



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

Minutes of the Fall 2018 Teleconference

September 26, 2018

(note: Actionable items are in ***bold italics***)

Attendees: Aislin Mushquash, Elizabeth Levin, Caelin White, Brigitte Sabourin
(n = 4)

1. Approval of the agenda

- Motion by: Caelin White
- Seconded by: Aislin Mushquash

2. Approval of 2018 CAP/ICAP ABM minutes

- Motion by: Caelin White
- Seconded by: Aislin Mushquash

3. CPA's 2019 Annual National Convention - In conjunction with the 4th North American Correctional and Criminal Justice Psychology Conference (NACCJPC)

- **Logistics:**
 - i. Halifax, Nova Scotia (Delta Halifax and the Marriott Harbourfront)
 - ii. Friday, May 31st to Sunday, June 2nd, 2019
 - iii. Pre-convention workshops - Thursday May 30th
- **Updates/Communication**
 - i. From CPA (see attachment #1 – Convention planning update)
- **Section activities**
 - i. Preconvention workshops

Preconvention workshops (PCW) submission system
Have opened “mid-September”
CPA is overseeing submissions/abstract review system
No information yet on criteria/method for evaluating submissions

- Section sponsorship – Clinical section discussed that it may be open to some kind of sponsorship of a workshop.
- ii. Reception
- Section ABMs will be spread out across the three days, taking place late day on Friday/Saturday and early morning on Sunday.
 - Shared reception with other sections
 - The first step is to find out if CPA is doing one large reception – if not the case, then we are open to a shared reception with Health and Hospital. ***(Caelin will reach out to CPA and to the two section chairs).***
- iii. Section Chair Address: Kristin has agreed to provide – we are unsure that there is one this year, so we will wait for CPA's announcement – (if not this year, then it would likely come up next year)
- iv. Invited talks/symposia

Invited talk: Due to budget constraints, it was decided that getting someone in that is close to Halifax or that is already attending the conference would be best: Some names that were mentioned: Chris Mushquash, Sherry Stewart, Margo Watt, Jill Chorney, Sandra Byers, Natalie Rosen, Maxine Holmqvist. The executive will continue this conversation and invite a speaker as soon as possible.

Symposium: Possibility of an Evidence-based practices (EBP) update and use of EBP system/database/website as a clinical tool - by Dr. Maxine Holmqvist. This may be submitted as a pre-convention workshop already. Dr. Holmqvist will update us accordingly.

- **Registration/costs** – board members get up to \$1000 dollars each.

4. Section Finances update (Secretary-Treasurer) – Brigitte

- Update on current section finances (treasurer). Brigitte reviewed the financial statements to date. The clinical section continues to be in a strong financial position with a current bank balance of \$7500.34.

Brigitte to find out when deposits happen (in order to keep bank balance below \$5000 by end of December), and what is expected for next year's budgetary number. It is expected that membership numbers for the clinical section may go down a bit from the past.

Awards – the amount we will be spending on these will depend on our financial position in the next year.

- Membership

	September 2017	May 2018	September 2018
CPA Fellow	5	38	41
CPA Member	501	515	546
CPA Honorary Life Fellow	5	3	3
CPA Honorary Life Member	4	4	4
CPA International Affiliate	3	8	8
CPA International Student Affiliate	2	1	1
CPA Retired Member	5	3	3
CPA Special Affiliate	4	0	0
CPA Student Affiliate	269	233	267
CPA Student Affiliate - Campus/Student Rep	11	4	4
CPA/APA Joint Member	1	1	1
CPA/APA Joint Fellow	0	0	0
CPA Complimentary Membership	0	1	1
CPA Retired Fellow	0	2	2
Total	810	813	881

5. Executive Structure

- Familiarity with roles and responsibilities - portfolios have changed a little bit –

Roles and responsibilities of: member-at-large / secretary-treasurer / past chair / chair were reviewed as the portfolios have changed slightly

Caelin to assure with CPA that Elizabeth has access to the submission system for the conference. (system that coordinates the reviews of all submission / abstracts to different areas) – **Kristin will be working with Elizabeth this year for this task.**

We will need to find a person to oversee the communications from January – June (Caelin to continue with this between now and January).

6. Section Awards – the ads go out in the fall and submissions are due in April
(Matt and Aislin to co-ordinate for student awards)

(Aislin to look at dates for the following awards)

- Educational Activity Grant for Students
- Clinical Section Travel Award
- Award for Clinical Excellence (ACE)
- Ken Bowers Award for Student Research
- Best Student Conference Presentation Award
- Scientist Practitioner Early Career Award (SPECAs)
- Section Fellows

7. **Section Newsletter/Website - October / November**

- Items to include
 - Bio for Dr. Chris Mushquash (SPECAs Award)
 - Bio for Dr. John Walker (ACE Award)
 - EBP project blurb by Dr. Maxine Holmqvist and Dr. Martin Drapeau
 - Award ads for submission
 - Letter from the Chair
 - Report from the student rep (one of the speaker from the convention and intro)
 - Ken Bowers winner bio

Caelin to send the bio's that were used for the awards to the recipients to confirm that there is nothing new

There was a brief discussion about how to get more newsletter content around what members would be interested in – e.g.: Different clinical practice topics that would be of interest

8. **New Business**

- By-law amendment (Attachment #3) – Voted on and passed (44/46) by those attending the special members meeting on September 21st:
 - i. Electronic Ballots - Without limiting section 5.05, if the Corporation makes available an electronic ballot system, members who cannot attend a meeting of the members may vote in advance of the meeting by electronic ballot in accordance with the instructions provided by the Corporation, provided that any such system (a) enables the votes to be

gathered in a manner that permits their subsequent verification; and (b) permits the tallied votes to be presented to the Corporation without it being possible for the Corporation to identify how each member voted. An electronic ballot is valid only at the meeting in respect of which it is given or any adjournment thereof. Once tallied, the votes cast by electronic ballot will be added to the votes cast at the meeting to determine the outcome of the vote. No member shall be entitled to vote in person or by electronic means at a meeting of members if such member has cast her or his vote in advance of the meeting by electronic ballot.

There may be clustering of smaller sections – likely not going to impact the clinical section as it is a larger section.

Although this is happening – CPA mentioned that sections can vocalize their interests and these will be presented at the Board.

We will need to be vocal in this process in order to make sure the interests of the clinical section are heard

- Newsletter honorarium – there was a recommendation to have them systematically distributed at the convention retro-active to the year before. This was agreed by all.

9. Next meeting – January 2019

Mid-winter meeting - depending on the budget we will either meet in person or through web-conference. ***Brigitte to review budget and make recommendations.***

10. Adjournment – Time – 10:43am (CDT)

Caelin White seconded by Aislin Mushquash.

