

PSYCHOLOGISTS IN HOSPITALS AND HEALTH CARE CENTRES

SECTION OF THE CPA

CANADIAN
PSYCHOLOGICAL
ASSOCIATION



SOCIÉTÉ
CANADIENNE
DE PSYCHOLOGIE

PSYCHOLOGUES EN MILIEUX HOSPITALIERS ET EN CENTRES DE SANTÉ

SECTION DE LA SCP

Canadian Psychological Association

Section on Psychologists in Hospital and Health Centres (PHHC)

Draft Minutes

EXECUTIVE COMMITTEE MEETING

Dec 5, 2022

1. Approval of Minutes from Nov 14, 2022 (All) Ben and Kerry
2. Approval/ Additions to Agenda (All) Accepted as tabled
3. Chair's Report (Sean)
 - Finalize plans for 2nd community of practice meeting
 - Questions for discussion
 - Need to keep discussion focussed and feasible for time allotted
 - Chairs plan – Stephanie and Kerry
 - Introduce each chair and provide context to this second community of practice meeting
 - Ben to provide a 'plug' for ways to communicate to settings to encourage student members to connect with social media; Ben to insert a slide on student membership
 - Introduce guest presenters – provide context and brief history for presenters
 - Pending participant # may introduce self but caution for taking too much time for introductions.

- Participants put hospital, province or name of agency in name tag
 - “Cross country checkup” for participants
 - Slides – questions for participants to react to and stimulate discussion
 - Following slides to provide context and key questions/concerns – open for round table and discussion
 - Goal - Action oriented discussion and plan
 - Note takers during meeting: Sean, Ben
- Conference planning for 2023
 - Symposium updates
 - Panel discussion – confirmed (not symposium)
 - Sean needs to hear back from the speakers – each needs to provide a statement of their unique contribution to the panel
 - Moderator – Sean agreed to moderate
 - Reviews – formalizing reviewers and coordinator
 - Sean will check to see if Ben can be a reviewer
 - All will review unless noted to Sean/Stephanie they cannot
 - Stephanie – agreed to be the coordinator for reviews
 - Abstracts – due December 14, turnaround timeline tight
 - Deadline – January 10, 2023
 - Will monitor number of abstracts submitted to make sure we can manage a larger volume as conference in Toronto

4. Reports from Executive

- a. Communications Report (All)
 - 22/23 strategy discussion
 - discuss how to increase membership
 - Plan for a January Newsletter – updates by Sean
 - Web page – needs to be updated for new executive committee, Jane to review and provide info for update
 - Need to update web page with 2022 minutes.
- b. Secretary – Treasurer’s Report (Jane)
 - November 2022 financial report needs to be received. Anticipate no change from October 2022. Balance 4957.81.
- c. Student Report (Benjamin)
 - Communications & engagement
 - 1. Student team meeting this week to discuss social media content and communications; how can the group gain new followers and advertise social media connections

- Conference strategy
 1. Abstracts scored by December 8, 2022
 2. 5 submissions for symposium

5. Meeting schedule (All)
a. Next meeting – January 16, 2023 1:00 EST

6. Adjournment