Section for Students in Psychology Executive
Conference Call: September 29, 2018 (1PM – 3PM EST)
Chaired by Chelsea Moran

Meeting Minutes

Present: Chelsea Moran (Chair), Jean-Philippe Gagné, Kate Wilson, Alisia Palermo, Baénie LaFleur, Jérémie Richard, Alexandra Richard

Regrets: Georden Jones

1.0 Introductions and Check-In
- Chelsea Moran (Chair)
- Jean-Philippe Gagné (Past-Chair)
- Alexandra Richard (Chair-Elect)
- Kate Wilson (Administration and Finance Officer)
- Georden Jones (Francophone Affairs Officer)
- Alisia Palermo (Communications Officer)
- Jérémie Richard (Graduate Student Affairs Officer)
- Baénie LaFleur (Undergraduate Student Affairs Officer)

2.0 Halifax 2019 Convention (Moran)

2.1 Updates
- Dates: May 31 - June 2
- Location: Halifax, NS

2.2 Keynote Speaker
- 13 nominations were received
- Poll to be sent out shortly

2.3 Workshops and Round Tables
- Abstract Deadline: November 15, 2018
- Guaranteed 3 hours annual meeting, invited speaker, reception)
- 2019 Group presentation types:
  - Discussion forum (round table) - 25 minutes
  - Workshop - 85 minutes
  - Symposium - 55 minutes (for 3 related presentations)
- Role of First Authors:
  - Format outline and design presentation slides, etc.
  - Assign/delegate sections to co-authors
  - Recruit SME (if necessary)
- Specify questions can be answered in French, and potentially make PowerPoint slides available in French/English

- Feedback from last convention:
  - Member asking for more clinical topics (e.g. setting up private practice, business development) - Potential webinar topics

- **Workshop Themes**

  1. **Graduate School**
     - Application process
     - Graduate programs in psychology
     - Scholarships/funding opportunities
     - Authors:
       1. Jean-Philippe Gagné
       2. Alexandra Richard
       3. Jérémie Richard
       4. Alisia Palermo

  2. **Publishing Research and Peer Review**
     - Primary focus on publication
     - Peer review process (giving/responding to feedback)
     - Choosing a journal (impact, relevance to field etc.)
     - Recruit a SME for this topic
     - Authors:
       1. Jérémie Richard
       2. Chelsea Moran
       3. Jean-Philippe Gagné
       4. Georden Jones

  3. **Self-care and Time Management**
     - Procrastination/time management tools
     - Working autonomously
     - Long-term/short-term goal setting
     - Authors:
       1. Georden Jones (First/Second)
       2. Alexandra Richard (First/Second)
       3. Alisia Palermo
       4. Baénie LaFleur

- **Discussion Forum/Round Table Themes**

  1. **Replication Crisis**
     - Authors:
       1. Chelsea Moran
       2. Kate Wilson
3. Alexandra Richard

2. Networking/Collaboration
   - Authors:
     1. Alisia Palermo
     2. Chelsea Moran
     3. Georden Jones
     4. Baénie LaFleur

3. Scholarships (if there is space)
   - Authors: TBD

2.4 Data Blitz Competition
   - Not likely doing this as it would use up time allocated for workshops/round tables

2.5 Poster Competition
   - Split award into French and best English last year (rather than Undergraduate/Graduate)
   - Advantageous to highlight that there are now two separate prizes available when call for submissions goes out
   - Research must be relevant to student population

2.6 Student Social
   - Halifax venue suggestions to be sent to Chair (Chelsea)
   - Ideally within walking distance to hotel (which is still to be determined)

2.7 Student Booth/Lounge
   - Worth repeating in 2019 if space available
   - Jérémie will discuss availability with the Convention Committee
   - Only issue last year was with food (offering Timbits/coffee violated contract with CPA/ICAP)

2.8 Budget for Executive Member Expenses
   - Minimum increase of total allotment from $2,100 ($350/person) to $3,000 – $3,500 (approx. $425 - $500/person)
   - Possibility of further increase TBD
   - Members are encouraged to apply for individual funding to offset travel costs as well

2.9 Other Updates
   - None

3.0 Updates

3.1 Student Section Fees and Membership (Moran)
   - Membership in the Student Section will continue to be free for 2019
- Discussed the possibility of automatic enrolment of Student Affiliates in the Student Section during registration/renewal (with option to opt out later)

3.2 **Fall Newsletter (Palermo)**
- French translation pending then ready to send out

3.3 **Campus Reps (J. Richard, LaFleur)**
- 3.3.1 *Francophone Universities (J. Richard)*
  - CPA head confirms reps are current Student Affiliates
  - No graduate students applied for award
  - Would like to see better recruitment from francophone universities

3.4 **Student Mentorship Program (A. Richard)**
- Outreach materials were translated to French this year
- 42 mentor applications (3 rejected)
- Potential program expansion to offer junior graduate students the option of applying for senior graduate student mentorship
- 37 mentees – all were matched (2 students were assigned 2 mentors)
  - 10-20 mentee applications were submitted by non-members (must emphasize that membership is a requirement in future)

3.5 **MindPad (Gagné)**
- Recently transitioned the position of Editor and Chief to Kirsten
- Recruited 2 new Associated Editors
- Recruitment email sent
- 10 new reviewers (2 undergrads and 8 graduate students – some able to review French submissions)
- 1 submission received for next issue, already had 3 waiting from Kirsten’s term, so will likely be able to run a Winter issue

3.6 **Campus Initiative and Student Research Grants (Wilson)**
- Student Research Grant
  - Two available, value of $500 each
  - Call for applications: October 1
  - Reminder (two weeks prior to deadline): November 4
  - Deadline: November 18
  - Winner(s) Announced: December 21

- Campus Initiative Grant
  - Two available, value of $500 each
  - Call for applications: November 12
  - Reminder (two weeks prior to deadline): December 2
  - Deadline: December 16
  - Winner(s) Announced: January 18 (2019)
3.7 **ICAP Convention Reimbursements (Wilson)**
- New expense claim form available in Dropbox (Financials → Submitting Expense Claims)
- Form must be filled out and sent to Administration and Finance Officer (Kate) to claim expense reimbursement
- Reminder to follow up with Kate if you don’t receive your reimbursement in a reasonable amount of time

3.8 **Website Translation (Jones)**
- CPA in the process of updating the entire website platform so transition is on hold until this has been completed

3.9 **Student Mentorship Program Translation (Jones, Gagné, Moran)**
- Student mentorship information is currently available in French on the website

3.10 **Board Updates (Moran)**
- Association for Stage and Provincial Psychology boards wants to add a second part to the Examination for Professional Practice in Psychology (EPPP)
- Chelsea advocating against this, or for a merger of the two parts so there are not two exams with separate fees, etc.
- Will be discussed at Board meeting at the end of October

4.0 **New Initiatives (Moran, Gagné)**

4.1 **Webinars**
- Platform required - CPA may have one available
- YouTube/Facebook Live discussed as alternative options (need to verify with head office if these are acceptable platforms)
- Plan to host before 2019 convention (likely in Jan-Feb)
- Authors:
  - Chelsea Moran
  - Jean-Philippe Gagné
  - Alisia Palermo
  - Kate Wilson
  - Georden Jones

4.2 **Writing Retreat**
- A facilitated online student gathering to encourage skill development and community building
- Potentially a 2019 summer retreat, as a writing manual may be required
- Will discuss in more detail at the next committee meeting

4.3 **Other**
- Please email Chair (Chelsea) with any new ideas throughout the year