



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

Executive Committee Mid-Winter Meeting 2017

MINUTES

**Friday January 26, 2017
University of Manitoba, Winnipeg, MB
8:30AM-4:30 PM**

**ATTENDEES: Maxine Holmqvist, Lachlan McWilliams, Aislin Musquash, Caelin White,
Carley Pope, Pamela Holens**

1. Approval of Agenda

- a. Motion to Accept: Lachlan, Second: Carley

2. Approval of Minutes from 2016 Fall Teleconference

- a. Motion to Approve: Lachlan, Second: Aislin

3. Report from Chair (Maxine)

- a. Convention review process & changes to this (agreed this will be covered under Convention 2017)
- b. Clinical Practice Guidelines Project (agreed this will be covered under new business)
- c. Changes to By-Laws/Terms of Reference
 - Maxine reported that she had made inquiries about why previous changes were not accepted; was told that CPA Board would be providing new templates for Terms of Reference. Committee agreed to wait to make further changes until new guidelines are received.
 - Maxine brought forward the idea of changing term timelines for Chair-Elect, Chair, and Past-Chair as the current one year per role offers little time to learn each role before passing it on. Discussion around the Chair having the option to renew for one additional year. Discussion regarding changes to tasks that fall to each role. Discussion around uncoupling Chair-Elect from convention planning role. Lachlan agreed to look into potential ways roles and timing could be re-organized- will be re-visited during spring teleconference.

4. Membership and Financial Report (Pam)

- a. Current membership numbers: Not available as of the date of this meeting. It was agreed the numbers would be added to the meeting minutes once they were provided by CPA Membership.

- Membership as of February 2, 2017: 663 (160 = student members).
- b. Current financial status:
 - Total assets at January 26, 2017: \$18,563.13
 - Closing bank balance at December 31, 2016: \$8,897.29
 - One cheque cashed since December 31, 2016: \$334.16
 - GIC 5-year stepper valued at \$10,000
- c. Discussed 2016 Financial Statement and 2017 Budget. Suggested revisions to the budget were noted. Motion to accept 2016 Financial Report and 2017 Budget with revisions (to be circulated): Aislin, Second: Caelin.
- d. Transfer of signing authority (can the timing be changed?) – Due to significant delays in transfer of signing authority following CPA conference, discussed changing details in the Terms of Reference to indicate that the past Secretary-Treasurer will continue to write cheques until signing authority has officially been granted to the incoming Secretary-Treasurer.
- e. GICs and “surplus”. The \$10,000 GIC is a 5-year stepper with the option to cash out without penalty on the anniversary (March 24) of each year. The plan will be to cash out the GIC this March 24, 2017 and deposit the funds into our chequing account in accordance with CPA’s direction for sections to spend surplus money.

5. Student Report (Carley)

- a. Update on student educational activity grant applications
 - Five applicants this year.
 - Winner: Trista Friedrich from University of Saskatchewan. Award of \$2000 for a Group Psychotherapy workshop.
- b. Update on other student awards
 - Student symposium - Ask SPECA award winner to identify topic for next year’s Student Symposium at ABM so there is more lead time.

6. Past Chair Report (Lachlan)

- a. Recruitment for new executive positions (nomination deadline March 31st)
 - Only the Student Rep position and Chair Elect are coming up for renewal. Discussed potential individuals to approach if no one comes forward after the call for nominations is sent out.

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

- a. Update on listserv and website issues
 - a. Website has been updated for clarity of wording, aesthetics, and name updates.
 - b. Section brochure could be updated. Caelin to propose changes and circulate to executive for approval.

8. Convention 2017

- a. Update on submission reviews & program (Aislin)
 - i. Recommended to CPA:

1. 10 workshops submitted, 4 accepted
 2. 12 symposia submitted, 7 accepted
 3. 35 Gimme-5's submitted, 27 accepted
 4. 178 Posters submitted, 166 accepted
- ii. Recommend that cv's be required rather than optional for workshops & symposia presenters.
- b. Update on student symposium (Carley)
 - i. The symposium will be on the topic: "Understanding and Treating Social Anxiety: Innovative Ideas and Approaches"
 - c. Update on public talk (Maxine, Aislin)
 - i. Topic is non-suicidal self-injury
 - ii. Will be promoted by CPA as they are also offering a public talk this year. Also good to actively recruit from the student section. Consider connecting with the local CMHA, perhaps asking if they would host in their location. Ensure that our timing is not the same as the CPA public talk. Promote at schools as well, CMHA, libraries, etc.
 - iii. Maxine and Aislin to have teleconference with speaker (Dr. Stephen Lewis) next week to begin this process.
 - d. Outstanding details: Pre-convention workshop (Maxine)
 - i. Process has changed. These are now being organized centrally through CPA although it is unclear exactly what this will mean for our organizing process. Maxine to follow up with CPA regarding how any revenue from these workshops will be distributed.
 - ii. Workshop proposal deadline to CPA is Feb. 10, 2017.
 - iii. Candace Monson has agreed to submit a proposal, which we will sponsor, on the topic of Including Significant Others in Trauma Treatment.
 - e. Section invited Speaker
 - i. David Moscovitch: Treating Social Anxiety and Depression.

9. New Business

- a. Update from Clinical Practice Guidelines Working Group (Maxine)
 - i. Maxine reviewed the results of the survey on CPGs. A total of 198 clinicians completed the survey.
 - ii. Discussed hiring Knowledge Translation Coordinator for 15 weeks to do some of the ground work in planning/implementing first phase.
 - iii. Discussions around long-term methods to keep site running once it has been established- can we sustain this?
 - iv. What to call it – Practice Guidelines Portal?
 - v. Discussions around who will host the site – CPA? A separate website?
 - vi. Agreed that the plan needs further discussion- quality and sustainability are key features. Will be taken to CPG working group next week, Maxine to report back to executive.
- b. Fellows and Awards Committee – currently does not have any members. Aislin will ask former SPECA winners if they are interested.

10. Scheduling Spring Teleconference Meeting

- a. Tentative date: Monday, April 24th, 9:30 AM -11:00 AM CST

11. Adjournment (Motion: Pam)