



Canadian Psychological Association

Section on Psychologists in Hospital and Health Centres (PHHC)

Minutes

EXECUTIVE COMMITTEE MEETING

December 1, 2020 (teleconference)

Present: 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
 - Revised document
 - Executive positions (defer to Jan or Feb 2021)
 - Role clarity (Communication/newsletter; COVID, Leadership)
 - Deferred last meeting
 - Consider inviting Bob McIlwraith or Kerri Mothersill to discuss PHHC vision (Fellows, awards etc)
 - 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)
 - Virtual platform
 - 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.