



Canadian Psychological Association

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

EXECUTIVE COMMITTEE MEETING

February 24, 2020

Present: Stephanie Greenham (Acting Chair), Sandra Clark, Vincent Santiago, Amanda Pontefract (Recorder)

Regrets: Simone Kortstee, Cheryl Nekolaichuk

1. Approval of Minutes from January 28, 2020 (All)
-Minutes approved
2. Approval/ Additions to Agenda (All)
-Agenda approved
3. Chair's Report (Stephanie)
 - a. 2020 Convention Planning
 - Content
 - Invited Speaker and Panel update
-conference call on March 10- with Susan and Sean and PHHC Executive Stephanie, Simone, Vincent
 - Video-recording (Simone) defer
 - Kerry Mothersill request for PPL meeting (Amanda)

- to be determined, if meeting at CPA convention (no schedule yet)
- contacted Kerry asking for his contact list
- Sean Kidd is also helping gather a PL list for Toronto area
- We can write an email to our members asking for PL's

- Abstracts (Sandra)
 - Waiting for CPA response
- Student Symposium and awards (Vincent)
 - Student symposium accepted
- Reception
 - Slot reserved for reception; we don't have a date yet
- Update of info on website (Amanda)
 - There is information missing, e.g. newsletters, agenda, minutes
 - ACTION-** Amanda will itemize missing agenda and minutes, and Newsletters

b. Plan for guidelines from Alberta Health Services (Amanda)

- Preamble will be included, as well as a disclaimer

ACTION: Sandra will draft a disclaimer. Once approved, Amanda will check with Kerry

ACTION: Stephanie will check with Simone re: who is to upload Kerri's guidelines

c. Committees- Leadership (Stephanie)

- Executive Committee member roles
 - Executive is stepping in to meet all roles, so removed as standing item
- Leadership options
 - Remove as standing item

4. Reports from Executive

a. Communications Committee Report (All)

- Newsletter
 - Plan is to do brief emails more frequently (E.g. Kerry's articles, google list)
 - We will aim for outreach late April, as well as one prior to Convention
- Webinars
 - Parked
- Communication Platform for PHHC Members
 - List serve/ Google Groups (Stephanie)
 - Sandra had some problems with the google link, but others did not
 - Plan is to continue to monitor the efficacy
 - Will pilot discussion post to test functionality
 - Note subject line of email sent indicates PHHC Executive
 - To access go to into google group- click on PHHC Executive
 - There are buttons across top to create a new post
 - Our group should get email with a new post

ACTION: Executive members to trial google groups platform

- b. Secretary – Treasurer’s Report (Amanda)
 - No available update on PHHC balance
 - No access to list/number of PHHC members

ACTION: Amanda to check with Cara Bernard re: members

- c. Student Report (Vincent)
 - Will look for info that students could share in our mailouts
 - Ask students would they would find helpful

ACTION: Vincent to follow up on the above 2 items

- 5. Meeting schedule (Amanda)
 - March 24, 2020- 10:45-11:30 E.S.T.

- 6. Adjournment
 - 11:30 a.m. EST