Canadian Psychological Association

Section on Psychologists in Hospital and Health Centres (PHHC)

MINUTES

EXECUTIVE COMMITTEE MEETING

June 23, 2020

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

Regrets: Sandra Clark

1. Approval of Minutes from May 26, 2020 (All)
   - Minutes approved

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

3. Chair’s Report (Simone)
   - Virtual Convention
     - Schedule of events
     - PHHC AGM
       - We can hold it at any time, very few Sections have held their AGM’s
       - The Section Chair meeting was already held
         - Most sections are interested in developing platforms
       - **ACTION**- Simone to email Cara for direction re: PHHC AGM
     - Executive positions
       - Amanda’s term is up
We are proposing to add 2 members-at-large and seek more regional representation
ACTION: Amanda, Simone, and Stephanie will review the bylaws and make the amendments, based on 2017 AGM

- Kerry Mothersill- guidelines
  - Simone sent the guidelines to Tim to upload to Section website
ACTION: Simone to check to see if they have been posted

4. Other business
   - None reported

5. Reports from Executive
   a. Communications Committee Report (All)
      - Newsletter
      - Webinars
      - Communication Platform for PHHC Members
        List serve/Google Groups (Stephanie)
        -we need to make it attractive to sign up, and to seed the discussion
ACTION: Simone and Stephanie to meet to discuss the mailouts
  o PL list is started, but input still required from Pearson
ACTION: Stephanie to continue to work on growing the PL contact list

b. Secretary – Treasurer’s Report (Amanda)
   - $7076.90 (PHHC Section balance)
   CPA has indicated while preparing a budget is not mandatory, they recommend doing so, in that is a useful tool to describe (financially) our upcoming activities and priorities

c. Student Report (Vincent)
   - Vincent clarified to convention manager that student symposium cancelled
   - Stephanie and Simone will be following up on the email to students

6. Meeting schedule (Amanda)
   - Next meeting July 14, 2020- 10:45-11:30

7. Adjournment
   - 11:30 EST