Canadian Psychological Association

Section on Psychologists in Hospital and Health Centres (PHHC)

MINUTES

EXECUTIVE COMMITTEE MEETING

February 23, 2021

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

1. Approval of Minutes from February 2, 2021 (All)
   - Minutes approved

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

3. Chair’s Report (Stephanie)
   - Bylaw changes
     - Revised document -
     - No response yet from CPA
   - Executive positions
     - Role clarity (Communication/newsletter; COVID, Leadership)
       - Bob McIlwraith or Kerri Mothersill to discuss PHHC vision (Fellows, awards etc) (Sandra)
       - We have received some Section history from Bob, waiting to confirm a meeting date
     - PHHC Executive terms ending 2021: 2 Members at-Large (Sandra & Cheryl), Chair-Elect, Student Representative
     - Communication, nomination process for members
       - We will focus on recruiting; there is Member interested in joining Executive from East coast
- It would be helpful to first hear back from CPA regarding Bylaw changes since proposed changes include request to add 2 more Members-at-large

**ACTION:** Stephanie will confirm timelines for communicating about positions/nominations for our vacant positions

- Convention (June 7-25, 2021)
  - Speakers
    - Panel (nothing to report)
    - Submission of Reviews - Feb 26. Deadline (Sandra)
      - Reviews need to be completed by Feb 24 so we can meet submission deadline
    - Communication for other Sections to promote our own Section’s activities, as well as other Sections’
      - Will occur once we have our planning completed
    - AGM is Tuesday June 15; 1 p.m. 2:00 p.m., followed by networking event 2p.m.-3 p.m. E.S.T.

- Emerging Issues - COVID issues - virtual care, student concerns (deferred until needs assessment complete)
- Bringing Section together- for networking, learning, meeting needs of group, since virtual care is here to stay (deferred)

- Email messages to members
  - Draft survey asking about Members’ needs (Stephanie)
    - deferred until we meet with Bob and Kerry
  - Send-outs- PHHC Executive to check if we received them
    - We are all receiving the messages

4. Other business
   - Nothing to report

5. Reports from Executive

- Communications Report (All)
  - Newsletter
  - Webinars
  - Communication Platform for PHHC Members
    List serve/ Google Groups (Stephanie)
    - We need to find out more about what Members want in communication as we are mindful of the numerous demands on members during the pandemic
    - We will be able to ask membership to help populate PL list

- Secretary – Treasurer’s Report (Amanda)
  - Decrease in membership
  - We can explore if other sections also experiencing decrease
  **ACTION:** Stephanie can bring forward to Section Chair meeting

- Student Report (Vincent)
  - Election process will be initiated
  - Nothing further to report

6. Meeting schedule (Amanda)
   - Tentative meeting for either March 23 or 30
7. **Adjournment**
   - Adjourned at 11:18 a.m. EST