



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

Executive Committee Spring Teleconference 2019

Minutes

April 26, 2019

12pm CST, 1pm EST (Approximately 1.5-2 hours)

1. Welcome: 12:02pm

2. Approval of Agenda

Proposed by: Brigitte Sabourin

Seconded by: Kristin Reynolds

3. Approval of Minutes from 2019 Mid-Winter Executive Meeting

Proposed by: Kristin Reynolds

Seconded by: Aislin Mushquash

4. Section Chairs Meetings Update

As Caelin had described at the mid-winter meeting: CPA has formed a Chair's section which will meet semi-regularly (undefined regarding the exact timing and frequency) – With the chair of each CPA section having a forum to discuss issues relevant to their section. The issues discussed will be brought forward to CPA Board meetings. There has been one meeting to date, which went smoothly. Sections voiced feeling positive about how things are going and about their respective section activities. The next main agenda for section chairs committee will be to appoint a Chair of Chairs (currently the role is being fulfilled directly by a CPA executive (Cara Bernard) – who will represent the rest of the Chairs at the CPA Board meeting. Allocating process remains unclear. There will be a meeting at the Annual Convention to clarify allocation process to appoint a Chair of Chairs and the process of this group going forward. The overarching goal of this process is to facilitate improved communication between sections and Board.

5. Conference Planning – CPA 2019

a. Activities-Preliminary Schedule Posted-Subject to Change

- CPA Chair's Dinner – May 30th 6-7pm
- Opening Ceremony – May 31st 8am
- Welcome Reception – May 31st 5pm
- CPA Annual General Meeting – June 1st 8am
- Clinical Section Sponsored Talk-Dr. Natalie Rosen-June 1st 3:45pm
- Clinical Section Annual Meeting – June 1st 5-6pm
- Clinical Section Reception – June 1st 6-7pm
- Program advertising: It was decided that the Listserv would be the main route to advertise Clinical Section-related talks and other activities. Elizabeth volunteered

to assist in preparing a table to highlight all of the different talks and other relevant activities within our section.

b. Annual Business Meeting

- Plan for meeting
For those members not planning on attending (Elizabeth and Aislin), they will be asked to prepare slides ahead of the convention that another member will present on their behalf. For all presentations, there may be past presentation slides in the dropbox to assist in preparing each member's part, if there is not then please inform Kristin and she will share what she has.
- Prepare certificates for award winners (below)
The certificates are in DropBox: SPECA, Fellows. The certificates are to be personalized, printed on thicker paper, and placed in black frames. There should be about 3 certificates this year. Kristin will reach out to the newsletter editor who is in Halifax to see if he will agree to obtain the frames for us this year.

Honouring abstract reviewers

They have received PDF certificates electronically

The plan is to acknowledge abstract reviewers by name at the ABM, with a mass e-mail beforehand to ensure that reviewers agree to have their names acknowledged at the ABM

c. Section Reception

- Partnership with Clinical Neuropsychology, Health Psychology and Behavioural Medicine, and Psychologists in Hospitals and Health Centres
- Budget and catering (\$300 per section + drink tickets to abstract reviewers)
- Honouring abstract reviewers (1 drink ticket per reviewer). They will be informed of this when they are e-mailed the certificate.

7. Section Awards Update (Matt and Aislin): Award submissions and evaluation processes

- Changes to award advertisements (i.e., SPECA, Ken Bowers Award) are being made to reflect some of the changes to these awards (e.g., SPECA awardee will be given up to \$1000 to cover travel expenses to the following convention; Ken Bower's ad will specify that the 10 double spaced page limit does not include title page abstract or figures/tables or references).
- Student Travel Award (awardees will be notified by mid-May). There were 9 submissions for 4 awards. There was a discussion about whether having a rating and a ranking system may be redundant, and that some of the rating criteria could be improved. This year's reviewers (Elizabeth, Matt, and Kristin) will use the existing forms for this year and discuss potential improvements for future years.
- Evaluation process for Ken Bowers Award: Matt will identify past SPECA winners and any existing rating/ranking forms. He will forward this information to Aislin who

will contact the past SPECA winners in the hopes that 2 of them will accept to review submissions. Deadline for submission is May 1st.

