

# MINUTES

## 2020 CSBBCS EXECUTIVE MEETING

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Date: Monday June 8<sup>th</sup>, 2020  
Time/Place: Zoom  
Present: William Hockley (President), Geneviève Desmarais (Member-at-Large), Chris Oriet (Secretary/Treasurer), Myra Fernandes (President Elect), Frank Russo (Member-at-Large), Pelin Tan (Incoming Member-at-Large Associate), Evan Curtis (Webmaster), Kathleen Hourihan (Incoming Member-at-Large)  
Regrets: Steven Lamontagne (Outgoing Member-at-Large Associate)

### AGENDA

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- The agenda was approved by unanimous vote.

### MINUTES OF 2019 EXECUTIVE MEETING

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- The minutes of the 2019 executive meeting were approved by unanimous vote.

### CHANGES TO THE CSBBCS EXECUTIVE COMMITTEE

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- The President thanked Geneviève Desmarais and Steven Lamontagne for their service to the CSBBCS Executive in the roles of Member-at-Large and Member-at-Large (Associate), respectively.
- The President extended a welcome to new Executive Members Pelin Tan (Member-at-Large, Associate), Evan Curtis (Webmaster), and Kathleen Hourihan (Member-at-Large).

### 2020 AWARDS AND FELLOWS

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- The President acknowledged this year's award winners:
  - D.O. Hebb Award: Alan Kingstone, University of British Columbia
  - CSBBCS Mid-Career Award: Penny Pexman, University of Calgary
  - Vincent Di Lollo Early Career Award: Gordon Pennycook, University of Regina
    - The winners of these three awards are preparing addresses that will be published in the December issue of the Canadian Journal of Experimental Psychology
  - Richard C. Tees Leadership Award: Jean Saint-Aubin, Université de Moncton
- One new Fellow was named to the Society: Craig Chambers, University of Toronto.

### PHISHING E-MAILS

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- The President reported on several attempts in the past year to phish the Secretary/Treasurer. The Secretary/Treasurer reminded the Executive of the policy that all requests for transfers of funds must be verified in person.

### GUIDELINES FOR USE OF E-MAIL MEMBERSHIP LIST

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- The President noted that we receive many requests to distribute announcements via the e-mail listserv or the website, such as calls for participants for research studies.

- The President-Elect suggested that people can be given the option to opt in to all CSBBCS communications including third-party communications, or just a subset at the time of purchasing/renewing membership, with examples of possible third-party communications provided. The Secretary/Treasurer will explore this possibility within the existing Mailchimp system.
- The President-Elect also noted that there are likely instances in which third-party contacts would be of interest to our membership (e.g., communication with a Member of Parliament).
- Agreed that the Secretary/Treasurer and Webmaster will review and discuss all requests for such communications from third parties and make a decision about whether to distribute them; if necessary, requests can be brought to the whole Executive to review before a decision is made.

### **CSBBCS WEBSITE UPDATE**

- Discussed whether to renew our contract with Storm Applied Technologies for web services.
- Executive members noted some strengths of the existing relationship (responsiveness, affordability), but also some areas for improvement in current website (layout needs to be modernized and made more intuitive). It was noted that there are some restrictions on what can be done within the website given the conference portion must interface with our membership database, and that we want to be able to grant others (e.g., conference organizers) site access to update content.
- The President-Elect will provide samples of good web interfaces to the Webmaster, who in turn will ask Storm about the feasibility and cost of modernizing the website to be more similar to the samples provided.
- A decision about whether to remain with Storm will be made after they respond to our request

### **WiCSC CANADA UPDATE**

- The President reported that in light of the current circumstances regarding COVID-19, a decision was made to extend the term of our support to WiCSC by one additional year. He notes that WiCSC suspended all of their awards and activities (and therefore all of their expenditures) for the year.
- The amendment to our agreement with WiCSC does not change the overall amount of money provided by CSBCCS, but allows WiCSC an additional year to spend it, effectively extending the 5-year term of support to a 6-year term.

