Canadian Psychological Association

Section on Psychologists in Hospital and Health Centres (PHHC)

Minutes

EXECUTIVE COMMITTEE MEETING

January 12, 2021

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

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

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

3. Chair’s Report (Stephanie)
   • Bylaw changes
     o Revised document -update
     o Stephanie sent proposed changes to CPA; waiting to hear back
   • Executive positions
     o Role clarity (Communication/newsletter; COVID, Leadership)
       ▪ Consider inviting Bob McIlwraith or Kerri Mothersill to discuss PHHC vision (Fellows, awards etc)
   ACTION: Sandra will reach out to both Bob and Kerri
   • Convention Planning (to take place: June 7-25, 2021)
     o Proposed speakers
       ▪ Update on ZOOM meetings to review plan with presenters
       ▪ Amanda, Vincent and Stephanie met with Sean Kidd and Chris Mushquash
       ▪ Executive was copied on communication re: presentation/panel discussion to be submitted
       ▪ Vincent will participate in panel to provide student perspective
       ▪ We will consider other panel members to add
- Sandra offered to assist with coordinating reviews (Cheryl, Amanda, Simone, Vincent can assist if needed), but preference is to engage members in review process
- Update on submissions
  Programming requests consist of:
  - 90-minute session (speakers + panel)
  - 60-minute Graduate student symposium
  - Networking events (student event and an additional networking session to tag on to AGM)
  - Networking should not overlap with activities from other Sections where there might be cross interest for Members
  - We will explore if we can cluster our scheduling with sections with cross interest (ie. Not IO)
- Discussed some of the challenges of participating in convention that spans weeks
  - 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
  - Defer until needs assessment complete
- Email messages to members
  - Convention (Stephanie)
    - Message sent out on Section platform
  - May have been some technical issues with the sendout
  **ACTION:** Stephanie and Executive to check to see if sendout was received by PHHC members
  - Draft survey asking about Members’ needs (Stephanie)
  - To be sent out once submissions are finalized

4. Other business
   - None noted

5. Reports from Executive
   a. Communications Report (All)
      - Newsletter
      - Webinars
      - Communication Platform for PHHC Members
        List serve/Google Groups (Stephanie)
        - PL List
          - No updates
  
   b. Secretary – Treasurer’s Report (Amanda)
      - $7,318 in available funds
      - Dues for 2021 not included yet
  
   c. Student Report (Vincent)
      - Symposium submitted in December
      - All 7 submissions rated and ranked and picked top 3
      - Western/McMaster students (semi structured mentoring/RCT)
• University of Toronto student (general health practitioners understanding and response to domestic violence/qualitative, across country)
• Memorial student (systematic review of literature on transgender cancer patients/recommendations/online survey with key stakeholders)
• Received some French language submissions as well this year

6. Meeting schedule (Amanda)
   • Meeting invites to be sent out by Amanda

7. Adjournment
   • Adjourned at 11:30 E.S.T.