

**Minutes CPA Sport & Exercise Section Meeting  
November 20, 2015**

**Present:** Tricia Orzeck, Pier-Eric Chamberland, Jessie Wall, Adrienne Leslie-Toogood

**1. AGENDA**

- a. Section Status
- b. Conference Activities
- c. Future Directions

**2. UPDATE AND SECTION STATUS**

Discussed, agreed, and asked if Tricia would continue on in the lead role to be the Interim Chair for the Section until the AGM. Tricia agreed. CPA noted to be supportive of this lead role as well.

Past year's Members - 80 members (28 students)

Current Members - 96 (31 students)

Survey - 27 respondents in a week out of 85 at time of survey

Current Executive

- Interim Chair/Past-Chair - Tricia
- Section student rep - Jessie
- Director/Member-at-large – Pier-Eric
- Secretary - Adrienne

Member Engagement & Follow-up

A. Engaging membership in executive positions

Need to ensure people will put forward names in June and consider how we can facilitate this transition to support new members in executive roles. 7 members submitted interest in future executive positions for 2016. All have been contacted to encourage applications.

B. Connecting with current members – All survey respondents have been contacted.

Several offered to help for smaller section items, including students. Tricia to connect interested students with Jessie. Pier-Eric to follow-up with potential reviewers after December 1<sup>st</sup> as part of the conference review process. Other members to be contacted personally by Tricia to assess present member needs and encourage involvement.

C. Connecting with previous members - enquiring about why they left, past interests in section, etc. by survey, email them directly/personal follow-up as necessary, invite them to the 2016 conference and encourage re-involvement.

D. Send a modified version of the recent member survey at set point between now and June 2016 with personal addresses to members via survey monkey/mailchimp about interest and future involvement in section.

### 3. CONFERENCE ACTIVITIES

We were supposed to hear back from CPA re: keynote and workshop last week. Upon follow-up, no firm date was provided regarding this item. At the latest, we predict that we may hear about the decision from CPA on Dec 1 after which we can then advertise the conference activities to new and past members, and other avenues.

There are alternative options for sites to host the workshop, at lesser cost, if it did not get accepted through CPA and we could still get CEs through other organizations.

Emails re: conferences - reminder about conference submission deadline Dec 1 - send out this weekend. Pier-Eric to draft email/notice and send to executive.

Potential reviewers for conference presentations

- Three respondents on the survey
- Executive committee
- Past reviewers

Review coordinator is typically the Chair. This has also been delegated to other executive members which is the preference for this year. This will need to be assigned once the submissions are complete after December 1<sup>st</sup>. The role includes reviewing the database of submitted proposals and distributing to reviewers with consideration for conflict of interests, French submissions, and availability. The review process is usually completed in December, sometimes into early January.

### 4. FUTURE DIRECTION

Jan-June Focus

*Brainstorm Ideas/ Targeted Goals (Decisions on section focus for 2-3 key items will be made in January at the next conference call):*

- Newsletters
- CPA Psynopsis Sport Issue
- Other potential publication venues
- Advocacy initiatives
- Fact Sheets
- Webinars
- Workshops
- Peer Consultation
- Highlighting research members/practice members
- Minister of Health – Concussions; possible advocacy role
- Highlighting graduate student's educational experiences pursuing sport psych
- Mentorship/Supervision of students in psychology pursuing careers in sport psych
- Member Needs and Requests via survey & follow-up

## 5. ACTION POINTS

- Tricia to email most recent version of CPA section by-laws.
- New section logo, Tricia to send.
- Tricia to connect students interested in section activities with Jessie.
- Tricia to follow-up with CPA on publication options
- Pier-Eric to draft email/notice of submission deadline for executive review.
- Jessie to develop student activity initiatives.
- Ongoing: Communication venues (website, linked In, email etc) – to discuss with executive by email.