the International Relations Committee membership terms of reference was circulated for information as well as the proposed draft of the Canadian National Committee for the International Union of Psychological Science.

After an extensive discussion it was agreed that a letter be sent to Dr. John Adair and Dr. Janel Gauthier inviting them to submit a formal document by June 2003 meeting.

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

The President to write the letter.

MOVED (Breault/Nicholson) and **CARRIED** that the report of the Communication Leader be received.

4. PRACTICE

4.1 Professional Affairs

Dr. Breault briefly summarized her circulated report.

4.1.1 Primary Health Care Transition Fund

Dr. Service reported that the Primary Health Care Transition Fund has not released the guidelines for the next stage of the projects. He noted that CPA is interested in health human resources and mental health.

4.1.2 Kirby Senate Committee and Mental Health

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

4.1.3 CCOPP: Comprehensive Principles Document

Document circulated for information

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

The Committee on Education and Training to present a report on the CCOPP document by the June 2003 meeting.

4.1.4 Canadian Council of Professional Psychology Programs (CCPPP)

The President welcomed Dr. Doug Cane.

Dr. Cane briefly summarized the activities of CCPPP. He mentioned three of the main issues being considered by CCPPP: 1) CPA/APA Accreditation, 2) activities to improve the internship

selection process such as a standard letter of reference, and 3) an examination of the internship funding issues across Canada.

4.1.5 Council of Provincial Associations of Psychologists (CPAP)

4.1.5.1 Associations Advocacy Network

Dr. Breault reported on the CPAP meeting of January 2003. She mentioned the advocacy proposal CPAP grant application. This proposal will allow the psychology associations to develop a national co-ordinated advocacy mechanism housed in CPA.

MOVED (Breault/Melnyk) and **CARRIED** unanimously that the CPA Board support in principle the document *Advocacy Proposal – CPAP Grant Application*.

Dr. Breault also briefly reported on the January CRHSPP meeting at which she was the CPA delegate. She noted that the Council voted to review the structure and mandate of the organization.

4.1.6 CPAP Seat on the CPA Board

It was suggested that a dialogue begin with the provincial associations to determine their views on the CPAP board seat or an opportunity to affiliate directly with CPA.

***** ACTION*****

The Chair of Professional Affairs and the Executive Director to prepare a proposal to be submitted to the June 2003 Board meeting.

4.2 Accreditation Panel

Dr. Nicholson briefly reported on Accreditation Panel activities and he referred to Dr. Cohen's report.

On behalf of the CPA Board of Directors, Dr. Hanigan presented a plaque to Dr. Karen Cohen in appreciation of her tremendous work on the *Accreditation Standards and Procedures for Doctoral Programmes and Internships in Professional Psychology* document.

MOVED (Pyke/Robinson) and **CARRIED** that the report of Professional Affairs Committee be received.

5. EDUCATION

5.1 Education and Training

Dr. Pyke referred to her circulated report.

She reported that for the first time the CPA pre-convention workshops will offer CE credits.

Dr. Pyke also noted that CPA has now a CE credit data bank.

*******ACTION***** Dr. Pyke to write to the provincial associations inviting them to participate in the CE credit data bank.**

MOVED (Breault/Hanigan) and **CARRIED** that the report of the Education and Training Committee be received.

5.2 Convention

Dr. Robinson presented an update of the CPA Convention schedule to be held in Hamilton, June 2003.

5.2.1 CPA Task Force on Future Directions for the CPA Convention

Dr. Robinson circulated the Terms of Reference of the CPA Task Force on Future Directions for the CPA Convention. He noted that these terms of reference are to develop the vision, principles, and strategic directions for a three-year plan for the convention.

MOVED (Robinson/Breault) and **CARRIED** that the CPA Board approve the terms of reference for the Task Force dated January 15, 2003.

Appreciation was expressed to Dr. Robinson for his good work on the CPA Task Force.

MOVED (Pyke/Nicholson) and **CARRIED** that the Convention Committee Report be received.

5.3 Council of Canadian Departments of Psychology (CCDP)

Dr. Pyke reported on her circulated report.

