

HPP Annual Business Meeting
Saturday, June 10, 2017
10:45 – 11:45
Fairmont Royal York, Confederation 6 – Mezzanine

AGENDA

1. Approval of Agenda
2. Approval of Minutes from 2016 Annual Business Meeting
3. Executive Officer Reports and Announcements
4. Chair's Report
 - a. CPA Initiatives (from Section Chairs Meeting)
 - b. HPP Executive Committee
 - c. CPA Convention
 - d. Section Financials
 - e. The Section Newsletter
 - f. Certificate for Section Featured Speaker
 - g. Future of the HPP Section
5. Mary J. Wright Award – proposal to increase the value of the award
6. Proposed Student Travel Award
7. New Business
8. HPP Executive Officer Elections
9. Motion to Adjourn

HPP-CPA Section Business Meeting
Minutes Prepared by Ric Hohn (Treasurer-Secretary)

CPA Convention 2017, Toronto, ON
June 10th, 10:45am

In Attendance

Kathleen Slaney (Chair); Cor Baerveldt (Fmr. Chair); Jeffery Yen (Chair-elect); Ric Hohn (Secretary-Treasurer); Raffi Aintablian (Co-program Chair); Marissa Barnes (Editor of the *Bulletin*); John Connors (Member); James Cresswell (Member); Zhipeng Gao (Student Affiliate); Vickie Richard (Student Affiliate); Ian Davidson (Unreg.); Garri Hovhannisyan (Unreg.); Susannah Mulvale (Unreg.); Fred Whitesman (Unreg.); Garri Hovhannisyan (Unreg.); Madeline *no last name given* (Unreg.)

Executive/Positions Absent

Wanda Power (Co-program Chair)
Eric Oosenbrug (Webmaster)
Fran Cherry (Archivist)

Meeting

Executive Reports

- Members of the executive each gave summaries of their reports...

- **Marissa Barnes (editor of the *Bulletin*)**
 - A structure for a “revamped” Bulletin was outlined, consisting of several recurring sections:
 - Editor’s Corner – Addresses what is current happening with the section.
 - From the Chair – Interview, or merely some content, with the current Chair.
 - Spotlight On – Featured bios and content, first supplied by the executive and eventually reaching HPP members.
 - On the Road – Future events, news and notes, basically what is happening with HPP
 - A goal was mentioned of getting the Bulletin launched by the fall, with hopes of facilitating it online and “building an online presence.”
 - This includes maintaining a searchable ‘database’ of previous issues.
 - A special thanks to Cor for making previous issues searchable!

- A call for help was initiated by Marissa, particularly for the aesthetic aims and technical sides of launching the bulletin online. These positions would be deemed “Editorial Assistants” with eventual progression into editor roles.
 - It was suggested by Cor (and Kate) that MJW Award papers be included in the Bulletin. For the first few issues, past winners could be selected.
- **Ric Hohn (Secretary-Treasurer)**
 - The section financials are healthy and increased spending is needed by the section to conform with CPA banking guidelines. More awards (elaborated later) have been proposed to facilitate more spending. Several caveats were offered:
 - Recent gains by the section have materialized from book royalty donations from books published very recently. As these books age, their royalty donation will decrease. The section should monitor this and not consider royalty donations as a stable income stream.
 - Section Membership is down to 51 total members, down from 68. Kate mentioned this was section-wide. This impacts revenue from membership fees. If the section continues to shrink, so will the membership generated income.
 - Ric stressed that the success of future section projects depends on membership and that recruiting new members should be a priority of the section.
 - Ric suggested a “grassroots” effort of building members through home universities, via members recruiting at their universities through department emails with news about awards and calls for papers, etc.
 - James stressed that retention of membership now largely depends on social media presence.
 - Cor raised the issue that being a CPA is a necessary condition of being an HPP member, which entails more cost for the students and that a general CPA membership be worth the money.
 - Cor suggested diverging from CPA in some ways, such as offering “pre-conferences” to attached members from outside the CPA network. This could reach other theoretical communities.
 - Cor also suggested reaching out to other communities to offer packages with them, so that CPA membership might become more attractive for potential HPP members.
 - Kate suggested viewing Div24 of APA as a model organization HPP should attempt to emulate.
 - **These items were decidedly left for the next executive.**

