



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

**Executive Committee Mid-Winter Meeting 2019  
- Meeting -  
Friday, February 1, 2019  
Room PZ382, PsychHealth Centre, Winnipeg, Manitoba  
10:40am**

**1. Approval of the Agenda**

**Proposed by: Caelin White  
Seconded by: Aislin Mushquash**

**2. Approval of Minutes from 2018 Fall Teleconference (September 26, 2018)**

**Proposed by: Brigitte Sabourin  
Seconded by: Matthew Bernstein**

**• Report from Acting Chair (Caelin White)**

a. Convention

i. Invited speaker – Dr. Natalie Rosen

- Relationship tension related to sex/intimacy
- Abstract was approved by the group prior to the meeting
- What does support look like (honorarium, advertising) – discussed during budget discussion

ii. In congress workshop – Dr. Martin Drapeau, Dr. Maxine Holmqvist, Dr. Aislin Mushquash

- Clinical Practice Guidelines
- Abstract was distributed for the meeting
- Sort out support in terms of sponsorship (to be discussed during budget discussion)

b. New CPA structure

i. All chairs of CPA sections will have meetings throughout the year (a council of chairs) – and will discuss what is important for the sections

- Chair of council of chairs – and takes what happens at meeting to CPA – will be elected
- Section chairs to communicate the needs and wants of section members.

ii. A new survey may be unnecessary as 2014 survey results are recent enough (members are invited to voice their opinions or any comments through the newsletter etc.)

iii. Results of 2014 survey. Members want:

- Section website to be more consumer friendly with more resources for clinicians:
  - a. Post convention talks (with permission) posted online after the convention
- Clinical Section to be more “prominent” at the convention

- a. More invited speakers and workshops
    - b. Send members highlights of those upcoming talks and workshops
  - c. Changes to CPA By-Laws, Governance Structure, and Terms of Reference
    - i. Chair will need to attend Council of Chairs Meetings several times per year. The Chair will need to relay Section members' concerns/priorities to the liaison person (i.e., "Chair of the Council of Chairs", who then reports these to CPA Head Office.
    - ii. This communication determines how CPA as an organization is governed and where specific resources are placed.
    - iii. More communication between sections may be beneficial for pooling resources to attract more prominent speakers
    - iv. Clinical section to ensure that our needs continue to be met, including ensuring that speakers are relevant to clinical section
  - d. Changes to our permission/access to change website ourselves
    - i. The website has been updated
    - ii. Tim Bleeker is in charge of this now (as well as uploads)
      - Any proposed changes will need to account for this potential time to send and obtain responses
    - iii. Decision was made to change our thumbnail. Caelin to send a few options to the rest of the executive.
- **Update from returning Chair (Kristin Reynolds; including Member-at-Large report presented on behalf of Elizabeth Levin, not present)**
  - e. Convention planning
    - i. Annual General/Business Meeting (AGM)
      - In addition to regular business, discussing the new structure of CPA and also inviting members to voice their interests
      - Awards: have not been sent out yet. Collecting nominations is part of past-chair role.
    - ii. Section Reception (joint with others? Cost of bartender is barrier to offer alcoholic beverages). Anticipated attendance (25?). Ticket to executive committee members, reviewers, speakers, award winners.  
 Motion: to offer alcoholic beverages at the reception and have drink tickets for above members  
 Presented by: Kristin  
 Second: Brigitte  
 Unanimous approval
  - f. Plan for sponsoring section-sponsored talk (Dr. Natalie Rosen)
    - i. Advertising: use list-serve to communicate. And student rep sends out to students. Invite section members to download and use the APP. Review the preliminary agenda to increase probability that our sponsored talks are well attended.
    - ii. Possibility of a Twitter account to increase engagement in the section in the future. Check with CPA first to make sure there are no objections from the organization (Kristin to enquire at the chairs

meeting about engagement in general). Kristin to send an e-mail to CPA as well.

