

**PSYCHOLOGISTS IN HOSPITALS AND HEALTH CARE CENTRES**  
**SECTION OF THE CPA**

CANADIAN  
PSYCHOLOGICAL  
ASSOCIATION



SOCIÉTÉ  
CANADIENNE  
DE PSYCHOLOGIE

**PSYCHOLOGUES EN MILIEUX HOSPITALIERS ET EN CENTRES DE SANTÉ**  
**SECTION DE LA SCP**

**Canadian Psychological Association**

**Section on Psychologists in Hospital and Health Centres (PHHC)**

**MINUTES**

EXECUTIVE COMMITTEE MEETING

May 22, 2018

Present: Vicky Wolfe (Chair) Amanda Pontefract (recorder), Deanne Simms

Regrets: Marcie Balch, Julia Grummisch, Dawn Phillips, Simone Kortsee

1. **Approval of Minutes from previous meetings** (defer)
2. **Approval/ Additions to Agenda**
  - Approved
3. **Chair's Report**
  - a. **AGM**
    - i. Food order
  - Vicky and Deanne cannot attend AGM, Simone offered to act as Chair
  - We will plan to be less formal, with no powerpoint, but paper copies of relevant information
  - It was noted that the President's reception would be at the same time as our scheduled Section reception

- It was decided that we should plan to start the arrival of food and drink at 5:30, with its continued arrival until 6 pm
- We will offer an open bar
- We are unclear of status re: hosting a session on SSHRC Psychotherapy project (Maxine Holmqvist)

**ACTION:** Vicky to check with Maxine about hosting symposium based on SSHRC psychotherapy project  
Vicky to solicit members for ideas for topics for session” what’s up in hospital psychology? Challenges and opportunities.

#### **b. Nominations for Executive**

- We need to have potential nominations prior to AGM
- We need to fill chair-elect, secretary treasurer and 1 member at large (Dawn rotating off)
  - i. Chair Elect
    - We are seeking a nomination
  - ii. Secretary-Treasurer
    - Amanda’s term is up. She has offered to stay on, if there are no other nominees
  - iii. Leadership & Mentorship Committee and Communication Committee
    - Committees do not require formal nominations
  - iv. Student member
    - Julia has another year to go
  - v. Members at Large
    - Dawn’s term is up, so this will be up for nomination
    - Deanne is happy to be nominated, if no other nominees

**ACTION:** Vicky to send out email to membership regarding interest in the available positions

Amanda to check with Christine Korol re: interest

Deanne to check with Stephanie Greenham re: interest

#### **4. Reports from Executive**

- a. **Communications Committee Report** (Marcie)
  - Deferred
- b. **Secretary – Treasurer’s Report** (Amanda)
  - Current balance is \$6,376.13 (\$241 deposited May 16)

- We may need some of t-shirts in Montreal for outgoing members; they are in Halifax currently
- Amanda asked if there had been a change in process, RE: finances as she has not received any information about past expenses or projected budget
- Deanne reported there was discussion around removing financial role from Sections, but she was unclear of outcome

**ACTION:** Vicky forward any financial emails to Amanda and Deanne

- c. **Leadership & Mentorship Committee** (Simone)
  - Nothing to report
- d. **Students** (Julia)
  - Nothing to report
- 5. **Meeting schedule** (Vicky/ Simone)
  - TBA
- 6. **Adjournment**