MINUTES

EXECUTIVE COMMITTEE MEETING

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

1. Approval of Minutes from December 16, 2019 (All)
   - Minutes approved

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

3. Chair’s Report (Stephanie)
   
   a. 2020 Convention Planning
      * Content
         ○ Invited Speaker and Panel Update (Stephanie)
           - Sylvain connected Stephanie to Sean Kidd (practice leader for Psychology at CAMH)
           - Sean has worked to restructure services and advocate for Chiefs
           - He has published on history of hospital psychology
           - Sean also suggested Keith Dobson (Calgary)- published in this area
- Plan is for Sylvain and Susan to speak, then Sean and Keith could join panel discussion

**ACTION:** Stephanie will contact Keith Dobson to see if he is interested
-Susan and Sylvain to connect
**ACTION:** Amanda will check about honorarium and Registration waiver for speakers
- October minutes noted we would provide up to $1,000 for invited speaker
**ACTION:** - Simone to contact Cathy (CPA) re: video-recording

- Kerry Mothersill request for PPL meeting (Amanda)
  - We can likely compile a list for BC, Alberta, ON, Quebec, NB, NS
  - Plan is to try building the list of PL’s on Google group
**ACTION:** Stephanie will create the google group
**ACTION:** Amanda to contact Kerry regarding PL’s he is aware of

- Abstract submission Review (Sandra)
  - 8 abstracts submitted – 7/8 accepted

- Student Symposium and awards (Vincent)
  - Applicants confirmed available for conference

- Reception
  - Clinical, Neuro- agreed, Health (unsure)
**ACTION:** Amanda to send contact names to Simone, and Simone to contact Cathy

- Update of info on website
  - Award info is on student section, as per request
  - Add Kerry’s info and minutes
  - Info is submitted to Tim Bleeker

  b. Committees- Leadership (Simone)

  - Executive Committee member roles (defer)
  - Leadership options (defer)
  - Guidelines from Alberta Health Services

  **ACTION:** Amanda to resend the info from Kerri; and disseminate a 2-week deadline to review the plan

4. Reports from Executive
a. Communications Committee Report (All)
   • Newsletter (defer)
   • Webinars (defer)
   • Communication Platform for PHHC Members
     -List serve/ Google Groups (Simone and Stephanie)
     Everyone is a member (Stephanie)
     Sandra having some challenges with Google

b. Secretary – Treasurer’s Report (Amanda)
   • Over $5,600 – waiting for new financial statement

c. Student Report (Vincent)
   • Nothing to report

5. Meeting schedule (Amanda)
   • 2 p.m. E.S.T- Feb. 24

6. Adjournment
   • 11:30 a.m.