- iii. Financial supplement (honorarium?) (set aside \$500 for honorarium or paying for registration)
- g. Plan for sponsoring section-sponsored in-congress workshop (Drs. Drapeau, Holmqvist, and Mushquash)
  - i. Advertising: same as above.
  - ii. No financial supplement per se was approved at the meeting. Point still open for discussion at a later date
- h. Received 155 submissions this year (108 poster submission). 4 discussion forums, 6 symposia, 9 12-minute talks, 19 gimme 5's, and 7 workshops. (in addition to AGM and reception).- about 25 reviewers. (clunky process this year...for future years: start earlier, more organized, the online system is very slow, allocating abstract to reviewers (computer takes a lot of time). Lessons to be learned for next year. Sending out to list-serv as a first line strategy rather than just after the fact. More direct communication about roles and responsibilities. Having a list of people (past people plus listserv) to contact as a first line in order to increase chance of getting better attendance. More clear communication about what the expectations are ahead of time. Send review guidelines ahead of time so that people have a clearer awareness of what is expected. Kristin has sent out a thank you to reviewers and will send out an acknowledgement in the newsletter. (in addition to perhaps a certificate for reviewers and an invitation for a small token of appreciation at the AGM – e.g., a drink ticket at the reception).
- i. One member who had an abstract rejected expressed disappointment (submitted 2 abstracts without data – one was accepted and the other rejected). Member would like both abstracts accepted. If the abstracts are sent back to the executive for decision Kristin and Aislin to review together. (Caelin to be third reviewer if needed).

Starbucks gift card for student symposium presenters?

- **Past Chair Report (Aislin Mushquash)**

- j. Recruitment for new executive positions
  - i. Advertise for chair elect (currently unfilled, and discussion was that it would be beneficial to find someone sooner rather than later – Aislin has offered to return as chair in July 2020 in the case of no chair-elect)
  - ii. Student member (in July 2019 we will need a new person as Matt Bernstein will be leaving for residency)
- k. Executive structure, review of roles and responsibilities
  - i. Aislin reviewed the roles of different executive members. The updated Terms of Reference document was attached and reviewed. The document appears reasonable in theory. Discussed: It will be helpful to review in one year how, in practice, these roles will have worked out and what the executive members' experiences have been. To include in the agenda of the 2020 mid-winter meeting. Discussed materials that are in place and that can be in place to help new

members of the executive to be better prepared to fulfill their roles and responsibilities.

- ii. Communications: Now that website is taken over – listserv is main responsibility of the communications person. Not all members of executive have permission to post. Kristin will verify to see if she has access already and if she does not then she will contact Tim to obtain access.
- iii. Role of secretary/treasurer with CPA taking over book-keeping will be slightly different.
- iv. Chair for 2019/2020 Kristin

- **Chair-Elect Report (position unfilled)**

- **Membership and Financial Report (Brigitte Sabourin)**

- l. Current membership numbers (591 on January 30, 2019)
- m. Current financial status. We have just under \$6000 in our account, and are in good financial position,
- n. Statement and budget due to head office by Feb 3<sup>rd</sup> 2019.
  - i. Brigitte proposes to pass budget
  - ii. Kristin seconds to pass budgetPassed (unanimous).

- **Student Report (Matthew Bernstein)**

- o. Update on student educational activity grant – advertisement was sent out approximately 2 weeks ago. Deadline is Feb 15<sup>th</sup>.
- p. Update on other student awards
- q. Ken Bowers award: will be sent out next week or the following week. Deadline is in May, 2019.
- r. Student travel award for the CPA. (separate pools for undergraduate and graduate students).
- s. Best student presentation award. (peer reviewed process).
- t. Discussion about increasing submissions to student symposium – by the deadline there were several submissions. We will stay with status quo and continue to reach out to listserv to encourage mentors to promote to their students.

- **New Business**

- a. 2019 Section Awards (all but student awards to be sent out by Aislin (past-president))
  - i. ACE: Award for Clinical Excellence
  - ii. SPECA: Scientist Practitioner Early Career Award
  - iii. Fellows
    - 1. Aislin will be sending it out after this meeting: April 15<sup>th</sup> deadline

- a. Materials will be sent to Aislin.
- iv. Student awards (all to be sent out by Matt)
  - 1. Ken Bowers Student Research Award
  - 2. Student Educational Activity Award
  - 3. Student Travel Awards – end of February / early March
- v. Newsletter award: The clinical section spring newsletter will be submitted for this award.
- vi. Dates for notices to be sent out online via listserv.

- **Scheduling Spring Teleconference Meeting**

1:00pm Central time April 26<sup>th</sup> 2019 (tentative depending on Elizabeth's availability and other potential members' availability). (1-3:00pm).

- **Adjournment:** proposed by: Caelin 1:32pm.