

**CANADIAN PSYCHOLOGICAL ASSOCIATION
BOARD OF DIRECTORS MEETING**

November 4-5, 2006
Ottawa, Ontario

RECORD OF DECISIONS

Attending:

Robert Vallerand, President, presiding and Director Responsible for Convention
Dan Perlman, Past President and Director Responsible for Administration
Thomas Hadjistavropoulos, President-elect and Director Responsible for Membership
Nicole Aubé, Director Responsible for Ethics
Elizabeth Church, Director Responsible for Education and Training
David Dozois, Director Responsible for Scientific Affairs
Jennifer Frain, Director in the Seat Reserved for the Council of Provincial Associations of Psychologists and Co-Responsible for Professional Affairs
Ron Frisch, Director in the Seat Reserved for the Council of Canadian Departments of Psychology
Wendy Josephson, Director Responsible for Publications
Juanita Mureika, Director Responsible for Sections and Public Information and Communication
Ian Nicholson, Director Responsible for Professional Affairs
Kelly B. Smith, Director in the Seat Reserved for a Student

Invited Observer: Craig Turner, President, Canadian Register of Health Service Providers in Psychology

CPA Staff:

Present without a vote

John Service, Executive Director
Karen Cohen, Associate Executive Director
Marie-Christine Pearson, Director of Administration and Recording Secretary

NOTE: Only motions that are passed are recorded. Other motions (i.e. defeated, withdrawn, etc.) are recorded upon request.

	Action	Responsible	Timeframe	Accomplished
1	1. Approval of Agenda MOTION (Hadjistavropoulos) To approve the Meeting Agenda as amended	Director of Administration		Passed (04/11/06)
2	Consent Agenda MOTION (Dozois) To approve the Consent Agenda as follows:	Director of Administration		Passed (04/11/06)
	Motion 1 3.1 By-Laws: Section on Rural and Northern Psychology (Mureika) That the Board approve the By-Laws, developed by the Section on Rural and Northern Psychology, as circulated. ***ACTION*** To contact the Chair of the Section regarding the Board approval.	Chair, Committee on Sections	November, 2006	Passed (04/11/06)
	Motion 2 3.2 By-Laws Amendments: Section on History and Philosophy (Mureika) That the Board approve the proposed By-Law amendments as presented by the Section on History and Philosophy ***ACTION***To contact the Chair of the Section regarding the Board approval.	Chair, Committee on Sections	November, 2006	Passed (04/11/06)
	Motion 4 4.2 By-Law Amendment: Committee on Ethics Rationale: For some time the Ethics Committee has de facto been chaired by someone outside the CPA Board of Directors. It is beneficial to have someone in this role who has specialized expertise on ethics (e.g., has published on the topic, been involved in various committees dealing with ethics, etc.). There will not always be a person with these qualifications on the Board. For these two reasons, the current CPA By-Law needs to be amended.			Passed (04/11/06)

	<p>Main Motion: (Perlman) By-Law VIII Committees</p> <p>Shall be amended by the revised subsection 1. i B as follows so that any member of CPA, rather than just a CPA Board member, can be appointed as Chair of the Ethics Committee:</p> <p>Existing wording: (i) Structure B. The Chairperson shall be appointed annually by the President of the Canadian Psychological Association from among the members of the Board of Directors.</p> <p>Revised wording: (i) Structure B. The Chairperson shall be appointed annually by the President of the Canadian Psychological Association from among the members of the association.</p> <p>***ACTION*** To prepare a Motion to be presented to the 2007 AGM to amend the CPA By-Law VIII – Committees</p>	<p>Chair of By-Laws, Rules and Procedures and Director of Administration</p>	<p>January, 2007</p>	
	<p>Motion 5 4.3 By-Law Amendments: Publications Committee Rationale: The Scientific Affairs, the Professional Affairs, the Education and Training, and the Convention Committees are all currently standing committees, while the Publication Committee is not. Publication is a core, ongoing activity of the Canadian Psychological Association. Indeed, the review and publication of scholarly work has been one of the traditional raison d'être of learned societies. The intent of this motion is to make the status of the Publication Committee equivalent to that of other persisting activities of the CPA.</p> <p>Main Motion: (Josephson) By-Law VIII Committees</p> <p>Shall be amended by adding a new section 1g) to read as follows and then the remaining subsections of By-Law VIII 1 to be re-lettered as appropriate:</p>			<p>Passed (04/11/06)</p>