- Jeffery suggested the formation of a “membership subcommittee” to focus of these issues.
 - Ric suggest exploring advertising opportunities, given we have money to spend. Possibly through CPA or other organizations.
- MJW Endowment was reported to be healthy and capable of providing an increased award amount. PFC seems ok with increasing the award amount.
 - Cor voiced concerns given the account is conservative.
- **Raffi Aintablain and Wanda Power (Co-program Chairs)**
 - CPA was reportedly difficult to work with, but manageable.
 - A special thanks to Raffi for organizing the section dinner!
- **Kate Slaney (Chair)**
 - Concerning the CPA Chairs Meeting:
 - Sections will no longer have their own bank accounts, but will still be offered autonomy regarding their spending. Booking will be done using some other process. We have to opt in by 2019, with an option to opt in for 2018.
 - The section needs to maintain balance below \$5000, lest any funds over that amount be donated to CPA.
 - The next CPA convention will be held in Montreal and will be a partnership between CPA and the International Conference for Applied Psychology.
 - Kate noted that the advantage of this partnership was not made clear in the Chairs Meeting. It is not clear if a section similar to HPP exists for the ICAP, which might potentially isolate our section.
 - The cost has increased dramatically to ~\$575 for members and \$200-\$275, with subsidies offered for students. **No clear justification for the increased was offered by CPA.**
 - Ultimately, the section was not optimistic about how the logistics of the 2017 convention will affect CPA, due to cost and no guarantee of section autonomy for our program.
 - The possibility that CPA might not offer HPP a program was discussed.
 - Cor expressed concerns about this and suggested the section consider holding its own conference separate from CPA2018. This suggestion was welcomed by those present.

Mary J. Wright Award

- Congratulations to Susannah for winning the 2017 MJW Award!

- A motion was proposed to increase the award to \$150, which was approved unanimously.
 - Caution was offered about the health of the endowment, particularly that if we offer all interest for the MJW, the endowment will not grow.
- Ric reported that the interest acquired from the previous year was ~\$450.

Proposed Student Award

- A special thanks to Vickie for helping with the creation of this award proposal.
- A motion was proposed to create the award to be offered for the upcoming year. Award criteria has previously been circulated to the executive. The motion passed.

Executive Election Results

- Chair-elect: James Cresswell
- Co-program chair (junior): Susannah Mulvale
- Webmaster: Ian Davidson

Meeting Adjourned

HPP Annual Business Meeting
Saturday, June 10, 2017
Fairmont Royal York, Confederation 6 – Mezzanine

Chair's Report:

The HPP Executive Committee

This past year has been a time of building for the HPP Section. Four new members have joined the HPP Executive (Jeff Yen, Ric Hohn, Raffi Aintablian, and Vickie Richard) for the first time. This year, we will need to recruit individuals to fill the positions of Chair-elect and second Program Co-chair. I have not heard back from all the current Executive members as to whether they are staying on in their roles, so we may need to recruit for additional positions. This will be discussed at the annual business meeting at the Convention.

The Executive has been in communication throughout the year regarding issues such as the overriding vision and mission of the Section, how do build our membership base, how to attract and support involvement from student members, re-envisioning and supporting the re-launching of the Section Newsletter (History and Philosophy of Psychology Bulletin), and how best to use Section funds to nurture and grow the Section.

CPA Convention

CPA Convention Office Changes

CPA made a number of official changes to the Convention submission processes. First, they replaced the Section Invited Speaker with a Featured Speaker category, and the CPA Invited Speaker and CPA/Section(s) Invited Speaker categories with the CPA Masters Series category. With this came a number of small changes to the submission process, including nomination deadlines. The most significant changes concerned the relative weightings of nominations for the CPA Masters Series, wherein co-nominations from multiple sections are given higher scores than nominations from a single Section. The implications of the change from Section Invited Speaker to Featured Speaker were not significant and, therefore, did not result in substantial changes in the process of nominating a speaker for the HPP program this year.

A second set of, more substantial, changes concerned the Convention proposal submission processes. The major changes included: an earlier submission deadline

for oral paper, symposia, theory-review, and round table discussion proposals (November 11, 2016, approximately 3 weeks earlier than in past years); the introduction of a new form of presentation, the GIMME-5, which consist in 5-minute presentations with a maximum of 3 slides. Up to 12 GIMME-5 papers are organized into hour-long sessions throughout the Convention. These sessions are intended to be interactive and entertaining. HPP had two GIMME-5 proposals submitted, both of which were accepted. The deadlines for submission of GIMME-5 proposals was, along with poster proposal submissions, three weeks after the deadline for oral presentation formats (December 2, 2016).

