

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 25, 2021

Present: Stephanie Greenham, Vincent Santiago, Simone Kortstee, Cheryl Nekolaichuk, Sandra Clark, Amanda Pontefract (recorder)

1. Approval of Minutes from April 6, 2021 (All)
 - Minutes approved with revision of convention dates
2. Approval/ Additions to Agenda (All)
 - Agenda Approved
3. Chair's Report (Stephanie)
 - Bylaw changes
 - Decision to change language from by-laws to TOR
 - Waiting for CPA approval
 - Executive positions
 - Role clarity (Communication/newsletter; COVID, Leadership)
 - PHHC Executive terms ending 2021
 - 2 Members at-Large (Sandra & Cheryl), Chair-Elect, Student Representative
 - Nomination process for members
 - We don't need a formal process, but we could opt to send out Kerry's bio
 - Contact former PHHC Executive committee members regarding interest in member-at-large position or Chair-Elect
 - Stephanie reached out to a few members and PHHC executive members and declined

- Convention Planning (June 7-25, 2021)
 - Speakers
 - Deadline for Power point submission of May 14 removed
 - Panel update- June 15, 1:15 p.m. (Stephanie)
 - Final touch base meeting Friday before speaker session
 - Program schedule-
 - Communication for other sections to promote our own section's activities, as well as other sections'
 - Stephanie has communicated with other Sections
 - AGM (Tuesday June 16; 2:30-3:30 p.m. E.S.T.)
 - reviewed AGM agenda committees will be reviewed, as a way to engage section members who are not on Executive
 - Stephanie will speak to what we have done over the year, COVID, google groups, initiating PL network
 - we can report on survey results
 - Networking event (Tuesday June 16; 3:30-4:30 p.m. E.S.T.)
 - Icebreakers-
 - Keep it general, ask people to just talk about what is on their mind
 - “roses and thorns”- can make it visually interesting
 - Awards, Recognition for outgoing past-Chair and honorariums
 - Call for award nominations went out, none received yet
- Emerging Issues -COVID issues- virtual care, student concerns
 - (deferred until needs assessment complete)
- Members Survey (Stephanie)
 - Survey sent out to members -48 responses so far
 - Also forwarded to several other sections, and to some PL's

4. Other business

- On-demand CPA Continuing professional development (webinar content)

5. Reports from Executive

- Communications Report (All)
 - Newsletter
 - Webinars
 - Communication Platform for PHHC Members
 - List serve/ Google Groups (Stephanie)
 - PL List -need to ask members to populate
- Secretary – Treasurer's Report (Amanda)
 - Honorarium
 - We can wave the registration fees for our speakers, and panel- either directly or through honorarium
 - Speakers – Registration (one waived by CPA, one paid by us) plus honorarium for each (\$750 each)

-Panelists-honorarium -can use to cover registration fees (\$500 total each)
-Vincent-we can cover registration through student grant

- Awards
 - no nominations yet
 - Recognition for outgoing past-chair
 - deferred
 - Prepare slides for AGM and proposed new budget
- ACTION:** Amanda will prepare slides and send to Executive for review
- \$1,378 deposited section dues up to Jan 31
 - Funds total \$8,696 (April 30 report)

- Student Report (Vincent)
 - Election process and announcement
 - Student networking event
 - Stephanie can introduce herself to welcome
 - What are they hoping to get from Section
 - Anything they want to bring to AGM
 - Ask if any are not section members, let them know what its about
 - Student presentations
 - nothing to report

6. Meeting schedule (Amanda)
- We will communicate by e-mail prior to AGM

7. Adjournment
- Adjourned at 12:00 p.m. EST