



Section on Clinical Psychology
La Section de la psychologie clinique

Executive Committee Spring Teleconference Meeting Minutes

April 23, 2013

1030-1230 (Mountain); 1230-230 (EST); 130-330 (Atlantic)

Attendees: Jennifer Garinger, Emma MacDonald, Margo Watt, Peter Bieling, Martin Drapeau

1. **Approval of Agenda** (Jennifer move, Martin second)
2. **Approval of Meeting Notes** – January 26, 2013, Executive Committee Meeting (Emma move, Jennifer second)
3. **Report from Chair (Margo)**
 - The executive expressed excitement about upcoming workshops/speakers at CPA Convention.
 - Margo reminded executive members to register for the pre-convention workshop (Dr. Mark Lau, *Mindfulness-based Cognitive Therapy: From Theory to Practice*). There was some discussion about costs and revenue generated from these pre-convention workshops in the past. Jennifer to review past financial information to provide further details regarding this.
 - Discussed increasing honorarium provided to Dr. Robert Vallerand (Public lecture: *The Role of Passion in People's Lives*) to account for added expenses for travel. Executive agreed that it would be reasonable to do given that Dr. Vallerand will be attending the convention from out of town. Honorarium provided will be \$1000.
 - CPA Invited Speaker: Mme Rose-Marie Charest (*Psychothérapie et Autres Activités Réservées par la Québécoise*). CPA will be taking care of arrangements related to this speaker. Co-sponsored with Clinical, Health, & Neuropsychology sections.
 - Update from Advocacy Grant recipient, Dr. Douglas Murdoch, Mount Royal University; *What Makes Clinical Psychology Unique and How Will We Remain Unique in the Future?* Dr. Murdoch will be attending CPA Convention, presenting a poster on Saturday. He will also attend the section's AGM on Thursday and will present a brief synopsis of work to date.
 - Discussed inviting student members to act as convention reporters, reporting on the public lecture, pre-convention workshop, and invited speaker for example. Executive agreed this would be a good idea. Emma to draft procedures for advertising this opportunity to students.
 - Jennifer and Margo have been working on collating the history of the section, based on information gleaned from the section's hard drive, newsletters, and past committee members. An abbreviated version of this history will be available for members at the AGM. A list of past executive members has been submitted to the Spring newsletter.
 - Margo has had a RA create a 'handbook for executive members', summarizing of everything someone would need to know about the executive when coming into an executive position. Discussed providing the RA with an honorarium as appreciation for time spent on this project. Executive agreed that an honorarium of \$50 would be appropriate.
 - Executive to propose amending section by laws to indicate use of Robert's Rules of Order (vs. *Procedure for Meetings and Organizations*, by Kerr & King). This change will go to the AGM for approval from members.

- Margo provided an update on a recent tele-meeting she had with Karen Cohen. Margo shared that this was a very positive conversation and she recommended that future chairs try to schedule this type of meeting with Karen at least once per year, perhaps in the fall, to encourage open communication between the Head Office and the section.
 - Margo talked to Karen Cohen about support for section administrative work. Karen was open to having more discussions about the possibility of having an admin assistant available to assist.
 - Margo also talked to Karen about translation services, which are quite costly. If the section requires a 'big item' translated (e.g., policies), CPA would be agreeable to cover the costs associated with this. However, everything else would be up to the section to cover the costs for.
- Discussed formalizing the process for providing gifts for departing executive members. One suggestion that all agreed on was to present departing members (as well as award winners) with framed certificates, which could be personalized.
- Margo requested feedback from executive members on CPA's new Strategic Plan. Suggestions regarding rewording some sections and thoughts regarding the creation of practice guidelines were discussed. Margo to take these suggestions forward to CPA.
- Margo is completing the section's Annual Report. This will be submitted to CPA in May.

4. Membership, Finance, and Communications (Jennifer)

- Total membership as of April 18/13: 1000 (slightly up from this time last year – 920), with 325 student members
- Total assets as of end of March 2013: \$33549.73
 - Chequing balance: \$20,608.52; GIC 5 year stepper: \$12, 941.21
 - It was noted that the GIC matures in February 2014.
- No listserv issues in recent months
- Website issues
 - Sections are still unable to update website themselves, although CPA has been very supportive in assisting with website edits as required.
 - Jennifer to liaison with CPA webmaster to update website with past business meetings, newsletters, Travel Award winners (2006-2010), and Student Educational Activity Grant winners
 - Discussed renaming and editing 'News and Events' page. Jennifer to liaison with CPA to do so.

5. Student Report (Emma)

- Deadlines for Ken Bowers award and Student Travel awards revised - May 15.
 - Emma noted some questions from students applying for the Ken Bowers award regarding page limits. These instructions will be more clearly outlined in future calls for applications.
 - Emma to update executive regarding applications coming in for review.
- Executive discussed revising criteria for Travel Awards in the future. There has been some lack of clarity regarding criteria relating to geographic location of applicants. Instead of using East, West, and Central distinctions (which are presently used), the executive decided to use distance from convention as determining criteria in future. Decided upon 500km as the rule for new awards.
- Emma presented proposed changes to Student Awards which would allow for a separate award to support student travel (adjudicated by clinical section executive), in addition to a peer-reviewed

award named 'Best Student Conference Presentation Award'. Emma to make necessary revisions to the student awards descriptions and will present at the AGM for the section to approve.

- Emma reported not having access to membership list on the section management website. She will contact Kim Black regarding this.

6. Past-Chair Report (Peter)

- Peter reported that the following nominations for 2013-2015 executive positions have been received: Jennifer Garinger (Secretary-Treasurer) & Al-Noor Mawani (Member-at-Large). Peter to notify new executive members. Discussed nominations for Chair-Elect position.
- There are a number of applications for Student Rep, requiring a vote. Discussed process for doing so. Peter to organize this.

7. Chair-Elect Report (Martin)

- Martin reported that two Fellow nominations were received. Candidates are Dr. Paul Hewitt and Dr. Catherine Lee. Executive reviewed nominations and agreed that both candidates are very deserving of fellowship status. Martin to notify and recipients will be invited to attend the AGM in Quebec to receive Fellowship. Dr. John Pearce has confirmed that he will be attending this year's AGM to receive Fellowship.
- Deadline for SPECA applications is the end of April. Martin to send applications to executive for review and adjudication.
- Discussed current process of having SPECA winners present at annual convention. Executive to consider revising schedule of applications in the future so that the winner would present at the same year's convention.

8. CPA 2013 Convention (All)

- Discussed having translation services at convention, particularly for Dr. Vallerand's public lecture. Margo to follow up on this with Dr. Vallerand and convention organizers.
- Discussed advertising for pre-convention workshop & public lecture. Jennifer to create poster for pre-convention workshop for distribution on website and listserv. Discussed budget for advertising of public lecture. Martin to consider best ways to advertise to the public in Quebec.
- Margo to email Emma convention schedule so that she can coordinate student symposium
- AGM will be held on Thursday, June 13, 4-5pm and will be followed by a reception.
- Details regarding executive meeting during the convention to be decided at a later time
- Follow up from winter meeting: Jennifer checked AGM minutes re: any money for newsletter editors to attend convention. In the past, editors have received \$100 honorarium each.
- Margo and Martin to attend section heads meeting at convention. No items raised by executive members to add to the agenda for this meeting

9. AGM: Thursday, June 13, 2013, 4:00-5:00pm

Adjournment – Emma moved, Martin second