	<p>1g) A Publication Committee, the members of which shall be appointed annually by the Board of Directors with such functions and duties as the Board of Directors shall establish from time to time. The Chair shall be appointed annually from among the members of the Board of Directors.</p> <p>***ACTION*** To prepare a Motion to be presented to the 2007 AGM to amend the CPA By-Law VIII – Committees</p>	<p>Chair of By-Laws, Rules and Procedures and Director of Administration</p>		
	<p>Motion 8 5.3 Increase in Editorial Honoraria for the CPA Journals Rationale: The amount for editorial honoraria at the CPA journals is currently \$8,000 for each journal in each year, and has not been changed for many years. Apparently, during Pat O’Neil’s Editorship of <i>Canadian Psychology</i>, the tradition was established for the Editor to allocate a portion of that \$2,000 to serve as an honorarium for the Associate Editor. The mandate of <i>Canadian Psychology</i> includes the publication of book reviews, and there has never been provision for paying an honorarium to the Book Review Editor.</p> <p>The intention of this motion is to increase the amount budgeted for editorial honoraria by a modest amount, so that the Editor’s honorarium at each journal could be increased by \$500 and the Associate Editor’s honorarium by \$250, and the Book Review Editor could receive an honorarium of \$500.</p> <p>As the Association has pointed out in the <i>Guidelines for CPA Publications</i>, the work done by the journals’ editorial teams is unpaid labour, done out of commitment to the science and profession of psychology in Canada. The honorarium is only a token of our collective appreciation, but if we let its value erode too far over time due to inflation it may reach the point where it is no longer seen as a serious acknowledgement of the tremendous service done by those who edit our journals.</p> <p>Main Motion: (Josephson) That the Board approve an increase of \$750 to the honorarium budget line for each of the three CPA journals, plus an increase of \$500 to allow an honorarium to be paid to the Book Review Editor.</p> <p>Budgetary Implications: The effect of this motion would be to raise the</p>			

	<p>combined Journals budget for honoraria from \$24,000 to \$26,750, a total cost of 2,750, beginning with the upcoming budget year. If the mandates of CJEP and CJBS were both to be changed in future to include publication of book reviews (a change that is not at all likely), it could cost an additional \$1,000.</p> <p>***ACTION***To inform the three Journal Editors</p>	Chair, Publications Committee	November, 2006	Passed (04/11/06)
	<p>Motion 10 6.1 Membership Committee Terms of Reference</p> <p>Rationale: According to the present terms of reference, the membership committee is supposed to have a minimum of 10 members. This large number makes for a very inefficient committee and, to the best of my knowledge, has not been attained in the past. The proposed motion is intended to allow for flexibility (including the possibility of a large committee) but leaves the size of the committee to the discretion of the committee chair.</p> <p>Main Motion: (Hadjistavropoulos) That the second sentence of the Committee Size and Activity paragraph (under terms of reference for the membership committee) be changed to read "The goal of each committee chair is to recruit a maximum of 10 committee members from a diverse cross section of CPA".</p> <p>***ACTION***To amend the Terms of Reference of the Membership Committee on the CPA Web Site</p>	Director of Administration	November, 2006	<p>Passed (04/11/06)</p> <p>Done (08/11/06)</p>
3	<p>MOTION Records of Decisions</p> <p>2.1 June 6-7, 2006 Church) To approve the record of decisions as circulated</p> <p>2.2 June 11, 2006 Smith) To approve the record of decisions as circulated</p> <p>2.3 Motions Voted by Email Josephson) To receive the motions approved by email (0506-1106)</p>			<p>Passed (04/11/06)</p> <p>Passed (04/11/06)</p> <p>Passed (04/11/06)</p>
4	<p>Motion 3 4.1 Amendment to the Policies and Procedures for Appointment of Honorary President</p> <p>Rationale: The role of the CPA Honorary President continues to evolve.</p>			

