Canadian Psychological Association

Section on Psychologists in Hospital and Health Centres (PHHC)

MINUTES

EXECUTIVE COMMITTEE MEETING

December 4, 2018

Present: Simone Kortstee, Julia Grummisch, Vicky Wolfe, Amanda Pontefract (recorder), Marcie Balch, Deanne Simms

1. Approval of Minutes from November 6, 2018 (All)
   • Approved

2. Approval/ Additions to Agenda (All)
   • Approved

3. Chair’s Report (Simone)
   a. 2019 Convention
      i. Convention -PHHC events
         o Expert Panel to field practice questions submitted by Members of PHHC Section of CPA
         o Submitted by Deanne
         o Mentorship for early career psychologists submitted by Vicky and Simone
         o We received 9 submissions, 1 Gimme 5,1 poster, other material we submitted was reviewed, and 3 other submissions
         o We have 8 reviewers in total
         o Deadline for reviewers is Dec 16- with 2 reviewers for each submission
o We will wait until reviews of our 2 submissions are received, before doing further work
o Can check to see if other sections are interested in co-hosting a reception
  ACTION: Simone to follow up with other sections

ii. Student involvement and awards (All)
  o Julia submitted graduate student symposium under PHHC section
  o We have 3 presenters
  o Goal is to highlight our students’ work and to have an award to list an award on CV
  o Defer decision on awards until submissions reviewed

b. Committees- Leadership (Simone)
   i. Leadership options
      o Simone to send an email regarding reforming a leadership committee

   ii. Guidelines Revisited (nothing to report)

4. Reports from Executive

a. Communications Committee Report (Marcie)
   • Received one response to newsletter
   • Newsletter sent as an email
   • Previous PHHC minutes and PHHC Newsletter need to be uploaded
   • Plan is to do 2 newsletters annually- April/May and one Sept/Oct
  ACTION: Simone to follow up on uploading PHHC content

b. Secretary – Treasurer’s Report (Amanda)
   • Need to spend some funds to maintain balance less than $5,000
   • Balance-$5,057.93
   • Could consider a webinar
  ACTION-All members of PHHC Executive bring 1-2 webinar ideas to January’s meeting

c. Student Report (Julia)
   • 2 students interested in being new student representative for next year

5. Meeting schedule (Amanda)
   • Julia cannot make meetings regularly, even if meeting time is shifted
   • Julia will email us her updates
   • Meeting time will remain as is, meetings booked through April 2019

6. Adjournment-3:38 p.m. EST