A final, quite substantial, change to the Convention proposal process concerned the implementation of a staged review. The CPA sections were organized into 10 different clusters, with each cluster allotted a set number of total hours (for oral sessions) in the Convention program (ranging from 1 to 20 hours, depending on the size and composition of the cluster). In addition, the review process was changed to a two-stage review, first through section review and next through cluster review. Because HPP is the only section in its cluster, only the section stage of review was required. HPP was one of two clusters composed of a single section, and was initially allotted 2 oral session hours for the convention. In response to the allocation of hours for HPP programming, I followed up with Seán Kelly in the CPA Convention Office. After some back and forth negotiating, HPP was allotted enough programming hours (6 in total) to accommodate all our accepted oral session proposals. However, as CPA moves forward in the next few years with the new proposal submission and review systems and the attendant possibility of cuts to oral session programming hours, we will need to encourage our membership to consider possibilities for submitting collaborative (i.e., with other sections) proposals as well as different session formats (e.g., round table discussions).

2017 Program

For the 2017 Annual Convention program, we have 1 symposium, 4 theory reviews, 2 round-table discussion sessions, and 7 individual oral papers grouped into 3 sessions oriented, respectively, around the following themes: Dialogical Approaches in Psychology, Historical and Philosophical Perspectives, and Ethical Issues in Psychology. The Section Featured Speaker is Dr. Thomas Teo from York University. His paper is entitled “Psychological Humanities, Subjectivity, and Resistance in Aesthetics.”

We are also holding a Section dinner on Friday, June 9th, at Teronni on Adelaide Street. All members of the HPP Executive and all presenters in the HPP program have been invited. Our Feature Speaker, Thomas Teo, is the guest of honour. The costs of students’ meals (up to a maximum of \$30) will be paid for by the Section.

Mary J. Wright Award

In June 2016, the Mary J. Wright Student Award was awarded to two students (Kirby Maguire for 2015 and Wanda Power for 2016). This year, Jeff Yen is chairing the

MJW Award Adjudication Committee. All first-author student presenters of papers or symposia will be considered for the award. The adjudication will commence shortly after the Convention, with the aim of identifying a winner by the end of June, after which the winning student will be notified and sent a certificate. The Psychology Foundation of Canada (PFC) will be notified of the winner and will send the award monies directly to the winner.

A proposal to increase the MJW award from \$100 to \$150 has been put forth. Ric Hohn consulted with Judy Hills from the PFC, who manages the endowment and administers awarded monies. Judy Hills indicated that she did not foresee any problem with raising the value of the award, but that a formal recommendation would need to go to the PFC Board through the PFC CPA Committee. Currently, the funds are held in a GIC worth \$10,000. A motion will be put forward at the HPP annual business meeting to make a formal recommendation to the PFC CPA Committee to increase the MJW Award from \$100 to \$150.

Website

In fall of 2016, Eric Oosenbrug arranged to have the hosting services of the CPA HPP website upgraded in order to increase the server space for the Section Newsletter, in anticipation of its re-launch in 2017. This cost of this plan is \$47.40/year (\$2.00 more expensive than before, but comes with unlimited space and bandwidth).

Financials

The Section is currently holding a balance of roughly \$5,800 in our bank account. According to CPA Section Operations Manual, sections may only hold a maximum of \$5,000 in their bank accounts at year end. This year, the HPP Executive has identified a couple of ways we might use Section funds over the next couple of years in order to meet the CPA stipulation. In the fall of 2016, the Executive explored a number of options, including: (1) implementing an annual student travel award to support travel costs to the Annual Convention; (2) a social function at the Annual Convention; (3) an additional student paper award; (4) one or more service to HPP awards; (5) creating one or more bursaries to offset costs of CPA membership fees for student members of the Executive Committee; (6) increasing the honorarium for the Featured Speaker, or otherwise supporting the costs of bringing in a speaker from outside of the convention host city. The HPP Executive voted to prioritize (1) and (2). A Section dinner is scheduled for Friday, June 2; in addition to covering the costs of the meals of the Featured Speaker and guest, the Section will cover the costs of students' meals (up to a maximum of \$30, including tax and tip) and wine for the table. Regarding potential expenditures for the Section in the immediate future, a motion will be put forth at the business meeting to initiate the process of increasing the current value of the MJW Student Paper Award and implementing an annual HPP Student Travel Award.

