



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

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**Executive Committee Mid-Winter Meeting 2016**

**Saturday January 23, 2016  
9:00 to 4:00 (EST)**

**Attendees: Lachlan McWilliams, Maxine Holmqvist, Carly Pope, Jennifer Garinger (via teleconference), & Sheryl Green**

- 1. Approval of Agenda** (Maxine move, Sheryl second)
- 2. Approval of Meeting Notes**
  - September 11, 2015, Executive Committee Fall Teleconference Meeting Minutes-Maxine move, Carly second, pending the final review to be complete following the mid-winter meeting.
- 3. Report from Chair (Lachlan)**
  - Updates from CPA (Bylaws changed to terms of reference). Lachlan mentioned that he would look into this further.
  - Lachlan offered that the review process went better with the changes this year. Submissions are no longer blind for non-poster presentations. It remains unclear how much influence we will have with scheduling although CPA is working with us with scheduling and potential conflicts as we experienced last year (e.g., workshops from clinical section at the same time).
  - Student involvement in the convention was discussed and Lachlan offered the idea of having an event that was exclusive to clinical students in order to enhance the student membership in within the clinical section. He also suggested having PhD students review posters with a supervisor's letter of support, their CV, etc.
  - Lachlan mentioned that our newsletter editors have agreed to continue which is positive.
  - Policy re: surplus accumulation will be discussed new business however, Lachlan stated that he believes we were told as a section that we need to spend it by December 2017.
- 4. Membership and Financial Report (Sheryl)**
  - Total membership as of January 23, 2016: 699
  - Total assets as January 22, 2016: \$27,369.79
    - Chequing balance: \$17,369.79
    - GIC 5-year stepper are as follows: Year 1 = 1.1%, Year 2 = 1.15%, Year 3 = 1.4%, Year 4 = 2.0%, Year 5 = 5.0% (Effective Annual Yield = 2.1%) with

the option to cash out without penalty on the anniversary (March 24) of each year.

#### **5. Student Report (Carley)**

- Update on student educational activity grant applications: Carly mentioned that the EAG received three applications and that we can give up to 2 awards at \$1000 each or \$2000 for one. Maxine moved to support two awards this year at \$1000 each and Carly second.
- Update on other student awards: Carly stated that the next award deadline is coming up in April namely, the student travel awards.

#### **6. Past Chair Report (Jennifer)**

- Advertising/recruitment of new executive: Assuming the structure of the executive committee remains the same in 2016-2017, Jennifer stated that we will be trying to recruit people to fill the following positions: Chair-Elect, Secretary/Treasurer, and Member-at-Large. Jennifer confirmed that ads have been included in the fall section newsletter and is posted on our webpage. She also stated that she would look into sending a message to members via the listserv in the coming weeks. Jennifer added that historically, this is all the advertising we have done for exec positions and asked the members of the executive to consider who they may approach personally with interest in these positions. All member offered suggestions of individuals who may be interested and agreed to follow up with these people post-meeting. Jennifer noted that the deadline for nominations is March 31.
- Convention Committee: Jennifer indicated that she continues to participate in CPA convention committee teleconference meetings on a bimonthly basis. Recent meetings have focused on programming for June's convention. Speakers have been secured and Lachlan has communicated who these people are. Jennifer distributed meeting minutes to the executive and mentioned that their next meeting is January 28. Following this, she stated that meetings will now be held on a monthly basis leading up to convention. Finally, Jennifer indicated that she will be involved again for one more year (as this is a three year commitment).

#### **7. Member-at-Large Report/Communications (Jennifer)**

- Section website: Jennifer stated that she has been working with the webmaster to update the website (make sure our documents are uploaded). She mentioned that all of this year's calls for nominations/applications are up to date on the section's webpage, under News and Events tab. Jennifer indicated that she is working on updating two other sections of the webpage (Awards and Section Fellows and Section Business tabs as information in these areas are out of date). She indicated that updates to the webpage do take some time as all of our requests for changes have to go through CPA's webmaster but in general, she has found the webmaster (Tim Bleeker) to be quite responsive and helpful with these changes.
- Upcoming calls for awards: Jennifer offered if anyone would like reminders for any calls for nominations to be sent out via the list serv, please let her know as she can ask CPA to do this. She suggested that since these messages may now take some time to be sent out

to members so take that into consideration when planning any requests for list serv messages.

- New System: Jennifer indicated that as of January she no longer has access to send out messages on the list serv. She explained that the old system for doing this has now been retired as CPA moves to their new system. Jennifer mentioned that she has been told by Cara that CPA staff can assist with sending messages out.
- Jennifer indicated that she received a request from specialty group wanting us to send out a notice on our list serv. The members discussed and agreed that it would be most appropriate for this person should go through other means to advertise including the newsletter.

#### **8. Convention 2016b (Lachlan, All)**

- Updates on speakers: Lachlan mentioned that our pre-convention speaker was approved. Our section invited speaker is Simon Sherry (previous SPECA winner). Also, Mark Lau and Lynn Alden are confirmed to give Master Clinician Workshops. Lachlan offered that the preliminary version of the convention schedule will be sent to him and at that time he will look to determine if any conflict exists (main clinical section events happening simultaneously).
- Update on student symposium: Carly mentioned that she received 6 submissions and accepted 4 and all 4 confirmed. Presentations are to be submitted by May 15<sup>th</sup> and will send to Simon once she receives them.
- Update on submission reviews: Maxine stated that there were 139 total submissions with 6 workshops (1 declined), 5 symposiums (1 declined) and 128 posters (15 declined). She mentioned that these numbers came in slightly under the time allotted to us by CPA. Maxine indicated that feedback received from the reviewers was that the process was easier this year with the changes. She reported that it would have been helpful to have an “accept” or “decline” at the end and so will ask CPA to put this in. Jennifer stated that she will bring this up to CPA during the meeting next week as well.
- Other section organized events: Lachlan proposed that we offer a free drink at reception to all of those who served as a reviewer who attend. Sheryl move, Jennifer second.

#### **9. New Business (All)**

- Need to develop a plan for surplus: We discussed what is reasonable to have remain in our bank account (\$5000.00 is proposed by CPA). Lachlan argued that this might not be sufficient as our range in total income has been \$15,000.00 to \$20,000.00. Therefore, if something unanticipated happens, we can still manage year to year with \$10,000 cushion, which is more reasonable, compared to \$5000. Sheryl will look at the last 5 years of expenses and how much money has come in to give Lachlan to send to CPA to argue for a higher base amount.
- Maxine offered a plan for part of the surplus with a powerpoint presentation namely; development of guidelines for psychologists of clinical practice. She gave two websites as examples of this (e.g., TREKK). Maxine identified two challenges with this namely website site up and expertise in review. She indicated that she will

start to ask individuals associated with TREKK about the start up process and ultimately propose this idea at the ABM in June 2016.

- Move to increase financial flexibility: Lachlan suggested that we adjust the award description to indicate that depending on the financial circumstances year to year, the amount may vary.
- Request for support from CPA: Lachlan mentioned the difficulties encountered with use of drop box to house our documents. He mentioned that he will ask CPA for alternatives on the website.
- Structure of Clinical Section Executive: Discussion took place with electing members and vote on who does what so that there is more flexibility with responsibilities from year to year.
- Newsletter: Editors will stay on longer. Lachlan offered that he will ask CPA how to obtain data as to how many people access the newsletter.

**10. Spring Teleconference (All)**

- Discussion took place and date and time agreed on was Friday April 29<sup>th</sup> 2016, from 1-3 (EST).

**11. Adjournment (Sheryl move, Maxine second)**