STUDENTS IN PSYCHOLOGY
SECTION OF THE CPA

CANADIAN PSYCHOLOGICAL ASSOCIATION

SOCIÉTÉ CANADIENNE DE PSYCHOLOGIE

ÉTUDIANTS EN PSYCHOLOGIE
SECTION DE LA SCP

Section for Students in Psychology Executive
Conference Call: April 15, 2018 (3:30PM – 5:30PM EST)
Chaired by Jean-Philippe Gagné

Minutes

1.0 Check-in: meeting officially started at 3:45pm
   Present: all executive members, except Kyrsten

2.0 Update from Head Office (Gagne)
- Wanting to increase visibility of sections at board meeting by creating clusters of sections grouped based on a common theme (e.g., social and personality sections together), suggested that each cluster will have 1 representative at the board meetings. JP Conference call with section chairs, but won't affect our section as Student Section will stand on its own so we will continue to have a student representative sit on the board (currently Chelsea)
- Chelsea adds: conference call in late Feb, so at March board meeting the board decided to abolish this cluster model… instead 1 section chair representing the board along with 4 members at-large, but student seat is being upheld

3.0 ICAP 2018 Convention (Gagné) → see schedule in appendix
- Updates from Board Meeting (Moran)
- Keynote Speaker (Gagne)
  - Dr. Richard Koestner – accepted
  - McGill is paying his registration, so we need good attendance
  - Please attend and promote to friends
  - Time & date: TBA
- Workshops and Discussion Forums (Gagné, Moran)
  - A lot of programming this year, but discussion forums are only 30min
  - Please try to attend all of our programming if possible, especially since limited overlap in time but may miss some if in various rooms.
  - Perhaps in the same room back-to-back
  - Preparations: first author email other presenters with outline and assign sections to complete for the workshop and discussion forums
- Poster Competition
  - Chelsea will be organizing; Judges: JP & Chelsea
  - Changed competition rules this year since we received French posters last year, but ironically received no French posters this year…
  - Revert back to one winner in English only this year
  - Revisit format for next year and vote on changes then

- Student Social (Gagné, O'Brien)
  - Partnered with ICAP Student Section; coordinated with Luminata, and agreed initially, but ghosted for months once needed decision to book and pay, so JP went ahead and book place with them
  - Booked L'Assommoir for 100 students
    - Alcohol $990, Food $800 (price include tax and tip)
  - Then ICAP student section followed up again about how to contribute
    - Decided that 100 students is enough so will pay half of expense ($895 each)
  - Asked about how to facilitate payment/transfer
    - One of ICAP execs should be in attendance to pay for half of the costs on the day of instead of transferring any money ahead of time
  - How likely is it that more than 100 students attend? (Chelsea)
    - Drink coupons for 100 students
    - Food is first come first serve
    - If more attend, just no free drink or food
  - Anyone want to create the advertisement for the event?
  - Kyrsten: still has roll of tickets and stamp from last year, so don't buy!
- Student Booth/Lounge (Moran, Gagné)
  - Is it worth it to go ahead again this year? (Chelsea)
  - Kyrsten's response
    - Yes, as long as it is advertised well on twitter, facebook
    - Food brought people to the booth
    - Other purpose was to advertise our section's events, so it is still a level of engagement
  - Last year the purpose was to have a lounge area, but settled for a booth
  - Chelsea: This year at ICAP there will be a CPA Pavillon specifically for our members, including a relaxation/lounge area. Lisa has reserved a spot for a student booth within or near this area
    - JP will follow up with Lisa
  - If a booth, will get food/coffee and promo material but need people
    - Last year: volunteers were in attendance at booth whenever there was NOT a student section programming; sign was put up advertising the presentations when booth was closed
  - Had posters/flyers last year that we can reuse to promo our events and programming; volunteers should be able to answer questions
  - Certificates for volunteers? YES (didn't pick it up last year because business meeting was on the Saturday, emailed the others)
- Annual Business Meeting: Thursday 4-5pm
  - All exec members should attend; send details to JP regarding updates for your programming this year.
  - Student Award winners need to attend to get their money
- Facebook Post for Room Sharing (Moran)

- Community post for room sharing currently pinned to the top of our Facebook page
  - Only 4 likes currently
  - Michelle will share with the campus reps to spread around the schools
  - Send an email to the Listserv let know that
- Orientation Breakfast (Moran): Tuesday June 26 at 7-8am
  - Lisa suggested that exec do a quick speech/intro at the beginning
    - Perhaps a nice idea to introduce new exec members and say thank you to outgoing exec members
    - JP will do this
  - Michelle can promote the orientation guide?
    - Orientation guide not yet done, will follow up with Lisa
    - If no guide, Michelle will still mention key points of interest
- Reimbursements: $2100 for 7 people
  - Can happen before the conference if your receipts are ready