Proposed Student Travel Award

Student Rep, Vickie Richard, took on the initiative of establishing a draft of proposed terms of reference for a HPP Section student travel award, including a proposed value of \$250 per award (one given each year). A draft was circulated to the Executive for feedback and revision. The adoption of the student award will be discussed at the June business meeting, and a motion will be put forward regarding the formal establishment of the award (to begin 2018) under the terms of reference outlined in the final draft (with amendments, if they are suggested prior to the business meeting).

Section Newsletter

We were hoping to re-launch the Bulletin this year. Marissa Barnes put out a call for bios from members of the Executive and proposed a tentative plan for the re-launch. Unfortunately, we were not able to get the Bulletin up and running prior to the Convention. However, Marissa has been working with Jeff Yen to develop a draft the contents for the first edition of the re-launch (including bios for the Exec members, which have now been collected). Marissa and Jeff have also been discussing moving the Bulletin to a web-based format and are working on creating a volunteer staff to help in making the transition. We will be discussing the re-launch of the Bulletin at the June business meeting.

Future of HPP

Membership rates still on the decline. We need to be thinking about how we can expand the membership of the Section. In the past, the possibility of forming a membership task force has been raised. I generally support this idea, however, it will take a concerted effort and commitment from a number of HPP members to get this off the ground.

Finally, many thanks to the HPP Executive members for their hard work and efforts this year.

CPA-HPP Treasurer's Report

Ric Hohn

CPA Convention 2017, Toronto, ON
HPP Section -Business Meeting
June 10th, 10:45am

Balance Sheet

General. Since the convention in Victoria last year the section has seen an increase of funds by an amount of \$324.98 (as of 05/30/2017). Our overall section balance stands at **\$5906.72**. This increase is less than half of last year's increase (\$749.47 between the 2015 and 2016 conventions). The most noticeable impact is the decrease in revenue coming from book royalty donations, but some is also attributable to a decrease in membership.

Deposits. This (convention) year the section has received deposits of:

- \$312 – Section Dues
- \$395.02 – Book Royalty Donations
- Total = \$ 707.02

Withdrawals. This (convention) year the section has made withdrawals of:

- \$25.74 – Postage of Treasurer Materials from Zhipeng to Ric
- \$42.5 – Scotiabank Service Charges
- \$63.8 – Web hosting for HPP Bulletin
- \$100 – Student Awards
- \$150 – Honorarium for 2016 Keynote Speak (Lee Moss)
- Total = \$382.04

Membership

We have received \$312 in membership dues since June, 2016. Of that \$312 Our breakdown of membership can be seen below.

HPP Active Membership (2017)

CPA Member	24
CPA Student Affiliate	12
CPA Fellow	9
CPA Honorary Life Fellow	2
CPA Honorary Life Member	2
CPA Special Affiliate	0
CPA/APA Joint Member	1
CPA International Affiliate	
CPA International Student Affiliate	0
CPA Retired Fellow	1
CPA Retired Member	0
Total Members	51

HPP Active Membership (2016)

CPA Member	29
CPA Student Affiliate	22
CPA Fellow	9
CPA Honorary Life Fellow	2
CPA Honorary Life Member	1
CPA Special Affiliate	0
CPA/APA Joint Member	2
CPA International Affiliate	0
CPA International Student Affiliate	0
CPA Retired Fellow	2
CPA Retired Member	1
Total Members	68

Note: the CPA/APA Joint Member is calculated based on the CPA database and reflects how members paid the annual fee and not the *de facto* joint membership, which has been confirmed as consisting of more members than indicated here

Points to Raise:

Membership Trend. We are again seeing a downward trend in section membership, as we have lost 17 members since last year. This worry is compounded when considering membership was at 77 in 2015 and 83 in 2014. Looking through old documents, the largest decline comes from CPA members, which was at 38 in 2015 and 41 in 2014. Student membership has remained stable at around 22 members until this year in which we lost 10. As has been noted previously, **we need to address this membership decline.**

State of Funds. We have a substantial amount of funding, especially for a section this small. Per ongoing discussion by the executive, increased spending is planned. Student travel award(s) have been proposed and a convention social gathering planned. While book royalty donations have provided us with a lot of these extra funds, we should manage our expectations about the sustainability of such profits in the future. It's my understanding that the books were published somewhat recently, meaning we might be soon past the initial wave of book purchasing (by libraries, etc.).

