



**Section on Psychologists in Hospital and Health Centres (PHHC)  
Annual Business Meeting Minutes  
Friday, June 6, 2015 8:00 – 8:55 a.m. Eastern Time  
Ottawa, Ontario**

**Present:** Bob McIlwraith (Chair), Karen Cohen, Deanne Simms by speaker phone, Kerry Mothersill, Lara Hiseler, Fanie Collardeau, Caroline McIsaac, Joyce D'Eon, Rupal Bonli, Peter Henderson (Secretary), Kerri Ritchie, Amanda Pontefract, Sandra Clark, Susan Jenrott, Robin Adkins, Stephanie Greenham, Anne Marie Carlson, Maxine Holmquist, Paul Greenham, Andrea Piotrowski, Theo De Gagne, Dave Erickson, Lesley Graff, Vicky Wolfe, Janice Cohen

Documents Circulated:

- Agenda
- June 6, 2014 Minutes
- Financial Statement & Section Budget

**1. Opening Remarks**

Karen Cohen welcomed the Section and, on behalf of CPA, expressed appreciation and thanks to Joyce D'Eon and Bob McIlwraith for their determined effort and vision in establishing the Section of Psychologists in Hospitals and Health Centres.

**2. Approval of the Agenda**

Bob McIlwraith welcomed attendees to the Section's third annual business meeting. The agenda was approved as proposed.

**3. Approval of the Minutes**

The minutes of June 6, 2014 were accepted as distributed.

**4. Chair's Report**

Bob McIlwraith, PHHC Section Chair, provided an overview the Section Executive:

**Executive**

Past Chair

Kerry Mothersill

Chair-Elect	Deanne Simms
Secretary-Treasurer	Peter Henderson
Member at-Large	Peggy O'Byrne
Member at-Large	Theo De Gagne
Student Representative	Lara Hiseler
Convention Coordinator	Theo DeGagne
Communications Committee	Deanne Simms
Guidelines Committee	Kerry Mothersill
Leadership & Mentorship Committee	Peggy O'Byrne
Awards Committee	Kerry Mothersill

### Activities

- Met via teleconference on 7 occasions: September 9, October 8<sup>th</sup> and November 26<sup>th</sup> 2014 and January 11<sup>th</sup>, March 11<sup>th</sup>, April 29<sup>th</sup> and May 20<sup>th</sup> 2015
- Meetings largely devoted to organization of the convention events, spearheaded by Theo De Gagne and included: a Pre-Convention Workshop on Leadership; an invited speaker, Dr. Joyce D'Eon; 7 symposia, 4 posters and the Section Business Meeting
- The Section continues to have active subcommittees with reports to follow later in these minutes

### Membership

Year	2013	2014	2015
Full Member	130	160	162
Students	272	381	55
Total	402	541	217

### 5. Secretary/Treasurers Report

The Section's balance at the end of the fiscal year, December 31<sup>st</sup> 2014, was \$1811.96. The balance as of May 30<sup>th</sup> 2015 is \$4081.52.

While full member renewals are stable, introduction of a \$5 student fee reduced the student membership renewals from 381 in 2014 to 55 paid student affiliates, as of June 1<sup>st</sup> 2015. According to CPA Head Office, this is to be expected following introduction of a student membership fee. Membership revenues are \$2420.75. The Section sponsored a Pre-Convention Workshop on Leadership had 13 paid registrants, representing \$1300 revenue.

Associated workshop costs were estimated at \$2863. Other estimated convention costs, annual awards, teleconference and bank fees and \$500 support to the Guidelines committee resulted in a Section expenses of \$4343.23. Projected 2015 closing balance is \$1189.

CPA had agreed to share 50% of any workshop loss which would increase the closing balance by \$782 to \$1970.61, pending actual versus shared convention losses and final installment of membership renewals.

Motion to accept the financial statement: Kerri Ritchie; Seconded by Theo De Gagne  
Passed unanimously.

Motion to accept the Section budget: Vicky Wolfe; Seconded by Lesley Graff  
Passed unanimously.

## **6. Communications Committee Report:**

Chair: Deanne C. Simms Members: Dr. Mary Pat McAndrews

### **Activities:**

Three issues of the Section Newsletter were published: Fall '14, Winter '14, and Spring/Summer '15. Numerous emails were sent to the membership to solicit Newsletter submissions, provide Newsletter publication alerts, notification of convention-related events, social media profiles and other Section-relevant material. Given the student membership, the Section developed a social media presence. In collaboration with Lara Hiseler, PHHC Student Representative, the Committee developed a Twitter and Facebook profile to share Section-related content with members and non-members of the public.

