CPA Section of Psychologists in Hospitals and Healthcare Centres
Executive Committee Meeting
Friday, April 28, 2017
12:00-1:30 pm Atlantic Daylight Time (Halifax)

Present: Deanne Simms (Chair), Fanie Collardeau, Theo DeGagne, Dawn Phillips, Bob McIlwraith, Vicky Wolfe, Amanda Pontefract

1. Approval of Agenda (Deanne)
   - Approved

2. Approval of Minutes of meeting March 20, 2017
   - Approved

3. Chair’s Report (Deanne)
   - Annual report compiled, includes accomplishments and focus for next year
   - Theresa Newlove; Pediatric somatization workshop
     - Requested funds for printing workshop materials; approved
     - Please advertise workshop widely
   - As executive members not available for Saturday to review student contributions, Deanne requested material be reviewed in advance to assist with decisions for awards
   - Deanne missed last professional affairs committee meeting; they are making progress in developing training conference on future of professional psychology in Canada
Karen Cohen met with Psychology leaders in Atlantic provinces; respective College Boards, and fraternal associations on status of Psychology in region
  o An MOA is in place for NS, NB and PEI; recognizes cross-border practice for these 3 provinces.
  o Advocacy for region was discussed
• Lisa Votta-Bleeker provided Deanne with feedback from members about post-concussion fact sheet
• Met with Vicky Wolfe about handover
• Letter to Canadian Journal of Pediatric Health was published and available online
• **ACTION:** Deanne will disseminate letter to Executive and include link on Section website

4. Communications Committee Report (Theo)
• Newsletter complete
• Deanne wrote a nice piece and summarizing upcoming CPA events
• Note from incoming Chair, Vicky Wolfe
• Fanie contributed a piece
• Only received a few links to hospitals and health centres; will put the links in to motivate others to send their links as well
• Deanne provided names for the listserve;
• Executive to address listserve once new Executive members in place
• Deanne thanked Theo for his contributions
• **ACTION:** Theo will send Executive a copy of upcoming newsletter

5. Secretary – Treasurer’s Report (Amanda)
• $6,658.92
• Deposit of $1,930 in membership dues
• Budgeted $2,250 for convention catering (added $250 student award to this from last year)
• Plan is for open bar and snacks
• Students might like to go out separately, elsewhere after; Section can provide some financial support for this as well
• **ACTION:** Once finalized, the social activities will be communicated to the students

6. 2017 Convention Report (All)
• Vicky, Bob, Deanne and Amanda attending the convention
• Fanie may not be able to attend, but hopefully, Julie can attend
• No longer need funding from rural section since no e-therapy workshop
• Neuropsychology Section co-sponsorship not needed as content will not be taking place
- Theo may present an update on e-therapy next year in Montreal
- Annual business meeting; Deanne will create a PowerPoint presentation, with what the section has been working on this year
- Executive Members leaving to be added to PowerPoint
- **ACTION:** Bob to order 12 more T-shirts and provide a receipt

7. Leadership & Mentorship Committee  (Vicky)
   - No updates

8. Nomination Report  (Bob)
   - Member at large position – Marcie Balch
   - Student representative- Julia Grummisch
   - Chair elect- Simone Kortsee- needs to send in cv with 3 emails of support
   - Since only one nominee for position, can be filled by acclamation; ratified at annual business meeting

9. Student Representative Report  (Fanie)
   - Fanie in contact with students presenting at symposium, letting them know about the award
   - Deanne thanked Fanie for her contributions, including developing graduate symposium
   - 38 student affiliate members
   - Rebecca considering continuing on student committee along with Julia
   - Twitter continuing; managed by Julia
   - Organizing resources collected for students preparing to apply for internship
   - Fanie is organizing information for student rep for succession planning

10. Other  (All)
    - No further update on guidelines
    - Deanne is looking into the portal as an option to store FAQ’s or guides for Executive positions to assist with succession planning

11. Adjourn
    - Meeting adjourned at 1:10 pm Atlantic time