Canadian Psychological Association

Section on Psychologists in Hospital and Health Centres (PHHC)

Minutes

EXECUTIVE COMMITTEE MEETING

December 1, 2020 (teleconference)

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

1. Approval of Minutes from October 27, 2020 (All)
   • Minutes approved

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

3. Chair’s Report (Stephanie)
   • Bylaw changes
     o Revised document
   • Executive positions (defer to Jan or Feb 2021)
     o Role clarity (Communication/newsletter; COVID, Leadership)
       ▪ Deferred last meeting
       ▪ Consider inviting Bob McIlwraith or Kerri Mothersill to discuss
         PHHC vision (Fellows, awards etc)
     o Member-at-large and control of list serve
       ▪ Review of messages tab re: button to send new messages
       ▪ Amanda stated button worked for her
   • Convention Planning (to take place: June 7-25, 2021)
     o Virtual platform
     o Proposed speakers
       ▪ We will proceed with planned activities for last year
• Confirmation from Susan Farrell and Sean Kidd, Sylvain Roy not available for 2021 Convention
• 90 min session- speakers and panel (back-to-back)
• There is a Dec 10, 12 p.m.- ZOOM meeting to review plan with presenters

**ACTION:** Stephanie to send ZOOM invite to PHHC Executive

• Student submissions- 7 submissions received
• Vincent and 3 other student members are rating abstracts and selecting top 3 applicants for symposium
• Students not selected can submit to regular programming
• A student is leaving student committee, new member joining and current 2 members remain in place
  - Options for PHHC schedule (deadline is Jan 22)
    - 3 hrs as per usual convention
    - Additional programming requests:
      - Connecting students – opportunity for students to network, and identify questions for Full Members (60 min)

**ACTION:** Vincent will write up submission

- Connecting Members; can include questions from students as well as based on results of needs assessment survey to be sent out to Members in Jan or Feb
- Additional 60 minutes of programming to follow AGM

**ACTION:** Stephanie to write up submission

• Emerging Issues - COVID issues- virtual care, student concerns
• Bringing Section together, for networking, learning, meeting needs of group, since virtual care is here to stay
• Above issues may be addressed by additional Convention programming

• Email messages to members
  - Convention (Stephanie)
  - Draft survey asking about Members’ needs (Stephanie)

**ACTION:** To be sent to members in New year; will help frame the additional convention session to follow AGM

4. Other business
   - Nothing to report

5. Reports from Executive

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

      - Agenda/Minutes: uploading on PHHC section of CPA website
        - All Minutes to be uploaded

**ACTION:** Amanda will send minutes to Stephanie that have not been sent previously; she will connect with Tim Bleeker to upload
b. Secretary – Treasurer’s Report  (Amanda)
   - $7,076 in available funds
   - Removal of student membership fee for 2021
     - Informed CPA that students to pay only $1 fee
   - We won’t have travel expenses this year for Student Executive, but we will be funding student awards

c. Student Report    (Vincent)
   - Vincent’s term ends this summer; election needs to be set up
   - Vincent may remain in position if no interest from other students

6. Meeting schedule    (Amanda)
   Jan 12, 2021 next meeting

7. Adjournment
   Meeting adjourned at 11:30 E.S.T.