Appreciation was expressed to Dr. Pyke for her report describing the structure and activities of the Council of Canadian Departments of Psychology and for keeping Council members informed of CPA activities.

MOVED (Breault/Hanigan) and **CARRIED** that the report of the CCDP representative be received.

5.4 APA Convention in Toronto

Dr. Service reported that APA has agreed to CPA's request to have the CPA President welcome attendees to Canada and the OPA President welcome attendees to Ontario during the Opening Ceremonies of the APA Convention in August.

6. DISSEMINATION

6.1 Publications

Dr. Hanigan referred to her circulated document.

6.1.1 Psynopsis

Dr. Hanigan referred to Ivan Parisien's report under 9.1.1.1.

6.1.2 Journals

Dr. Hanigan reported that since CPA is trying to attract more private practitioners as members, there might be a need to revisit the journals' mandates in order to direct one of them more specifically towards practitioners' interests.

It was suggested that there be a market survey of different alternatives. It will also be important to know who would publish this kind of journal and which group would be interested in a journal for practitioners.

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

The Publications Committee to develop a proposal to be presented to the Fall 2003 Board meeting .

MOVED (Pyke/O'Neill) and **CARRIED** that the report of the Publications Committee be received.

7. ETHICS, LAW AND STANDARDS

7.1 Ethics

No report.

7.2 Legal Affairs

7.2.1 Committee Membership

Dr. Nicholson reported that some CPA members had been contacted and agree to serve on the Legal Affairs Committee. Dr. Nicholson also reported on the possibility of linking the regulatory bodies to the Committee.

8. MEMBERSHIP

8.1 Membership Committee

8.1.1 Statistics

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

CPA Head Office to prepare statistics on gender and on province of residence and circulate these to the Board on an annual basis.

8.1.2 OPA/CPA Membership

Dr. Nicholson reported that OPA approached CPA to develop a proposal for joint membership. Discussions have begun and Dr. Nicholson agreed to keep the Board abreast of developments.

9. ADMINISTRATION

9.1 Executive Director's Report

9.1.1 Head Office Overview

Dr. Service referred to his circulated report as well as the Executive Assistant's report and asked the Board if they had any questions.

9.1.2 Associate Executive Director's Report

Dr. Cohen referred to her circulated report. Dr. Cohen also reported on the visit at Concordia and McGill Universities regarding CPA/APA Accreditation.

9.2 Finance

9.2.1 CPA Performance Network Update

No report.

9.2.2 Product Recognition Update

Dr. Service reported that comments from the Board have been incorporated into the administrative documents for the Product Recognition Program. It was agreed that CPA approach psychological test companies first.

MOVED (Breault/Pyke) that the Application Information on Product Recognition Program be approved in principle.

9.3 Committee on Fellows and Awards

This item was considered under 1.2.1.

9.4 By-Laws, Rules and Procedures

No report.

9.5 Nominations

No report.

9.6 Elections

Dr. Service reported that the election was proceeding without complications and that the counting of ballots would take place during the third week of March.

10. OTHER BUSINESS

10.1 CPA Foundation

See attached minutes.

Following the CPA Foundation meeting, the CPA President reconvened the Board meeting to consider the following item:

CPA Foundation Funding

MOVED (Robinson/Nicholson) and **CARRIED** that CPA allocate a loan of \$3,000 to the CPA Foundation and also allocate to the Foundation the amount of \$2,600 for the costs of printing the Foundation brochures.

NEXT MEETING

10.2 June 10-11, 2003

The next Board meeting is scheduled for June 10-11, 2003 in Hamilton.

10.3 Fall 2003 Board Meeting

After discussion and review of the previous venues of the Ambassador Program, it was decided that the Fall Board meeting will be held in Saskatchewan in November and in Montreal in February 2004.

******* ACTION***** The Executive Assistant to verify the dates for the study breaks in universities in order to avoid conflicts.**

11. ADJOURNMENT

There being no further business, it was **MOVED** (Robinson/Pyke) and **CARRIED** that the meeting be adjourned at 12 noon.