

**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

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 budget/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