



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

MINUTES
EXECUTIVE COMMITTEE: SPRING TELECONFERENCE MEETING
April 14, 2005, 12:00 pm - 2:00 pm (EST)

PRESENT: David Dozois, Catherine Lee, David Hodgins, Adam Radomski, Michael Coons,
Kerry Mothersill

1. **Approval of Agenda**
(Catherine and Adam)
2. **Approval of Minutes** – January 29, 2005, Catherine and David
(Catherine, David H.)
3. **Report from the Chair**
David will prepare a report from the chair for the Annual Business Meeting at the CPA Conference in Montreal. A draft will be sent to members of the executive within the next few weeks.
4. **Treasurer's Report**
Kerry reported that there are 464 regular members and 204 student members for a total of 668 in the Clinical Section. The current bank balance is \$9,649.35 and the total assets are \$13,718.91. The expenses since January 29, 2005 were reviewed.
5. **Student Representative Report** (Mike). Mike had distributed a job description for the Student Member position prior to the meeting. Increasing the student member's role in the Ken Bowers Award as well as in the newsletter preparation was discussed. It was suggested that the student member could write a column for the Newsletter or recruit someone to do so. A line will be added to the job description indicating that the student would be involved in projects on an ad hoc basis. Mike will make modifications to the Draft description and circulate to the executive. A discussion was held with regard to the nomination and election process. It was decided that the general process of electing executive members would be used in electing the student member. Potential Student Representative(s) may be nominated by student and non-student section members and names would be sent to the Past-Chair. An election, if required, would take place at the Annual Business Meeting.

6. CPA 2005 Conference (June 9-11)

- **Ken Bowers Award Submissions** (Catherine)
 - i. Eight submissions for the award were received. They were reviewed by David Hodgins, John Hunsley and Catherine Lee. None of the students were members of the Section at the time of submission. A discussion was held as to the length and style of the award winning paper that would be placed in the newsletter. Catherine will draft a letter inviting the award winner to submit a version of the paper for inclusion in the newsletter.
 - ii. **Criteria for Ken Bowers Award.** It was agreed that as of next year, the student needs to be a member of the Clinical Section at the time of submission.
- **Confirmation of Section Program Introduction of Speakers**

As David H. is not able to attend the convention, David D. will now introduce Janet Polivy. The schedule for speaker introductions was reviewed.
- **Advertising for Pre-convention Workshop.**

David D. sent an announcement concerning the workshop to the membership via the section list serve. Announcements were sent by Adam to the hospital and learning institutions in Montreal. Mike will send the announcement will to the student list serve as well. David D. will contact CPA to determine the current number of registrants.
- **Public Lecture**

The issue of CPA unilaterally changing the title of the Public Lecture without consultation with the section was discussed. An item may be placed in the newsletter pending the outcome of David D.'s discussion with CPA.
- **Photographer for Presentations:**

Kerry will bring a camera for the presentation pictures.
- **Other.**

The Registration Fee waiver from CPA will be provided to Keith Dobson. He will also be given an honorarium from the Section. Janet Polivy's registration will be covered by CPA. Various methods to advertise the public lecture were discussed, including signage from CPA.

7. Section Action Activities

- **Section Elections Update** (David H.)

A member has agreed to have her name stand for the position of Chair-Elect. David H. will place a call for the student member nomination through the list

serve. Adam will coordinate the election duties at the Annual Business Meeting given that David H. will not be in attendance.

- **Newsletter Editor** (David H.).
David H. will place an announcement through the list serve in order to obtain a newsletter editor.
- **Section Fellows** (Catherine).
Two nominees for Section Fellow designations were received. One will be given the award this year and the other next year, as she will be at the conference in Calgary. This would not preclude having additional awards next year.
- **Executive Job Descriptions** (David D.).
Current members will update their role descriptions. The need to update the descriptions each year for the spring teleconference meeting will be placed in all descriptions.
- **Update on the Canadian Health Services Research Award Nomination** (Catherine). The nomination has been submitted. Catherine will advise the executive when she hears about the winner of the award.

8. Section Projects

- **List Serve Update** (Kerry).
Kerry reported that the spam traffic has been extremely heavy of late. He will contact Dan (CPA) about changing the spam blocks to the list serve. Kerry will arrange for the additions and deletions of members to the list serve.
- **Fact Sheet Update** (Adam).
Adam discussed the need to ensure that there is little in the way of content overlap among the Facts Sheets. Additional topics may be referenced to existing ones.
- **Letters to Members who have not renewed for 2004** (David H.)
Kerry sent out the reminder letters via email on David H.'s behalf.
- **Follow-up from Membership Survey** (David D.).
David H. will send the suggestions from the membership survey about improvements to the web site to David Hart (Web Master) and about the newsletter to the new editor when she/he is identified. David will present the results of the survey to the members at the ABM.

9. Other Business

- **Psynopsis Editorial Practices.**
David D. will draft a letter to the Editor requesting a review of the editorial process for Psynopsis. The draft will be circulated to the executive members for

consideration.

- **Clinical Section Membership – online secure payment.**

The option of joining the section on line was discussed. David D. will contact CPA to see if an on line process be established.

10. **Convention Executive Meeting Dates.**

There will be a breakfast meeting of the Executive at 7:30 AM on Friday June 10 in order to prepare for the Annual Business Meeting. We will meet in the hotel lobby. There will be a dinner meeting of the new executive at 7:30 PM Friday night. Adam will arrange for reservations.

11. **Adjournment**

Respectively submitted

Kerry Mothersill Ph.D., Secretary Treasurer