- Clinical Section Educational Activity Student Grant: no submissions have been received and the deadline has passed.
- Best student conference presentation award. This is a peer-reviewed process: students participating will evaluate each other
- 1 nomination for the SPECA award: Ann Wagner. A final decision will be made regarding the award in the next week.
- 2 nominations for Fellows: Patricia Furer and Martin Drapeau. It was unanimous that both are deserving and will receive the award.
- ACE awards – no nominations this year.

8. Membership and Financial Report (Brigitte)

- Current membership numbers were distributed to the group prior to the meeting (709 members of which 164 are students). These numbers appear slightly lower (about 100 members less) than last year as of May 18th. There are still 4 days for early bird CPA Convention registration and over a month before the actual convention so the numbers could still increase before the ABM.
- Current financial status: As of March 31, 2019 our bank balance was \$14,136.63. (this reflects all of the mid-winter expenses but none of the CPA conference expenses yet).
- Some of the expenses related to award winners and speakers are listed below:
- Natalie Rosen – section-invited speaker: The clinical section to cover cost of registration for the Convention. Brigitte to connect with Caelin and Aislin about whether Dr. Rosen is aware of this, and act accordingly.
- SPECA speaker (Dr. Chris Mushquash): expenses to attend convention up to \$1000.
- Student symposium presenters: \$25 Starbucks gift certificates? (\$25*4 = \$100 total cost) – with thank you card. (Brigitte will prepare).
- Reviewers: a certificate plus coupon for an alcoholic beverage at our reception
- Honorarium for workshop presented by Drs. Holmquist and Drapeau. The initial consensus was that the workshop would be promoted by the clinical section, but that no honorarium would be given. This will be further discussed by all members of the executive and a final decision will be made in the next week.
- A preliminary budget for 2019-2020 as well as updated financial information for 2018-2019 were distributed to the group prior to the meeting. There were no questions regarding these two documents.

9. Executive Structure and Recruitment

- Matt and Brigitte had no questions regarding their roles.
- Kristin thanked Matt for his hard work and the positive attributes he brought to the position. He will be leaving after the ABM to begin his clinical residency.
- Kristin will contact Elizabeth (she missed this part of the meeting due to difficulties with her telephone) to review and questions/ suggestions etc. regarding her role
- Recruitment into positions: The executive continue to look for Student Representative and Chair-Elect

Chair-elect. There are currently a few leads that will be followed up on. Kristin Van Ranson expressed interest initially in the chair-elect but would like to re-consider for future years.

Kristi Wright will be in contact with Patricia Furer and Aislin Mushquash as a potential chair-elect. Dr. Martin Drapeau noted that he has approached someone as well to fill this position.

Note: If no one has been recruited before the ABM, recruitment will continue at the CPA convention and the ABM.

Student representative: Executive members are encouraged to reach out to potential student representatives.

Recruitment for these two positions will also be made in the spring newsletter.

10. Section Newsletter/Website/Listserv

- Additions to Spring newsletter (April 30th deadline) – advertisement to recruit for chair-elect and student representatives.
- Communication via listserv. There was discussion about the type of communication and the roles of communicator that are appropriate for the listserv. A few examples of these were distributed prior to the meeting. There was preliminary consensus (Elizabeth and Aislin were not present for this part of the meeting) that any type of communication promoting a specific business or service would not be appropriate for the listserv. Listserv postings should be limited to those that impact our profession, our association, or our section more broadly. Brigitte will send out a communication to the executive to confirm this preliminary consensus.

11. New Business: No new business

12. Next Meeting – ABM Halifax June 1 2019

13. Adjournment : 1:30pm

Respectfully submitted by Brigitte Sabourin, PhD, CPsych