



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

Executive Committee Mid-Winter Meeting 2018

MINUTES

**Friday January 19, 2018
University of Manitoba, Winnipeg MAN
8:45-2 PM**

Present: Aislin Mushquash, Maxine Holmqvist, Kristin Reynolds, Caelin White, Matthew Bernstein, Pamela Holens

1. Approval of Agenda

- a. Motion to approve: Matt, second: Pam

2. Approval of Minutes from 2017 Fall Teleconference

- a. Motion to approve: Caelin, second: Kristin

3. Report from Chair (Aislin)

- a. Convention
 - i. Invited Congress Presentations
 - a) Suggested speakers discussed; list has been narrowed, conference organizing committee is following up
 - ii. Pre-congress workshops
 - a) Discussed submissions and letters of support.
- b. Changes to By-Laws/Terms of Reference

Maxine provided background on CPA's request that sections change by-laws to terms of reference. There has been little feedback from CPA since our section submitted our proposed changes in May, 2016. An email was received in January, 2017, which indicated that we should wait until we receive the new model terms of reference from the Board of Directors. To date, these have not been received. Aislin agreed to follow up with CPA regarding the model terms of reference, as it would be ideal to integrate changes to the executive structure into this document.

4. Past Chair Report (Maxine)

- a. Recruitment for new executive positions
 - i. Pam and Caelin's positions end in June, so they will need to be replaced. Will be discussed further under New Business.
- b. Update on handouts/slides posted on Section website
 - i. Maxine communicated with Tim Bleeker, the CPA IT contact, regarding site updates and requesting information about site analytics. She was informed that the website platform would have

more functionality to acquire this data in 2018, but Tim agreed to look into options with the host company. .

- c. Update on Clinical Practice Guidelines
 - i. The group in Montreal has been working on a template for summarizing information about practice guidelines. The team is actively exploring funding possibilities, such as SSHRC, to build capacity for the project. Matching funding from an external organization needs to be in place; it was agreed that the grant awarded earlier this year could be used for this purpose provided that all the stated goals for the money are met.

5. Chair-Elect Report (Kristin)

- a. Convention 2018 – update on submission and review process
 - i. We received a total of 161 submissions, and we have 18 reviewers. Number of submissions were less than previous years. It was noted that two reviewers are required per submission. It is a difficult time to get reviewers given it is near holiday time (Dec/Jan). Thanks to those who volunteered to review.
 - ii. Submission breakdown:
 - a) 5 Discussion Forums
 - b) 19 Gimme-5's
 - c) 4 In-Congress Professional Development Workshops (90 minutes)
 - d) 121 Printed Posters
 - e) 8 Spoken Presentations (15 minutes)
 - f) 4 Symposia
 - iii. Discussed idea of having graduate students do reviews in the future, paired with a more experienced reviewer. Will consider this as a possible pilot project for the fall if unable to build pool of available reviewers. Agreed that a listserv message will go out soon to thank current reviewers and encourage potential reviewers to contact us; this will be repeated in the fall. Kristin to draft message. .
- b. Awards - no updates at this time. Applications for Fellows and SPECA are due April 15th.

6. Membership and Financial Report (Pam)

- a. Current membership numbers – 593 on the listserv currently
 - i. Discussed declining membership and possible reasons for same (e.g., ICAP this year may be less of a draw?)
- b. Current financial status
 - i. Reviewed section banking information for the year 2017 and budget for the year 2018. Discussed areas where budget could be revised to accommodate reduced income.

7. Student Report (Matthew)

- a. Update on student educational activity grant
 - i. Advertisement will be sent out after today's meeting. Deadline will be moved to March 1, 2018 due to the late notice. One award for \$1000 will be given out this year due to budget constraints.

- b. Update on other student awards
 - i. Ken Bowers Award and Clinical Section Travel Awards – notice to go out in the next couple of weeks. Decision to reduce Ken Bowers award amount to \$500 due to budget restraints; plaque also to be provided. Deadline for Ken Bowers award is in May, with decision to be made in advance of ICAP conference so award can be presented there. Reviewers for Ken Bowers will be required and organized by executive.

8. Member-at-Large Report/Communications (Caelin)

- a. Update on listserv and website
 - i. Listserv still up and running. Website is updated through Tim Bleeker.
- b. Update on Dropbox
 - i. Caelin spent a number of hours re-organizing the files so they are easier to find.

9. New Business

- a. Executive structure and responsibilities
 - i. Role of secretary/treasurer: with CPA taking over book-keeping – basic budget and minutes will now be done by past chair
 - ii. Newsletter editor positions – roll into student member position with support of other executive members
 - iii. Chair for 2018/2019 – Maxine presented a possible candidate
 - iv. Structure of executive (proposed; to be voted on at 2018 ABM):
 - 1. Chair-elect – communications and learning of chair role
 - 2. Chair – general chair duties plus special projects
 - 3. Past Chair – minutes and budget
 - 4. Member-at-large - convention
 - 5. Student member – newsletter

Maxine offered to update the handbook descriptions for the above-noted positions.

- v. Plan for the coming year -Given Kristin's maternity leave and the change of the treasurer role at end of 2018, this is the proposed plan for 2018-2019:
 - 1. Chair –
 - a. Caelin: July 2018 – February 2019
 - b. Kristin: March 2019 – June 2019
 - c. Kristin will cover convention-related tasks from July - February
 - 2. Past-chair – Aislin
 - 3. Student Member – Matt (will do newsletter with member at large)
 - 4. Secretary-Treasurer
 - a. Pam from July to December, 2018 then role ends
 - 5. Member-at-Large – new (will do newsletter with student member, as well as communications)
 - 6. Special Projects Liaison – Maxine

- b. Award for Clinical Excellence (ACE)
 - i. Reviewed draft guidelines for ACE award and feedback on same. Slight revisions to wording made accordingly. Note that for this coming year, nominations will go to Caelin rather than the chair-elect. French translation will be required as well. Matt will look into getting this and the student educational activity grant notice translated. Motion to approve: Caelin, second: Maxine.
- c. Newsletter award
 - i. We can nominate one of our newsletter editions for the newsletter award. Aislin will select one of the newsletters from the past year and submit.
 - ii. Maxine will coordinate some form of recognition for past newsletter editors

10. Scheduling Spring Teleconference Meeting

- a. May 4, 2018 9:00 – 11:00 am Central Time

11. Adjournment

- a. Motion to adjourn: Maxine, second: Matt