



**Section on Clinical Psychology  
La Section de la psychologie clinique**

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**Executive Committee Spring Teleconference 2018**

**MINUTES**

**Friday May 18, 2018**

**8:30AM-10:30 AM**

**ATTENDEES: Aislin Mushquash, Maxine Holmqvist, Caelin White,  
Pamela Holens, Matthew Bernstein**

**REGRETS: Kristin Reynolds**

**1. Approval of Agenda**

- a. Motion to Accept: Maxine, Second: Aislin

**2. Approval of Minutes from 2017 Winter Executive Meeting**

- a. Motion to Approve: Pam, Second: Caelin

**3. Conference Planning – ICAP 2018**

a. **Activities**

Aislin presented information on the current state of planning for the ICAP 2018 conference, which will include the following activities:

- Pre-congress Professional Development Workshops to be held on June 24 & 25, 2018 (6 offered in total)
- Welcome Reception to be held June 25, 2018, 5:00 – 7:00 pm
- Opening Ceremony June 26, 2018, 8:30 – 9:30 am
- Clinical Section Annual Meeting – June 27, 2018, 4:00 pm
- Clinical Section Reception – June 27, 2018, 5:00 pm
- CPA Chair’s Meeting - June 27, 2018, 6:00 pm
- CPA Annual General meeting – June 28, 2018, 12:00 – 2:00 pm (lunch provided)
- Congress Invited Keynote Address will be given by Helen Christensen, on the topic of “Using Digital Technologies to Improve Suicide Prevention” – June 27, 10:00 – 11:00 am.
- Additional section-sponsored activities were provided in an attachment. These additional activities include 16 Gimme5 presentation, approximately 105 posters, 3 In-congress Professional development Workshops, 4 Symposia, 6 Spoken Presentations, and 4 Discussion Forums.

- Discussed that when receive requests to sponsor preconvention workshops in future years – make it contingent on presenters providing some information for members to download via the website. Plan to discuss further when planning for next year’s convention.

**b. Annual Business Meeting**

Aislin reviewed the format for the reports from executive members that was used at last year’s ABM, and there was agreement to use the same format for this year’s ABM. Also discussed was the process for sharing information regarding proposed changes to the bylaws, and the process of voting on changes to the structure of the executive. Agreed to have Maxine cover changes to bylaws and structure of executive during past-chair’s report given her involvement in leading the changes.

**c. Section Supper/Meeting**

Aislin requested input regarding whether to have a section supper/meeting at some point during ICAP 2018, given potential concerns regarding more limited finances. A decision was made after reviewing the financial report that the section could afford this expense again this year. To be reviewed again next year. Agreed to decide on appropriate date/time once convention program was released.

**4. Membership and Financial Report (Pam)**

- a. Pam presented the current membership numbers as of this morning. See chart below for full details.

<b>Membership Type</b>	<b>Numbers</b>
CPA Fellow	38
CPA Member	515
CPA Honorary Life Fellow	3
CPA Honorary Life Member	4
CPA International Affiliate	8
CPA International Student Affiliate	1
CPA Retired Member	3
CPA Special Affiliate	0
CPA Student Affiliate	233
CPA Student Affiliate - Campus/Student Rep	4
CPA/APA Joint Member	1
CPA/APA Joint Fellow	0
CPA Complimentary Membership	1
CPA Retired Fellow	2
<b>Total</b>	<b>813</b>

- b. Current financial status:
  - Total assets at May 18, 2018: \$13,824.64
    - There have been two deposits of membership dues since the last meeting, (\$9,550.00 on March 1, 2018; \$1,477.00 on May 16, 2018). These amounts are approximately the same as amounts deposited for membership dues around those dates during the previous calendar year.

## **5. Executive Structure and Recruitment**

- a. Discussed proposed changes/updates to Clinical Section Handbook for 2018, as per Attachment #3 provided to executive in advance of meeting including changes to division of responsibilities among executive positions. No concerns expressed regarding proposed changes.
- b. Discussed planning/next steps regarding proposed changes to executive. Secretary-Treasurer position will not be eliminated at this time, but this decision will be reviewed again over the next year as bookkeeping responsibilities transfer to CPA bookkeeper.
- c. Discussed process and current status of recruitment of new executive members. No one has been identified yet to take on the Secretary-Treasurer position. Caelin will act in the role of Chair until Kristin returns from maternity leave. Potential Chair-Elect nominee identified. Nominations from the floor are also possible at the ABM.

## **6. Section Awards**

- a. Clinical Section Travel Award – Matt reported on the outcomes for this year, based on rankings by reviewers Pam and Aislin. This year's winners were
  - Wilde - Western
  - Pierce - U of M
  - Tomlinson - Western
  - Jopling - UBCMatt also presented a new proposed criteria/process (Clinical Section Student Travel Grant Review Form 2018, provided to executive in advance of meeting as Attachment #4) which will involve considering undergraduate and graduate student submissions separately. All in favour of new form/process for reviewing.
- b. Ken Bowers Award for Student Research – Matt reported that there have been no applicants for this award to date, so a decision was made to extend the deadline to June 1, 2018. This announcement will be made via the listserv.
- c. Best Student Conference Presentation Award – Matt reported that applicants for this award will judge and rank their co-applicants at the ICAP 2018 conference to determine the winner and two runner-up awards, who will then be announced following the conference.
- d. Scientist Practitioner Early Career Award – Caelin reported that there was one applicant for SPECA.
- e. Section Fellows – Caelin reported that no applicants for Section Fellow were put forward this year.

- f. ACE award – to date there has been one nominee put forward. Should there be more than one applicant, external reviewers will likely need to be identified as a large portion of the executive would recuse themselves from voting on the current applicant due to potential impression of bias. Discussed revising/updating award criteria to make more explicit re: what the 70% clinical time can mean.

## **7. Section Newsletter/Website/Listserv**

- a. Aislin reported on current status of recruitment for newsletter editors. Several candidates have been identified. Caelin will contact existing newsletter editors for their recommendations re: what would make a good candidate for the position. Aislin will contact applicants to request statement of interest and CVs. Decision will be made following review of submitted materials.
- b. Caelin had nothing additional to report regarding the website/listserv.
- c. Maxine reported on Clinical Section Website Usage (per Attachment #5 provided to executive in advance of meeting). Usage data was obtained from the webmaster, Tim Bleeker, in the form of an anonymized Excel spreadsheet and resulted in the following information:
  - There were 173 unique users of the website between December 2016 and January 2018
  - Most users accessed the website only once or a few times. A small number of users accessed the website 10 or more times.
  - The vast majority of users accessed files in June and July 2017, suggesting that most downloads were related to convention materials. Indeed, the most frequently downloaded documents (accessed 60 times or more) were primarily handouts from either pre-convention or in-convention workshops.
  - A relatively small number of users accessed the site for other documents (e.g., awards postings, etc.), suggesting that most people are getting this type of information elsewhere, such as through the listserv.

## **8. Special Projects**

- a. Maxine provided a brief update on the Clinical Practice Guidelines project. She indicated that the team is coming together and being led by Dr. Martin Drapeau from McGill. A pilot site is being created.

## **9. New Business**

- a. No new business

## **10. Next Meeting**

- a. Next meeting will be the ABM on June 27, 2018 in Montreal, QC.

## **11. Adjournment**

- a. Meeting adjourned at 10:30 am.