	<p>Originally, the Honorary President attended CPA Board meetings in the role of Board "elder", giving sage advice from the benefit of years of experience.</p> <p>After several years, an evaluation led the Board to change the role to resemble what it does today. The Honorary President no longer attends Board meetings. The motion in consideration by the Board formalizes current practice which is the expectation that the Honorary President will give a one hour address at the Welcoming Ceremonies during the Annual Convention.</p> <p>More recently, some Honorary Presidents have been asked to submit their address at the Welcoming Ceremonies to Canadian Psychology. It is understood the address will not undergo the usual review and acceptance process of the journal. The motion under consideration formalizes this request such that each Honorary President will be invited to submit their address to Canadian Psychology. The addresses are by eminent psychologists or others who make significant contributions to psychology and/or society. It is in the public interest to have an archived record of the addresses.</p> <p>Main Motion: (Perlman) That the Policies and Procedures for Appointment of Honorary Presidents be amended as proposed.</p> <p>***ACTION***To amend the Policies and Procedures accordingly</p>	Director of Administration	November, 2006	<p>Passed (04/11/06)</p> <p>Done (08/11/06)</p>
5	<p>Motion 6 5.1 Publications Committee Terms of Reference</p> <p>The Publications Committee, an important committee of CPA, is about to be recommended for designation as a Standing Committee of the Board. To date, it has been without formal terms of reference. The proposed terms of reference are based upon the general template for terms of reference for CPA Standing Committees, the description of the role and composition of the Publications Committee provided in the <i>Guidelines for CPA Publications</i>, and Committee members' shared understanding of the Committee's principles and practices, as these have evolved since the publication of the <i>Guidelines</i> in 1996.</p> <p>Main Motion: (Josephson) That the Board approve the proposed terms of reference for the Publications</p>			<p>Passed (04/11/06)</p>

	Committee ***ACTION***To post the new Terms of Reference on the CPA Web Site	Director of Administration	November, 2006	Done (08/11/06)
6	<p>Motion 7 5.2 APA Publishing Contract Rationale: The discussions with the American Psychological Association have progressed to the point where the Board needs to indicate whether there is any reason to continue. The contractual arrangements are becoming quite clear through several discussions with APA publishing staff. If the motion is supported, discussions will continue through the Chair of the Publications Committee, the Publications Committee and the Head Office staff to bring a final version of a contract to the Board for decision during the Winter Board meeting.</p> <p>If CPA wants to proceed, the goal is to begin publishing the first APA produced journal in January of 2008.</p> <p>Main Motion: (Josephson) That the Board agree in Principle to the publishing contract, providing that there be an escape clause, presented by the American Psychological Association.</p> <p>***ACTION***To continue the negotiations with APA</p> <p>***ACTION***To write a column in Psynopsis regarding journal publications</p>	<p>Executive Director and Chair of Publications Committee</p> <p>Chair of Publications Committee</p>	ongoing	Passed (08/11/06)
7	<p>Motion 9 5.4 Discussions with CSBBCS regarding CJEP Rationale: The Publications Committee supports the potential for increased cooperation between CPA and CSBBCS that might be gained from increased collaboration in the publication of <i>CJEP</i>, and believes that there could be benefits to the journal from such an undertaking. The Committee recommends that the nature of the participation, rights and responsibilities of each party be very clearly described and that CPA ensure the protection of its rights with respect to <i>CJEP</i> in the event that the relationship ever be discontinued.</p>			

	<p>Main Motion: (Josephson) That the Board approve in principle the undertaking of discussions between CPA and CSBBCS with the goal of developing a stronger and more formal relationship between the two associations to their mutual benefit in contributing to the publication of <i>CJEP</i>. Any agreements arising from these discussions will be reviewed by the Publications Committee of CPA, and submitted to the Board for its approval.</p> <p>***ACTION*** To undertake discussions with CSBBCS</p>	Chair of Publications Committee	Ongoing	Passed (08/11/06)
8	<p>Motion 11 7. Guidelines for Professional Practice for School Psychologists in Canada Rationale: The CPA Board adopted as policy the New Brunswick Guidelines for Professional Practice for School Psychologists in 2003. This document has been redrafted, with the permission of the New Brunswick Department of Education, to reflect a Canadian perspective on the practice in school psychology. The draft has been vetted through numerous members of the Section, as well as the Canadian Association of School Psychologists executive members and the Ethics committee of CPA, and appears to be reaching consensus.</p> <p>Main Motion: (Mureika) That the Board approve in principle the Guidelines for Professional Practice for School Psychologists in Canada.</p> <p>***ACTION*** The suggested changes to the document brought forward at the Board meeting be integrated into the document.</p> <p>***ACTION*** Once the changes to the document have been made, the document be brought forward to the Board by email vote or at the next meeting for approval.</p>	<p>Chair, Committee on Sections Associate Executive Director</p> <p>Chair, Committee on Sections</p>	<p>February, 2007</p> <p>February, 2007</p>	Passed (041106)
9	<p>Motion 12 8. Continuing Education Institute Approval</p> <p>Rationale: In 2005, the CPA Continuing Education Institute, although well received, ran a deficit of approximately \$30,000. The Board had approved a three year trial period within which to evaluate the initiative. In 2006, revenue</p>			