### **CSBBCS CPA REPRESENTATIVE**

- The President reported that our call for a new CPA representative did not yield any volunteers. He noted that while we should continue to try to fill the position, we do still have communication with CPA via Lisa-Votta-Bleeker at CPA.
- The previous occupant of this position, Jo-Anne LeFevre had several suggestions for the Executive to consider, including turning the CPA representative position into a full CSBBCS Executive position, and working towards getting discounted membership in CPA for CSBBCS members. The Secretary/Treasurer noted that changes to the Charter must be approved by a vote of the Membership at large.
- Discussed the possibility that the CPA representative could be a voting Executive member whose responsibilities would be limited exclusively to attending the CPA and CSBBCS meetings and dealing with other matters pertaining to that relationship, without the additional committee work associated with a CSBBCS Executive position (e.g., serving on awards adjudication committees).

- The President-Elect will approach the three most recent liaisons (Jo-Anne LeFevre, Peter Graf, and Jean Saint-Aubin) to discuss with them what the responsibilities and benefits of such an Executive position might include.
- Randy Jamieson has agreed to serve in the CPA Representative role on an interim basis until the new Executive position is created

## SUPPORT OF EXTERNAL EVENTS

- At last year's AGM a vote was passed to increase the percentage of support that can be given to external organizations from 2% to 2.5% of the CSBBCS annual budget, allowing us to give up to \$500 to each conference we usually support.
- This year we provided \$500 in support to L.O.V.E. (which took place in February) and \$500 in support to BASICS (which was cancelled for 2020). The President made the decision to allow the organizers of BASICS to keep the \$500 they received for 2020 to use toward their 2021 conference, in lieu of making a new request for support in 2021.

## CSBBCS FINANCIAL REPORT

- The Secretary/Treasurer reported on the Society's finances. A summary of income and expenses for the 2019-2020 fiscal year was provided, as well as an interim report for the period Sept. 1<sup>st</sup> 2019 – April 30<sup>th</sup>, 2020.
- The President-Elect reported an approximately \$19,000 surplus from the Waterloo meeting.
  - The Secretary/Treasurer noted that this was a unique situation that arose from the fact that attendance far exceeded the numbers that were projected based on attendance at the recent Central conferences, and that there was a surge of registrations in the weeks leading up to the conference.
  - He additionally noted that the registration fees must be set far in advance of when people actually start registering, and are based on the best information available at the time.
  - The President-Elect noted there were several unanticipated opportunities for cost savings, including the fact that the Society budgeted for, but was not charged for AV Services and that the organizers saved on HST by paying as many expenses as possible from university accounts.
- The Secretary/Treasurer noted that membership revenue decreased sharply for 2020, owing to the cancellation of the annual meeting.
- Although many expenses also decreased, the Society still needs to pay for web services and for the awards and plaques that were given out this year. As such, the Society's expenses are likely to actually exceed its income for this year.
- Nevertheless, owing to the conference surplus and healthy existing assets, the Society continues to be in good financial health.

## FUTURE MEETINGS

- Concordia & McGill University are scheduled to hold the 2021 conference (Co-organizers: Debra Titone, Jelena Ristic, and Aaron Johnson).

- The President confirmed that Ray Klein will organize the 2022 conference at Dalhousie University, and noted that the Chair of Dalhousie's Psychology Department expressed support for hosting the meeting.
- The 2023 conference is tentatively scheduled to held at the University of Guelph (Organizer: Chris Fiacconi).
- According to our Central-East-Central-West rotation cycle, the 2024 meeting should be in the West. The Executive agreed to put out a call for proposals to host the meeting in a Western location in September with a deadline to respond by the end of February, followed by a vote in March if more than one proposal is received.
- The President-Elect suggested making the Dropbox folder with all documents pertaining to previous meetings available to organizers to assist them with their planning.

### **ALTERNATIVE (VIRTUAL) ARRANGEMENTS FOR 2021 MEETING**

- It is possible that we might need or want to host some or all of the Montréal meeting virtually. The Members-at-Large will liaise with Deb, Jelena, and Aaron to discuss how the Executive can assist with planning for this possibility.
- The President suggested it would be helpful to keep track of how other virtual meetings are going in preparing for our meeting.

### **2020 BUSINESS MEETING**

- Given the current situation with COVID-19 and the fact that no motions requiring the vote of the Membership emerged from the Executive meeting, the Executive decided to share the minutes of the Executive meeting and the financial report with the Membership by e-mail, in lieu of holding a virtual Business Meeting.

### **OTHER BUSINESS**

- A question was raised about whether the new Webmaster would take over the Society's social media accounts. The Webmaster confirmed that this was the case.

### **ADJOURNMENT**

- The meeting was adjourned at approximately 1:30 PM EDT.