Canadian Psychological Association

Section on Psychologists in Hospital and Health Centres (PHHC)

Minutes

EXECUTIVE COMMITTEE MEETING

October 27, 2020

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

1. Approval of Minutes from October 6, 2020 (All)
   - Minutes approved

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

3. Chair’s Report (Stephanie)
   - Bylaw changes
     - Revised document
     - Stephanie forwarded the revised document to the PHHC Executive for review before we submit to CPA board for approval
     **ACTION:** Stephanie to follow up with Cara Bernard
   - Executive positions
     - Role clarity (Communication/newsletter; COVID, Leadership)
       - Review/coordinate
• Communication/newsletter
• Awards/recommended- Fellows – by Past chair
  **ACTION:** Defer discussion to another meeting
  • Consider inviting Bob McIlwraith or Kerri Mothersill to discuss Section vision (Fellows, awards etc)
  • Member-at-large and control of list serve
  • Chair, Chair Elect, Past Chair, Secretary have access to list serve
  **ACTION:** Check messages tab re: button to send new messages

• Convention Planning (to take place: June 7-25, 2021)
  • Interest from last year’s proposed speakers
    ▪ Susan Farrell and Sean Kidd interested in participating in programming; waiting to hear back from Sylvain Roy
  • Options for PHHC schedule
    ▪ We will proceed with planned activities for last year
    ▪ It seems we are limited to 3 hrs, as per usual convention

• E-mail message to members
  • Stephanie to send out message to members re: convention

• Emerging Issues
  • COVID issues- virtual care, student concerns
  • Virtual Town Hall – purchasing subscriptions
    ▪ Perhaps virtual town hall isn’t what we need at this point
    ▪ Consider other ways to discuss meeting needs of group, since virtual care is here to stay
    ▪ Need to bring Section together, for networking, learning,
      **ACTION:** Stephanie will circulate to the Executive, a draft survey asking about Members’ needs

4. Other business
  • Nothing to report

5. Reports from Executive

  a. Communications Report (All)
    • Newsletter
      ▪ Planning for it
    • Webinars (defer)
    • Communication Platform for PHHC Members (defer)
      List serve/ Google Groups (Stephanie)
      PL List
    • Agenda/Minutes: do we upload for PHHC members (defer)

  b. Secretary – Treasurer’s Report (Amanda)
    • $7,076 in available funds
• Removal of student membership fee for 2021
  o Students will pay $1 fee

c. Student Report (Vincent)
  • E-mail message for students sent

6. Meeting schedule (Amanda)
  • Meeting date to follow

7. Adjournment
  • Adjourned at 11:30 a.m. EST