	<p>essentially met expenses (exclusive of overhead). The proposal is to ask the Board to approve the Institute for 3 more years with goal of meeting expenses, inclusive of overhead at the end of this time.</p> <p>Main Motion: (Dozois) Approve operation of Continuing Education Institute for at least 3 more years through to the end of 2009.</p>			Passed (04/11/06)
10	<p>Motion 13 A.4.4 Public Policy Rationale: In June of 2006, the Board decided to develop a Board Committee on Public Policy. Dr. Josephson was appointed by the CPA President to recruit members for the Committee and draft terms of reference for the Board's approval at the Fall meeting of 2006. The proposed terms of reference are based upon the general template for terms of reference for CPA Standing Committees, with input provided from the membership of the Committee</p> <p>MOTION: (Josephson) That the Board approve the proposed terms of reference for the Committee on Public Policy and a budget of \$3,000 plus 18% overhead.</p> <p>***ACTION***to post the terms of reference on the CPA Web site</p>	Director of Administration	November 2006	Done (1106)
11	<p>Motion 14 A.7.2 Canadian Coalition for Seniors Mental Health's evidence-based recommendations for best-practice National Guidelines in the key areas of seniors' mental health.</p> <p>Rationale: Representatives from the Canadian Coalition for Seniors Mental Health have asked that the Canadian Psychological Association to endorse the evidence-based recommendations for best-practice national guidelines in key areas of senior's mental health. The following four sets of guidelines have been produced to date:</p> <ul style="list-style-type: none"> • Assessment and Treatment of Delirium • Assessment and Treatment of Depression • Assessment and Treatment of Mental Health Issues in LTC <i>Homes (focus on mood and behavioural symptoms)</i> • Assessment of Suicide Risk and Prevention of Suicide 			

<p>To date, the guidelines have received the following formal endorsements and support:</p> <ul style="list-style-type: none"> • the Canadian Academy of Geriatric Psychiatry (<i>CAGP</i>) Board of Directors has endorsed all four guidelines, • the Canadian Medical Association (<i>CMA</i>) had included the guidelines in the CMA Infobase, • the Ontario PsychoGeriatric Association (<i>OPGA</i>) has fully endorsed all four guideline documents, • the Canadian Association on Suicide Prevention (<i>CASP</i>) has endorsed the Suicide Guideline, and • the Canadian Nurses Association (<i>CNA</i>) has sent a formal letter indicating their support for the work of the CCSMH and the National Guidelines Project. <p>Professional Affairs supports the CPA Board of Directors endorsing these guidelines. At the last Board meeting, copies of the guidelines were circulated at the meeting and their endorsement by CPA was discussed. At that time, the Board of Directors indicated that its members did not believe they were in a position to adequately review these specialized guidelines and wanted to have the expertise of the sections involved in their review.</p> <p>In June 2006, the following sections were contacted to ask them if there were any egregious errors with the Guidelines that should result in CPA not endorsing them:</p> <ul style="list-style-type: none"> • Adult Development and Aging • Clinical Neuropsychology • Clinical Psychology • Psychopharmacology • Rural and Northern Psychology <p>No concerns were raised by the sections by or since the deadline date (22 August 2006) given to them for feedback.</p> <p>Main Motion: (Nicholson) That the Canadian Psychological Association endorse the four current evidence-based recommendations for best-practice national guidelines in key</p>			<p>Passed (04/11/06)</p>
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	<p>areas of senior's mental health developed by Canadian Coalition for Seniors Mental Health.</p> <p>***ACTION*** To inform the Canadian Coalition on Seniors Mental Health of the Board decision</p> <p>***ACTION*** The Guidelines be placed on the CPA web site</p> <p>***ACTION*** The Board's acceptance of the Guidelines be indicated to the CPA membership through Psynopsis and CPA NEWS</p>	<p>Practice Leader</p> <p>Director of Administration</p> <p>Executive Director</p>	<p>November, 2006</p> <p>November, 2006</p> <p>CPA NEWS: February, 2007</p> <p>Psynopsis: Spring, 2007</p>	
12	<p>Finance</p> <p>9.1 2006 Year-to-date</p> <p>Motion (Church) to approve the 2006 Year-to-date Financial Statement.</p> <p>9.2 Budget</p> <p>Motion (Aube) to approve in principle the 2007 Budget.</p>			<p>Passed (04/11/06)</p> <p>Passed (04/11/06)</p>
13	<p>B.1.3 Policy on Observer Status at CPA Board Meetings</p> <p>MOTION: (Church) That each organization invited as observer to attend the CPA Board meetings, send the same person for a period of at least 2 or 3 years and to attend at least 2 of the 3 meetings per year. A copy of the CPA records of decisions of Board meetings would be send to the observers.</p> <p>***ACTION***To prepare guidelines for observer status at CPA Board meeting</p>	<p>Head Office</p> <p>Dr. Church</p>	<p>February, 2007</p>	
14	<p>B 2.2.7 Membership</p> <p>B-2.2.7.1 Restricted services for full members only</p> <p>***ACTION***To send to the Board the list of what is available for members on the CPA Web site.</p> <p>***ACTION***The Committee on Ethics to give its opinion on this issue.</p>	<p>Head Office</p> <p>Head Office</p>	<p>December 2006</p> <p>December 2006</p>	

