

**Summary of Minutes of the Winter Executive Meeting
Saturday, January 27th, 2007
Concordia University, Loyola Campus**

Members present: Christine Purdon (Chair), Catherine Lee (Past-Chair), Deb Dobson (Chair-Elect), John Pearce (Secretary-Treasurer), Andrea Ashbaugh (Student Member), Andrew Ryder (Member-at-Large)

Invited: Dr. Jessey Bernstein, Newsletter co-editor

Newsletter

We discussed possible features in future editions of the Newsletter. “Profiles in Psychology” column can be broadened to include student Section members who are involved in interesting and novel projects. A future issue will be devoted to advocacy, including local initiatives and an article on guidelines for psychologists who interact with the media. The Executive conveyed its appreciation to Jessey and Margo for the excellent job they’ve done as co-editors.

Secretary-Treasurer’s Report (John Pearce)

John submitted a financial statement indicating that the section’s total assets are \$19282.65. The GICs are due to be renewed in June 2007.

CPA 2007 Conference (June 7-9, 2007)

Submissions and Review Process

Deb submitted a Mid-Winter Meeting Report. She was of the opinion that having three ratings of poster submissions is excessive, and that one evaluation per poster is sufficient. Deb will draft a letter to the Convention Chair summarizing these findings and recommendations.

Advertising

Dr. John Walker will be giving the 2007 Clinical Section sponsored pre-convention workshop. In addition to CPA advertising we will also advertise via the listserve, and will send notices of the presentation to DCTs and CCPPP members. Catherine will take responsibility for coordinating advertising of Dr. Antony’s public lecture through the CMHA, local mental health agencies, and the local media. The Centre for Psychological Services at the University of Ottawa will be asked to be the local contact.

New Student Awards: Update

Information about the Student awards has been posted in French and English on the Student listserve. Andrea will notify university faculty about the awards and publicize them in the Newsletter and the Spring edition of Psynopsis.

Policy re eligibility of student members of the Executive to receive awards

Catherine moved that all students, including the student member on the CPA Clinical Section Executive are eligible to apply for all student awards. Seconded by Andrew Ryder. Passed.

Section Elections

Catherine informed the members of nominees for the executive for 2007-2008. They will be asked to submit biographical statements. Catherine will also send a call for nominations for the student representative position.

Call for Fellows

Deb reported that we have received a nomination for Fellow status.

Listserve Update

John reported that the Section's listserve is now operating well and that the technical problems have been resolved. John will send a letter to Dr. John Service, the Executive Director of CPA, conveying the Section's appreciation of the efforts of Nigel Flear, CPA's Systems Administrator. John will also contact Mr. Flear and strongly advocate for timely updates of the membership list and listserve.

Fact Sheet Update

Andrew noted that there are now 36 Fact Sheets, 33 of which have been translated into French; the translation of the other three is pending. There are seven other Fact Sheets that have been published by organizations such as Health Canada and the Mental Health Support Network of Canada. Catherine suggested that we develop and maintain a spread sheet on the Fact Sheets that would allow us to prepare for regular updates. Andrew will obtain information on the number of hits on the Fact Sheet website and will provide authors with this information. Andrew has contacted CPA to ensure author credit is included on all formats of the fact sheets. The mail-out of the Fact Sheets will occur in February (Psychology Month); academic training programs and psychology internships and hospitals have been identified as the first recipients. The Executive approved a plan to continue to pay an RA for assistance on this project. Our financial support of the student through this project will be described in the next annual report. Andrew will also prepare a letter of appreciation for the student and her supervisor that they could use when she is applying for internship or other positions.

Andrew will prepare a document that will include suggested principles for the preparation of the Fact Sheets (eg., problem-focused, evidence-based, and consistent with CPA accreditation criteria), and procedures to resolve the possibility of duplication. This document will serve as a springboard for future discussions with Dr. Service.

By-Law Update

Catherine and John have conducted an extensive review of the Clinical Section's by-laws, which was last done in 1991. Rather than describing every proposed change, John will circulate a draft for the Executive's review and feedback. There are some important issues, such as whether a student can hold elected office, that require clarification from CPA. Furthermore, proposed amendments must be consistent with certain components of the "Model By-Laws" set out in the "Operations Manual for Chairs of Sections", and eventually they must be approved by the CPA Board of Directors and Clinical Section membership.

New Initiatives

It was the unanimous view of the Executive that Deb and John should prepare a proposal to hire a student who would complete tasks for the Executive, especially the Chair. An application for a STEP project might be a viable plan to finance this position. Deb and John will circulate the proposal to the Executive for review and feedback.

Andrea will prepare a proposal for small grants or stipends for students who wish to conduct small-scale projects. The proposal should be consistent with the goals of the Clinical Section, such as promoting evidence-based practices. Both of these proposals will be tabled at the Spring teleconference.

Strategic Planning

We brainstormed to generate a list of potential speakers for the 2008 convention in Halifax.

Psychology Month

The next budget will include a line item for funds to support projects undertaken to promote Psychology Month in 2008.

Spring Teleconference Date

The spring teleconference meeting of the Executive has been scheduled for Friday, April 20, 2007, 11:00am (Eastern Standard Time). Christine will make the appropriate arrangements for the teleconference.