4.0 Financial Update (O'Brien) → see Budget on Dropbox

5.0 Other Updates
- Elections/Transition (Gagné)
  - Recent election: many positions were acclaimed, but elections for Chair-Elect and Undergrad Officer (2 candidates each)
  - Alisia, Chelsea, Georden, Jean-Philippe continuing in positions
  - Emails have been sent out to new and current execs to connect for communication re: transition
  - Have a skype meeting to discuss and refer them to the position manual
  - Position manuals on Dropbox: update accordingly and email
- Spring Newsletter (Palermo)
  - Will start in the next few weeks, will be sent out a few weeks before convention
  - Will send emails to each person in the next week or so with updates for respective sections with ample time to complete
- Campus Representatives (Ratko, Ku)
  - Michael: Program is running much smoother this year given the revamp last year
    - A few occasions where membership office is slow to respond with requests re: member information
    - # of reps is around the same as last year, but a lot more applications this past year
    - Facebook page/group was started and has worked well for communications
  - Michelle: nothing to add, agree with everything
    - Google drive shared with HO and separate one shared with reps is working well to communicate

- Campus rep wanted to promote CPA at their school and use muffins or other food to attract to the table; may have wanted to sell them, so Michelle cautioned against this in terms of making a profit from CPA name/brand
- Student Mentorship Program (Moran)
  - Most pairs are at least partially communicating still
  - When did you wrap up last year?
    - JP: either May or August, will check emails and get back
- MindPad (Grimes)
  - Just sent articles for Winter issue to Lisa for review
  - Hopefully will be coming out within next few months or so
  - A number of article that are still in the system being reviewed and weren't ready for publication of Winter issue, so could use those for the Summer issue, plus another call-out for summer issue in next few months
  - JP: please send this update for Annual Report
- Campus Initiative and Student Research Grants (O'Brien)
  - Student Research: 34 applications, 2 awards already given
  - Campus Initiative: 4 applications (2 by deadline, extended deadline), 1 award already given, waiting on
- Student Travel Awards (Moran)
  - Evaluations will start in the next few weeks
  - Deadline is May 4; peer review help will be needed afterwards
  - Already 12 applications
- Website Translation (Jones)
  - HO told Chelsea that there is no current money for translation services, would have to come out of our budget
  - Email from 2016 that in 2014 passed a motion to give us $1200 for one-time help with translation and was going to go through with this at the time, but was told website was to be updated so we opted to wait until website was updated before translating
    - Brand audit happening now… so perhaps new website will happen once this is complete
    - Chelsea will follow up at the next board meeting and after ICAP to be discussed at or before next conference call
  - Also wanted to translate the Mentorship manuals…
    - Is there a budget for this currently? Amanda: no, used to be but we removed it in the past, will look into finances to see if we have budget room (have we received the yearly $4500 yet?)
- Liaison for Website Project (Gagné)
  - Re : creating best practice guidelines for clinical
  - Amanda possibly interested depending on the responsibilities
- CPA Brand Audit (Moran)
  - Survey will be sent out to all members in the next few weeks

- Looking for members to participate in short qualitative interviews, so Lisa reached out to our section for students who are highly engaged in the association. Email Lisa if interested in this interview process!
- Annual Report (Gagné)
  - Needs to be emailed to HO in the next few weeks
  - Kyrsten: will send MindPad update
  - used the paragraph from board meeting re: mentorship programs
  - Included info from Michelle & Michael re: campus/student reps
  - Included grant info, travel awards upcoming
  - Will add info re: waiting for translation services for website

6.0 Strategic Planning (Moran)
- Chelsea concerned about continuity given half of exec will be changing over
- JP: in the fall, we should set a concrete plan for creating the new initiatives so that we can actually implement them
- JP suggests that during transition periods we should discuss these ideas with new execs (i.e., what would be done differently?)
- Nothing coming to mind for Kyrsten right now, but suggests that we should give this idea some thought and we can discuss further at convention or through email

Where are we going? What are the goals of the student section? What are we hoping to achieve (short term and long term)? Can we have a discussion on strategic planning and post a summary of the section plan on the website to stay accountable? How can we create more engagement for less effort?

7.0 Increasing Student Engagement in Section Activities (Moran)
- Many of these ideas below were suggested at the Board meeting to increase student engagement in sections
- Student Service Award – could follow the nomination procedure of other CPA awards?

Ideas include: social media presence and engagement (e.g. student spotlight feature); fact sheets for students about popular topics (e.g., how to apply to graduate school and scholarships); Student Service Award (honorary or with gift); webinar and writing retreat ideas.

Appendix

ICAP 2018 Schedule

- Replication crisis discussion forum: Wednesday, June 27 from 10:30 am to 11 am
- Grad school workshop: Wednesday, June 27 from 3 pm to 4:30 pm
- Grad school discussion forum (in French): Thursday, June 28 from 9 am to 9:30 am
- Self-care discussion forum: Thursday, June 28 from 11:15 am to 11:45 am
- Funding discussion forum: Thursday, June 28 from 11:45 am to 12:15 pm
- Networking discussion forum: Thursday, June 28 from 12:15 pm to 12:45 pm
- Peer review workshop: Thursday, June 28 from 1:15 pm to 2:45 pm
- Annual business meeting: Thursday, June 28 from 4 pm to 5 pm
- Annual student social: Friday, June 29 from 7 pm to 9 pm