Canadian Psychological Association Section for Students in Psychology Executive - Fall Conference Call MINUTES

Friday September 12th, 2014 1:00pm EST

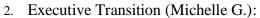
1. Welcome and Attendance

Present: Michelle Gagnon, Michelle Ratko, Zarina

Giannone

Regrets: Jennifer Bartlett, Marie-Pier Vandette

Michelle G. –Introduced all executive members.



- 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 knowledgably.
 - 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.