

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

December 4, 2018

Present: Simone Kortstee, Julia Grummisch, Vicky Wolfe, Amanda Pontefract (recorder), Marcie Balch, Deanne Simms

1. **Approval of Minutes from November 6, 2018** (All)
 - Approved
2. **Approval/ Additions to Agenda** (All)
 - Approved
3. **Chair's Report** (Simone)
 - a. 2019 Convention
 - i. Convention -PHHC events
 - Expert Panel to field practice questions submitted by Members of PHHC Section of CPA
 - Submitted by Deanne
 - Mentorship for early career psychologists submitted by Vicky and Simone
 - We received 9 submissions, 1 Gimme 5,1 poster, other material we submitted was reviewed, and 3 other submissions
 - We have 8 reviewers in total
 - Deadline for reviewers is Dec 16- with 2 reviewers for each submission

- We will wait until reviews of our 2 submissions are received, before doing further work
- Can check to see if other sections are interested in co-hosting a reception
ACTION: Simone to follow up with other sections

ii. Student involvement and awards (All)

- Julia submitted graduate student symposium under PHHC section
- We have 3 presenters
- Goal is to highlight our students' work and to have an award to list an award on CV
- Defer decision on awards until submissions reviewed

b. Committees- Leadership (Simone)

i. Leadership options

- Simone to send an email regarding reforming a leadership committee

ii. Guidelines Revisited (nothing to report)

4. **Reports from Executive**

a. Communications Committee Report (Marcie)

- Received one response to newsletter
- Newsletter sent as an email
- Previous PHHC minutes and PHHC Newsletter need to be uploaded
- Plan is to do 2 newsletters annually- April/May and one Sept/Oct

ACTION: Simone to follow up on uploading PHHC content

b. Secretary – Treasurer's Report (Amanda)

- Need to spend some funds to maintain balance less than \$5,000
- Balance-\$5,057.93
- Could consider a webinar

ACTION-All members of PHHC Executive bring 1-2 webinar ideas to January's meeting

c. Student Report (Julia)

- 2 students interested in being new student representative for next year

5. **Meeting schedule** (Amanda)

- Julia cannot make meetings regularly, even if meeting time is shifted
- Julia will email us her updates
- Meeting time will remain as is, meetings booked through April 2019

6. **Adjournment-3:38 p.m. EST**