PFC Committee/MJW Award. As part of my duties, I serve on the Psychology Foundation of Canada committee concerning awards given by CPA. This includes the Mary J. Wright Award exclusive to HPP. After inquiring with the managers of the endowment (PFC), I've learned that it may be sustainable to increase our award amount from \$100 to \$150 or \$200. This is an item of discussion for the upcoming business meeting. As is evident by this, the endowment is healthy according to the PFC.

My future in the executive. I have decided to stay on as the Secretary-Treasurer for the upcoming year, under the chair of Dr. Jeffrey Yen. However, I would like to make it known that I intend to give up this position after the 2018 convention.

HPP Section – Annual Business Meeting

Saturday, June 10, 2017

Report on the *Bulletin*

Marissa Barnes

Comments on the Status of the *Bulletin*

Stops and starts. Where is the section’s newsletter and why hasn’t it been in circulation? The *Bulletin* was last circulated in 2009. Eight years later, why the delay? Well we have had lots of stops and starts. After we had someone finally set up to take over the reins (there was an extended delay with this) the ambitions were high. Jason Goertzen initiated dialogue about making the *Bulletin* into a peer-reviewed journal. After an extended discussion with the History and Philosophy Section of the British Psychological Society (HPP-BPS) about their process and attempts to turn their newsletter into a journal; we recognized this was not going to happen without a long-term commitment and a group of people dedicated to seeing the lengthy process through to the end (believe me it was rather complicated and lengthy process). Laura Ball, who took over the role as editor from 2013-2015, went through the process quite thoroughly and proposed several different options and avenues at the section’s business meeting in 2014. Unfortunately, time was short and the issue was tabled; it remained unresolved at the adjournment of that meeting.

At the section’s annual business meeting in 2015, the consensus was “let’s just get a newsletter out.” I was abdicating from my role as program co-chair after four years on deck as (Halifax, 2012; Quebec City, 2013; Vancouver, 2014; Ottawa, 2015) and a previous four years on (2008-2012) as treasurer-secretary and student representative. Zhipeng Gao and I agreed to work together on getting the *Bulletin* up and running as co-editors; however, based on my personal transitions and Zhipeng’s absence from the country, we were just not able to get things worked out over the course of the year. I was absent from the convention in Victoria of 2016 but agreed to take on the charge for getting the *Bulletin* re-launched.

In the fall of 2016, Kate, Jeff and I had multiple conversations about what the future *Bulletin* might look like. I initiated a call for executive bios (in November/December, 2016) with the intent of getting the first newsletter out before the convention. There was a two-thirds response rate on the executive bios and this is certainly great; I reimagined this was feasible as a “spotlight on” rather than a comprehensive introduction (or a “who we are”) to HPP’s executive.

Online presence. It is quite clear that the *Bulletin* needs to be fully accessible online. We have had several excellent features in the *Bulletin*, and in the past, several people were looking to locate these often cited, but not retrievable online pieces. Up until recently, no one could locate these pieces online; all issues of the *Bulletin* were made available online as of 2014, thanks to Fran Cherry and the hard work of her students at Carleton University. Jeff and I have discussed the possibility that the *Bulletin* needs to be re-imagined; consisting of the static traditional newsletter-type forms of communication (e.g., content delivery online) while also living as a dynamic form of communication (e.g., the ability to dialogue, comment, and create content online allowing for multiple sources on input and participation).

Directions and Points of Discussion

- In discussion with Kate, we agreed on the “multiple lenses” theme and I would like to use this as the governing theme for our first newsletter.
- I have started working with a newsletter structure that I think will work well. But I am open to other suggestions and ideas.
 - (1) **The Editor’s Corner** (e.g., an editorial on the theme of newsletter etc.);
 - (2) **From the Chair** (e.g., an interview with or a written piece contributed from the past, current or incoming chair);
 - (3) **Spotlights On** (e.g., the HPP executive bios; contributions of content from members);
 - (4) **On the Road** (e.g., future and upcoming events, meeting, conferences, conventions; like a “news & notes”).
- As mentioned above, Jeff and I, discussed the possibility of making the *Bulletin* fully online (i.e., creating a space on our website for collaboration and dialogue). This is undoubtedly a promising direction moving forward.
- To both ends (newsletter structure and online development) I would like to have someone agree to work with me. There are two desirable characteristics (i.e., things I need help with). One (or both) of these skills/interests would be ideal but I am happy to work with anyone interested in working with me.
 - (1) Someone who likes to play with content; interested in making the newsletter aesthetically pleasing (“pages” has some super newsletter templates, but perhaps best to think about a program that is compatible across systems). I am great with content and the editorial aspects; however, I am less inclined artistically in terms of the visual appeal.
 - (2) Someone who has some skill or is interest in starting to develop this content in an online space. Specifically working on developing the *Bulletin*’s presence on our website (i.e., we want it to be more than just an archive where the pdfs are stored) and keen to look into the features that will allow for a more dynamic environment (of course we must use the space to keep it alive!!).

