1. Approval of Minutes from September 22, 2020 (All)
   - Minutes approved

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

3. Chair’s Report (Stephanie)
   - Bylaw changes
     - Meeting focused on revising bylaw document
   - Executive positions
     - Role clarity (Communication/newsletter; COVID, Leadership)

ACTION: Stephanie will contact last year’s proposed speakers to check interest in presenting at 2021 CPA Convention
- Stephanie to Send out message to Section membership
-Stephanie to Check if Member-at-Large can assume control of List-Serve for Section, as per initial By-Laws
-Amanda to send out revised By-Laws document for PHHC Executive Committee to review

- Emerging Issues (defer)
  - COVID issues- virtual care, student concerns
  - Virtual Town Hall – purchasing subscriptions
    - YouTube Channel subscription
    - Zoom Webinar subscription
    - Software to link the two live.

4. Other business (defer)

5. Reports from Executive

a. Communications Report (defer) (All)
   - Newsletter
     - Planning for it
   - Webinars
   - Communication Platform for PHHC Members
     - List serve/ Google Groups (Stephanie)
     - PL List

b. Secretary – Treasurer’s Report (defer) (Amanda)
   - Financial support for virtual town hall
     - Purchasing subscriptions
   - Removal of student membership fee for 2021
     - We will need to cover $1 per

c. Student Report (Vincent)
   - 2/3 students scheduled for last year’s symposium unable to present in 2021
   - Vincent to open student submissions
   - 1 student member will be graduating, so cannot assist with reviews
   - 2 students to assist with reviews
   **ACTION:** Vincent will draft a message for Stephanie to send to students

6. Meeting schedule (Amanda)
   - October 27, 2020- 10:45 E.S.T.

7. Adjournment
   - 11:40 E.S.T