

Canadian Psychological Association
Section for Students in Psychology Executive - Fall
Conference Call
MINUTES
Friday September 12th, 2014
1:00pm EST



1. Welcome and Attendance

Present: Michelle Gagnon, Michelle Ratko, Zarina
Giannone

Regrets: Jennifer Bartlett, Marie-Pier Vandette

Michelle G. –Introduced all executive members.

2. Executive Transition (Michelle G.):

a. Chair Elect (Zarina)

i. Representation at the board at head office. Lets the student voice be known.

ii. Placed on the Membership Committee of the CPA.

iii. New member; straightforward transition; Lisa is the contact person.

b. Administration and Finance Officer (Todd)

i. Will follow-up with Helen (past Finance Officer) to clarify budget

ii. Updated budget for the meeting found in the Dropbox.

c. Graduate Student Affairs Officer

i. Changes made to website

ii. Campus representative and Mindpad pages need updating; French page shows under maintenance.

iii. Translation issues to be discussed later.

d. Communications Officer (Michelle R)

3. Budget Update (Todd)

a. Changes to Section Signing Authority (Michelle)

i. Currently fund management needs to go through Lisa at Head Office.

ii. Proposal from CPA: each section will have a bank account and someone will have signing authority. Did we want to go forward?

1. Independent authority vs. ease of access to the funds

2. Zarina and Todd proposed as cosigners for independent section bank account.

3. Michelle G. will further discuss the logistics with Lisa; tentatively confirmed that we will go with the new fund management system.

b. Carrying over \$1054.68

c. Clarification of where the actual funds are (contact Helen).

d. CPA transfer (2015) - \$4500 projected.

e. Additional expenses to be discussed at a later meeting.

4. New and Continuing Initiatives
 - a. Membership fees to increase by \$5. The section will receive the extra \$5. There will be an additional \$5000 to work with in future years.
 - b. Newsletter (Michelle G.)
 - i. Zarina and Lindsay have been writing sections of the newsletter. Michelle is putting it together.
 - ii. Centralized place where everyone can get information, instead of the plain-text email blasts.
 - iii. Communications Officer proposed as position to take over compiling of the newsletter, with executive member input, in the future.
 - iv. All executive members to receive a copy of the newsletter to check over. ~10 pages currently, with some sections translated.
 - c. Mentors for future students (Zarina)
 - i. To answer questions from students.
 1. Scholarships, graduate school, jobs
 - ii. Michelle G. raised concern of whether the mentor may be overloaded from students across the country. Monitor the number of questions vs. the number of mentors.
 - iii. Proposed a contact person for each contact area (e.g. developmental, clinical, counseling, etc.) who is particularly knowledgeable.
 - iv. Discussion of title and remuneration: CV recognition.
 - v. Zarina to talk to Jennifer about how to best frame and promote this initiative.
 - d. Business proposal options
 - i. Last year a proposal was submitted to head office, and only a few things were approved. This proposal is in the Dropbox.
 1. Website and Translation of Website: priority to translate website to connect with Francophone students.
 2. Costs for initial translation approved. Michelle G. to discuss with Lisa how the logistics of paying this translator will work (~\$1000).
 3. Check to see it is up-to-date before it is translated (Michelle R.).
 4. Continual maintenance will be the responsibility of the Francophone affairs officer.
 - ii. Educational Activity/Training Award
 1. Money for students to sponsor an event
 2. Educational activity and training grant (\$750) proposed for the Student Section.
 3. Todd to ensure budget will cover it.
 - iii. Campus Rep Recruitment (faculty representatives brainstorming)
 1. Faculty representatives lacking – is this a significant position to keep? Discussion of departmental campus outreach of campus reps (or cutting the position).
 - e. By-laws
 - i. In the process of being updated.

- ii. Michelle G. to follow-up with Missy.
- 5. Convention Planning
 - a. Who is attending: Michelle R., Michelle G., Zarina, Todd, Lindsey
 - b. Potential workshops (submission portal opens October 1)
 - i. 3 standard workshops: funding (invited speaker), applying to grad school, publishing (invited speaker)
 - ii. Brainstorming of other presentation ideas to come.
 - c. Potential keynote speakers
 - i. Usually local university speaker.
 - ii. Potential topics: Work-life balance, goal-setting
 - iii. Will need to contact people in October/November.
 - d. Student social
 - i. Lindsey: could she organize the student social again? **YES**
 - ii. Drinks and appetizers provided.
- 6. Mindpad Update (Missy)
 - Increase number of issues to 3/year.
 - Missy is the editor.
- 7. Other Issues/New Business
 - Election: call for applicants to be sent out in December, with list finalized in January.
 - Marie-Pier to translate the submissions, with the elections run in February and the results in March.
 - Smooth transition for the conference instead of after the conference.
 - Undergraduate and Francophone Affairs officers are the positions that need to be filled.
- 8. Next Meeting
 - Getting the submissions ready for CPA conference (speakers and workshops).
 - Finalizing the budget.
 - Speak to elections.
 - Call for next meeting in early October for the end of October.