Proposed Terms of Reference for the History and Philosophy Section Student Travel Award

Terms of Reference

Description of the History and Philosophy Section Student Travel Award

This award is designed to support Canadian students traveling to the annual CPA National Conference to present their research in the History and Philosophy Section. It is separate from the Student Travel Award offered by the Section for Students. It will be awarded based on financial need and traveling distance.

The value of the award is \$250.00. A minimum of one award will be given annually. The possibility of awarding additional awards is subject to HPP Section budgetary considerations and will be assessed yearly in early January prior to submission of the HPP Section Financial Report to CPA Head Office.

All students delivering an oral or symposium paper presentation accepted by the History and Philosophy Section are encouraged to apply for consideration.

Eligibility:

Eligible applicants must:

- be current or recently graduated students of a Canadian university (within the same calendar year as the award);
- be current members of the HPP section;
- be a first author of an oral paper or symposium presentation given to the HPP section;
- be traveling from further than 500km from where the annual conference is being held;
- demonstrate financial need by providing a brief statement (approximately 100-250 words) outlining lack of current funding status, etc.
- Note: applicants eligible for the HPP Student Travel Award are also eligible for the Mary J. Wright Student Paper Award.

Application Requirements:

An application for this award should include:

- the applicant's identifying information (full name, email address, phone number);
- confirmation that the applicant is currently or was recently registered as a student (i.e., within the same calendar year as the award), including institutional affiliation;
- proof of HPP section membership for the same year as the award;
- indication of the number of total one-way kilometers of travel and form of travel (i.e., plane, train, bus).
- an abstract of the paper, including the title, list of authors (indicating that the applicant is the first author);
- a copy of the applicant's notification of their submission acceptance to the conference.

Adjudication and Administration of Award(s):

- The Past Chair of the HPP Section will oversee the adjudication and administration of the award, including:
 1. setting up a committee of 3-4 individuals to review and rank applications;
 - Note: the HPP Student Representative cannot be a committee member if they are applying for consideration for the award.
 2. providing the review criteria to committee HPP members;
 3. consolidating committee members' respective reviews/ranks;
 4. notifying the HPP Executive of the winner(s).
- Adjudication of the award will occur after CPA formal notification of the HPP program (mid to late March) and no more than 4 weeks prior to the convention (early May). Upon receipt of the final program, the Chair of the HPP Section will notify the Past-chair (i.e., Chair of the Award Selection Committee) of receipt of the final program.
- Once they have received the final program, the Chair of the Award Selection committee will send a call for applications to the student members, clearly indicating the eligibility criteria, application requirements, application due date, and an email address to which applications should be sent. The Chair of the Award Selection Committee will also begin forming the Committee at this time.
- After the final due date for applications, the Chair of the Award Selection Committee will distribute applications and adjudication criteria to the members of the Committee, indicating a due date for submitting final rankings.
- Applications will be ranked in terms of:
 1. eligibility of applicant—i.e., applicant meets **all** the eligibility criteria specified under “Eligibility” above (yes or no);
 2. relative ranking (1-5, from highest to lowest) of financial need, as described in the statement of need provided by each applicant;
 3. relative ranking (furthest to closest) of total one-way kilometers of travel.
- At least 6 weeks prior to the Convention, the Chair of the Selection Committee will consolidate the committee members' reviews/ranks to determine the winner(s). The Chair of the Selection Committee will then notify the successful recipient(s), Award Selection Committee members, and the HPP Executive.
- The prize monies (in the form of a cheque for the value of \$250.00) will be administered by the Section Treasurer and should be picked up by the recipient(s) at HPP Annual Business Meeting held during the CPA convention. In the case the student(s) is (are) unable to attend the business meeting, the treasurer will arrange to send the cheque(s) by mail.