Present: Stephanie Greenham (Acting Chair), Sandra Clark, Vincent Santiago, Amanda Pontefract (Recorder)

Regrets: Simone Kortstee, Cheryl Nekolaichuk

1. Approval of Minutes from January 28, 2020 (All)
   - Minutes approved

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

3. Chair’s Report (Stephanie)
   a. 2020 Convention Planning
      
      • Content
        o Invited Speaker and Panel update
          - conference call on March 10- with Susan and Sean and PHHC Executive Stephanie, Simone, Vincent
        o Video-recording (Simone) defer
        o Kerry Mothersill request for PPL meeting (Amanda)
- to be determined, if meeting at CPA convention (no schedule yet)
- contacted Kerry asking for his contact list
- Sean Kidd is also helping gather a PL list for Toronto area
- We can write an email to our members asking for PL’s

  o Abstracts (Sandra)
    - Waiting for CPA response
  o Student Symposium and awards (Vincent)
    - Student symposium accepted
  o Reception
    - Slot reserved for reception; we don’t have a date yet
  o Update of info on website (Amanda)
    - There is information missing, e.g. newsletters, agenda, minutes

- **ACTION:** Amanda will itemize missing agenda and minutes, and Newsletters

b. Plan for guidelines from Alberta Health Services (Amanda)
   - Preamble will be included, as well as a disclaimer

- **ACTION:** Sandra will draft a disclaimer. Once approved, Amanda will check with Kerry

- **ACTION:** Stephanie will check with Simone re: who is to upload Kerri’s guidelines

c. Committees- Leadership (Stephanie)

   - Executive Committee member roles
     - Executive is stepping in to meet all roles, so removed as standing item
   - Leadership options
     - Remove as standing item

4. Reports from Executive

a. Communications Committee Report (All)

   - Newsletter
     - Plan is to do brief emails more frequently (E.g. Kerry’s articles, google list)
     - We will aim for outreach late April, as well as one prior to Convention
   - Webinars
     - Parked
   - Communication Platform for PHHC Members
     - List serve/ Google Groups (Stephanie)
       - Sandra had some problems with the google link, but others did not
       - Plan is to continue to monitor the efficacy
       - Will pilot discussion post to test functionality
       - Note subject line of email sent indicates PHHC Executive
       - To access go to into google group- click on PHHC Executive
       - There are buttons across top to create a new post
       - Our group should get email with a new post

- **ACTION:** Executive members to trial google groups platform
b. Secretary – Treasurer’s Report (Amanda)
   - No available update on PHHC balance
   - No access to list/number of PHHC members
   **ACTION:** Amanda to check with Cara Bernard re: members

c. Student Report (Vincent)
   - Will look for info that students could share in our mailouts
   - Ask students would they would find helpful
   **ACTION:** Vincent to follow up on the above 2 items

5. Meeting schedule (Amanda)
   - March 24, 2020- 10:45-11:30 E.S.T.

6. Adjournment
   - 11:30 a.m. EST