	<p>B.2.2.7.2 Sponsorship for students Motion: (Hadjistavropoulos) to amend the CPA By-Laws II.1 – Affiliation To delete the following: sponsored by a Fellow or Member of the Association The amended paragraph will read as follows:</p> <p>BY-LAW II - AFFILIATION 1. Student Affiliates Student Affiliates may be admitted into affiliation with the Association. Application for Student Affiliation may be made at any time to the Head Office of the Association by graduate or undergraduate students (Honours or equivalent) in their upper years, who are enrolled and in full-time or part-time attendance at recognized university and who are engaged in the study of psychology. Applications are to be reviewed in accordance with procedures to be established from time to time by resolution of the Board of Directors.</p> <p>***ACTION***To present the By-Law amendment at the 2007 AGM.</p>				Passed (04/11/06)
15	<p>B-2.2.5 Fellows and Awards Humanitarian Award The Board agreed to offer the Humanitarian Award to Senator Kirby. If he does not accept, it will be offered to Phil Upshall and if Phil Upshall doesn't accept it will be offered to Romeo D'Allaire.</p> <p>****ACTION*** To inform the nominees.</p> <p>***ACTION*** To change the procedures for the Humanitarian Awards to delete the exclusion of psychologists and psychological organizations and to delete the exclusion of people beyond Canada</p>				
		Chair of By-Laws, Rules and Procedures and Director of Administration	April, 2007		
		President and Executive Director	November/December, 2006		
		Chair, By-Laws, Rules and Procedures	June, 2007		
16	<p>B-2.2.8 Nominating Committee</p> <p>***ACTION***To consult by email with the Board about nominations for elections to the Board of Directors</p>				
		Chair of Fellows and Awards	November 17, 2006		Done (1106)

17	<p>CPA Historian The Board agreed to ask for a formal job description for the CPA Historian, a brief outline of a work plan for 2007 with time allocations.</p> <p>***ACTION*** The Historian be asked to give the Board a brief job description and approximate amount of time spent on activities.</p> <p>***ACTION*** By accepting the proposed budget for 2007, the Board agreed to pay an honourarium to the Historian in the amount of \$8,000.00 per year.</p>	Executive Director and CPA Historian	November/December, 2006	Done (040906)
18	<p>MOTION B-4 Adjournment (Frisch) that the meeting be adjourned</p>			Passed (051106)

The following issues were also discussed:

- Translation of the Companion Manual and the revision of the Code of Ethics
- ED reports to the Board between meetings was discussed and it was agreed that the current process is working well
- The student Board member will bring forward issues from students in general and from the student section. In addition, the student Board member will be able to liaise with students who sit on CPA committees and sections.
- CPA journals are important to Canadian psychology and Canadian society. At the same time, many prominent Canadian researchers choose to publish in US and international journals. Ways of improving Canadian researchers' support were discussed.

Director of Administration
November, 2006