



**Section on Clinical Psychology  
La Section de la psychologie clinique**

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**Executive Committee Winter Teleconference 2014**

**Friday January 24, 2014**

**9:00-11:00 (Mountain); 11:00-1:00 (EST); 12:00-2:00 (Atlantic)**

**Attendees: Martin Drapeau, Jennifer Garinger, Al-Noor Mawani, Skye Fitzpatrick, & Sheryl Green; Regrets-Margo Watt**

- 1. Approval of Agenda** (Jennifer move, Skye second)
- 2. Approval of Meeting Notes**
  - September 23, 2013, Executive Committee Fall Teleconference Meeting Minutes (Skye move, Al-Noor second)
- 3. Survey of Members (Martin)**
  - Martin reported that he has a draft of the survey that will be sent out to members (e.g., asking questions about the logo, the list serve, the newsletter) and asked the rest of the executive to consider offering questions they have for the survey/continue to brainstorm and send along to him.
- 4. Newsletter (Martin, All)**
  - Martin stated that Elizabeth and Andrea inquired about excluding the minutes of the executive meetings within the newsletter. Ultimately, they want to reduce the content from 15-20 pages to 12-15. The executive discussed this and offered that perhaps a link to the minutes should be provided in its place along with 3-4 sentences of what was discussed. Martin will communicate this back to Elizabeth and Andrea.
  - Martin noted that Elizabeth and Andrea also voiced wanting to know more about who reads the newsletter. Jennifer offered that we might find out through use of the survey; what people read, what they find interesting.
  - Discussion took place regarding the newsletter in terms of 1) what we can do to market the newsletter, 2) potentially add what is new in research, 3) what might be the barriers be to people submitting to the newsletter, 4) what to keep in the newsletter (e.g., award winners and perhaps a synopsis of their papers) 5) including top 5 abstracts of students for acknowledgment. Skye stated that she will draft questions for the survey on this topic for students. Martin will talk to Elizabeth and Andrea about sections of breaking news and lobbying.
  - Martin said Elizabeth and Andrea raised possibility of translation but it was confirmed that the cost of this would be too great.

## **5. Update on Convention (Jennifer and Martin)**

- Martin stated that all of the speakers who were asked agreed to present (Charlotte Johnson, Paul Hewitt, Heather Hadjistavropoulos)
- Jennifer stated that all reviews for the clinical section are complete (158 submissions to our section in the form of posters, workshops, theory review, and conversation sections). This is just a bit lower than last year (190)
- 149 were accepted (94% acceptance rate) with 118 posters, 9 workshops, and 18 symposiums.

## **6. Membership and Financial Report (Sheryl, All)**

- Total membership as of January 23, 2014: 729 (this number reflects the delay in individuals renewing their 2014 membership).
- Total assets as December 31, 2013: \$24, 285.62
  - Chequing balance: \$10,459.44
  - GIC 5 year stepper current value: \$13, 826.18 (\$12, 941.21 plus accrued interest of \$884.97 as of February 23, 2014) – GIC matures in February 2014. Sheryl formally inquired about what options exist once February 23 2014 arrives and presented various GIC options to the executive including locked in, fixed rate, and market. Martin suggested the treasurer summarize the GIC options and send to executive via email to further discuss.
- Martin asked Jennifer if, as the next executive Chair, it would be a disadvantage going into a locked in option if she decided during her term that she would want access to these monies. Martin proposed leaving partial funds in a GIC and bring forward the rest into chequing to potentially use for special projects in the next year or two.
- Al-Noor inquired about whether the clinical section budget was ever exceeded. Jennifer stated that in June 2012 to June 2013 the section had \$19000 income and spent \$21000, so ran a deficit for that year. It was suggested that it might be best to take some monies from the GIC to have for such short falls. Martin stated that we need to get a good understanding of where we were and where we are at currently and if we are running a deficit every year we may have to consider options. Martin proposed that the Treasurer look at the last 3-5 years data on this and present to the executive as it will be helpful to make decisions going forward.
- Sheryl mentioned that the Annual Financial Statement submission is due January 31<sup>st</sup>, 2014 (for the January 1 2013 to December 31, 2013 year). It was raised that we submit another updated budget at the June ABM.
- Martin asked why there are 2 statements and offered that it might be best to do the work once and offer that summary that is sent to CPA on January 31<sup>st</sup>, from the previous financial year, at the ABM along with the proposed budget for the year that is complete at the time of the submission of the Annual Financial Statement. Martin asked Sheryl to look into this and make sure one is not ‘required’ for the June ABM. If not, then draft a motion to have it complete only once.
- Martin said we need to look into CPA insurance for members of this section as we do not know if we are covered under any given circumstance.

- 7. Convention: invitation for a section representative on the Convention committee (Martin)**
  - Martin stated that he will draft an invitation and send along to Al-Noor to place on the website.
  
- 8. Website and Listserve (Martin, All)**
  - A discussion about updating the clinical section website to make it more useful to members was revisited. Martin mentioned that the emphasis could be on content and priorities the section might want to address. He has drafted and distributed to executive members, an outline of different sections we might want to put on the clinical section website. Proposed sections for the website were discussed item by item by all and included: link to brochure, how to become/ benefits of a member, news events and work, consideration of posting upcoming workshops (need for screening process and policy in place-Martin to draft), resources for clinicians (e.g., fact sheets, therapy progress documents) and requests that members have to add links to their work/resources (if so, need for screening process and policy in place and to have cross-links to our website), research practice and PRN's to promote researchers clinicians to design research questions and projects (Martin will see survey response is with this idea)
  - Martin asked to have executive send him links to other related organizations to place on the clinical section website
  - Martin mentioned that there needs to be a policy put into place for the listserv.
  
- 9. Executive duties of Chair Elect (Jennifer)**
  - Jennifer mentioned that she is expecting mid-May and indicated that this may impact her availability over May/June.
  - Jennifer will be collecting nominations for section fellows, Ken Bower's, and SPECA award applications and mentioned the use of the drop box for this activity.
  
- 10. Tasks and responsibilities of members of the executive (Martin, All)**
  - Martin wants to negotiate with CPA about tasks to give to the CPA administration. Executive was asked what these tasks might be for each of our positions with discussion of possibilities. Ultimately, Martin will talk to Karen Cohen with our requests and confirmed that the CPA support is on trial and may not remain past two years.
  - Martin asked for a motion to go forward and negotiate with CPA. Jennifer made a motion and Skye seconds. Martin asked for motion to have control over review on website. Skye motions and Jennifer seconds.
  
- 11. Revision of the section handbook (Martin, All)**
  - Once know what CPA will take on, Martin stated that we will revise the section handbook. Increase length in time for chair was discussed as a means to get more major projects complete. Pros and cons of that approach were discussed along with possibility of 'renewing' a term for the same purpose.
  
- 12. Timeline/Next Meeting**

- Next week for questions to Martin for the Survey and duties that we would like the CPA administrative assistant consider taking on.
- 2-3 weeks to send Survey to members
- Treasurer to send details of options for funds in the GIC and decide by March 2014. Also to send along a summary of finances to executive about budgets over the past 3-5 years.
- Another meeting with executive will be arranged shortly for financial decisions and spring teleconference.

**13. Adjournment** (Martin moved, Jennifer second)