Canadian Psychological Association

Section on Psychologists in Hospital and Health Centres (PHHC)

MINUTES

EXECUTIVE COMMITTEE MEETING

April 6, 2021

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

1. Approval of Minutes from February 23, 2021 (All)

2. Approval/ Additions to Agenda (All)

3. Chair’s Report (Stephanie)

   • Bylaw changes
     o Revised document - CPA response
     o There is a change in CPA process
     o Cara Bernard will communicate with us when reviewed

   • Executive positions
     o Role clarity (Communication/newsletter; COVID, Leadership)
       ▪ Follow-up from meeting with Kerri Mothersill to discuss PHHC vision (Fellows, awards etc.)
       ▪ Consider bringing back Section award

   ACTION: Amanda will search for archival info on PHHC Awards

   o PHHC Executive terms ending 2021: 2 Members at-Large (Sandra & Cheryl), Chair-Elect, Student Representative
   o Communication, nomination process for members
   o Timelines for communicating about positions/nominations for our vacant positions
     o We need to have this sorted out by end of April
**ACTION:** Stephanie will send out a notice to all members that we are seeking PHHC Executive nominees and reach out individually to attendees at 2020 AGM

**ACTION:** Amanda will contact Kerry re: interest in rejoining PHHC Executive

- Convention Planning (to take place: June 7-25, 2021)
  - Speakers
    - Panel
      - Meeting tomorrow (April 7) at noon to start planning
  - AGM –Tuesday June 15; 1-2 p.m. E.S.T.
    - Networking event Tuesday June 15; 2.-3 p.m. E.S.T.
      - Given the challenges of virtual meetings, discussion initiated on ways to engage Members at networking event: icebreakers?

- 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
  - Can ask Members to rank why they joined the section, as well as a few key questions around what they would like the Section to provide in future
  - **ACTION:** Stephanie and Amanda to draft a survey; will be sent to PHHC Executive for review. Vincent offered to help format final survey

- Email messages to members
  - Draft survey asking about Members’ needs (Stephanie)-
    - Advocacy voice
    - PL network
    - Training component
    - Research
    - Treatment/virtual service provision

4. **Other business**
   - On-demand CPA Continuing professional development (webinar content)
     - We could consider this in future, perhaps collaborate with another section

5. **Reports from Executive**
   a. Communications Report (All) -reviewed above
      - Newsletter
      - Webinars
      - Communication Platform for PHHC Members
        - List serve/Google Groups (Stephanie)
          - PL List -need to ask members to populate
b. Secretary – Treasurer’s Report (Amanda)
   • Decrease in membership;
   • Explore at Section Chair meeting if other sections also experiencing decrease
   • $1,378 deposited section dues up to Jan 31
   • Funds total $8,696 (Feb 28 report)

c. Student Report (Vincent)
   • Election process
     - 3 people; 2 leaving; an interested student member since 2016
     **ACTION:** Vincent to send Stephanie election announcement for students
     - we don’t know yet about schedule for student networking event;
     requested it occur prior to AGM
     - Symposium accepted by CPA; selected recorded option with live Q & A
     for those who can make it in person

6. Meeting schedule (Amanda)
   • Next meeting to be scheduled for 11:00 a.m. E.S.T, May 4, 2021

7. Adjournment
   • Meeting adjourned at 12:00 p.m. E.S.T.