



## Canadian Psychological Association

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

#### Draft Minutes

#### EXECUTIVE COMMITTEE MEETING

Attended: Sean Kidd, Kerry Mothersill, Joseph Pellizzari, Amanda Pontefract, Jane Heintz-Grove,  
Benjamin Diplock

Regrets: Stephanie Greenham, Kelsy Collimore,

April 24, 2023

1. Approval of Minutes from Mar 27, 2023 - approved, no changes
2. Approval/ Additions to Agenda (All) - approved, no additions or changes
3. Chair's Report (Sean)
  - CoP members – planning
    - Request that participants register
    - Share link with colleagues as we wish
    - Anyone can participate
    - Need to build an agenda – Sean to build agenda and send to group for review
      - 10 minutes background of conversation thus far, highlights of prior key points
      - 5 minutes walking through the infographic

- Strategy for parking lot items
  - “a lot to be frustrated about, but we are working toward solutions” to move us forward in this conversation.
  - Emphasize that this is a national issue
  - Next steps: What can we do next year so we are not a ‘wash, rinse, repeat’ on the conversation and our agenda and key issues productively moving forward
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- Awards – encouraging nominations – question about exec members nominating.
  - We have no nominations thus far, how do we encourage people to make nominations
  - Idea: resend notice for request for nominations to the membership, perhaps exec can encourage/have conversations to encourage nominations
  - Is there anything we can do to reduce the ‘intimidation’ factor for doing the paperwork for the nomination process?
  - Idea - video nomination, is this possible? If yes, what follow-up checks/review would we suggest?
  - Brief discussion of conflict of interest regarding nominations and process, group mindful of these concerns and will respond/recuse self as situation arises.
- CPA activities – early planning – AGM and panel discussion. -
  - AGM – agenda tbd at future time
  - Panel – need to have phone call to coordinate the panel and plan conversation. Kerry and Joe will support the phone call for planning
  - Sean - ‘chai

#### 4. Reports from Executive

- a. Communications Report (All)
  - Communications relevant to awards – see agenda item above in Chair’s report
- b. Secretary – Treasurer’s Report (Jane)
  - No updates
- c. Student Report (Benjamin)
  - Communications & engagement
    - 1. no updates
  - Conference planning

1. Travel award – originally intended for first author, but since limited submissions, Ben has wondered if a second or subsequent author could be nominated. (Student needs to apply for this award)
2. Group agreed that a second author could be nominated, preference would be given to first author.
3. Student Merit Award – Ben wondering if anyone giving any kind of presentation can be eligible for the merit award?
4. Ask Stephanie if she has a form to fill for the merit award?
5. 3 student awards a) Student Travel award c) Student exec member travel bursary c) Student Merit Award, d) Question – do we have one more award for presentations outside of the Student Symposium OR do we state that we have ‘up to 2’ awards. Need a clear outline for ‘what will be awarded and for what’.
6. Extend deadline if needed.
7. Planning going well. Ben requested if there is any info to help with prep please forward to him.

5. Meeting schedule (All)
  - a. Next meeting – CoP May 15, 2023
  - b. Exec Meeting – May 29, 2023 1:00 pm.
  
6. Adjournment