## **7. Guidelines Committee Report**

Chair: Kerry Mothersill Members: Lorne Sexton Sam Mikail

### **Activities:**

Guidelines will be developed to help practitioners identify the evidence-based services that can be applied to patients with specific health care needs. Several areas for future Guidelines and a template have been developed. The first guideline on Psychological Assessment is nearing completion. It is anticipated that the Guidelines will be employed to assist psychologists in targeting their patient services and as a tool to inform managers' decision making in creating and enhancing efficient treatment programs and teams. Ultimately, the hope is that Guidelines will be endorsed by the CPA Board to support and expand the delivery of psychological services across Canada.

## **8. Leadership & Mentorship Committee Report**

Chair: Peggy O'Byrne      Members: Simone Kortesee Vicky Wolfe

### **Committee Goals:**

1. Enhance systems of communication among Psychology Professional Practice Chiefs and Leaders, and Psychology Department Chiefs;
2. Develop strategies to gather information on key issues related to psychology leadership practice and roles in hospitals (e.g., leadership structures, leadership roles and responsibilities, best practices for assuring strong psychology practice in hospitals and health centres; benchmarks for key areas of practice);
3. Develop leadership capacity both within the discipline of psychology but also within other sectors in hospital settings (managers and directors, team leaders, in mental health, health, community services

### **Activities:**

- Section Newsletter article from 2014 workshop: Results from Practice Leaders/Chiefs Survey"
- Planned a pre-conference workshop around leadership development, discussion on how to further develop our leadership skills

### **Plans for 2016:**

- Incorporate feedback from workshop in planning for the year
- Consider an annual pre-conference or conference workshop next year
- Consider an annual PPL/Chief meeting
- Consider organizing a full conference on leadership roles in Canadian health centers in the future, perhaps with other disciplines
- Define, Develop, and Implement a Mentorship Program
- Build on information gathered from 2014 Survey
- Increase committee size from 3- 4; possibly with working groups, i.e. mentorship; research; workshop;
- Document ideas and information pertaining to leadership issues in hospital settings

## **9. Awards Committee**

Chair: Kerry Mothersill    Member: Peter Henderson

The 2015 Hospital Award was presented to Joyce D'Eon, a founding member of the Section, a sage advisor on professional and organizational issues and a source of inspiration to many in the Section and CPA. The citation will be included in the next Newsletter.

A Student Award recipient to be selected on the final day of the convention and notified following the convention. A summary will be included in the newsletter.

## **10. Student Representative Report**

Student Representative: Lara Hiseler    Member: Fanie Collardeau

### **Activities:**

- Worked with Communications Committee to setup Facebook and Twitter accounts to launch Section social media presence
- Contributed student content to Newsletters – two student articles
- emails and student centered correspondence
- Attempted to recruit more Section student members through contact with other CPA section Student Representatives
- Connected with Section for Students to garner ideas for student engagement
- Organized Hosted Student Breakfast after Section Business Meeting
- Promoted much improved App for tracking convention activities -- live tweets to membership to encourage attendance to Section-relevant events

### **Plans for 2016:**

- Continue social media about Section initiatives, interesting relevant articles etc.
- New Student Representative to coordinate with Communications Chair regarding dissemination of information to Section student members
- Recruit additional members for the student committee
- Consider new student initiatives: e.g., online student forum, perhaps hosted on the section's CPA page; Strategies to increase student involvement (potentially more awards, contests, etc.)

## **11. Election of New Executive**

Nominations received prior to the meeting included:

Chair-Elect	Peggy O'Byrne
Student Representative	Fanie Collardeau
Member at Large	Lara Hiseler

There were no nominees from the floor. The listed nominees were acclaimed in their respective positions.

## **12. Recognition of Outgoing Members of the Executive Committee**

Bob McIlwraith expressed his thanks to Kerry Mothersill for his ongoing support and guidance as Section Founding Chair and 2015 Past Chair on the Executive. Kerry will receive the now traditional Hospital Section T shirt.

## **13. Adjourn**

Motion to adjourn: Deanne Simms; Seconded by Lara Hiseler  
The meeting adjourned at 8:55 Eastern Time

See you in Victoria in June 2016!