Canadian Psychological Association

Section on Psychologists in Hospital and Health Centres (PHHC)

MINUTES

EXECUTIVE COMMITTEE MEETING

July 14, 2020

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

1. Approval of Minutes from June 23, 2020 (All)
   - Minutes approved

2. Approval/ Additions to Agenda (All)
   - Agenda approved

3. Chair’s Report (Simone)
   - Virtual Convention
     - AGM Agenda- keep leadership and communications and add emerging issues (e.g. COVID, test data, recruitment) and bylaw changes to AGM agenda – e.g. 2 additional members at large
     - It’s important to have student representation on emerging issues committee
     - AGM will be scheduled 12:00 pm EST, August 18, 2020
     - There will be a prep meeting on Aug 17
**ACTION**: Stephanie to arrange ZOOM

**ACTION**: Simone to send message to Cara to add our AGM to virtual schedule

**ACTION**: Simone to send new email to members with link to PHHC Section and AGM date

- Kerry Mothersill- guidelines- now posted now PHHC Section

4. Other business

5. Reports from Executive

   a. Communications Committee Report (All)
      - Newsletter
      - Webinars
      - Communication Platform for PHHC Members
        - List serve/Google Groups (Stephanie)
        - PL List
        - Nothing to report

   b. Secretary – Treasurer’s Report (Amanda)
      - Proposed budget to include the following items voted on at 2019 AGM
        - Increase the PHHC Executive Committee Student Representative Travel Award from $250 to $500
        - There will be 2 Student Presentation Awards of $250 each.
        - There would continue to be one award of merit (criteria to be clarified) and one Travel award for a presenter from outside of the region of the conference who is a member of the section, selected by lottery
        - Up to $1000 for a CPA Invited Speaker

      **ACTION**: Amanda to create a budge/financial statement for AGM

   c. Student Report (Vincent)
      - Nothing to report

6. Meeting schedule (Amanda)

   - AGM pre-planning session to be scheduled for Aug 17
   - AGM Aug 18; no other meetings planned at this time

7. Adjournment

   - 11:30 a.m. EST