Canadian Psychological Association

Section on Psychologists in Hospital and Health Centres (PHHC)

Minutes

EXECUTIVE COMMITTEE MEETING

May 25, 2021

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

1. Approval of Minutes from April 6, 2021 (All)
   • Minutes approved with revision of convention dates

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

3. Chair’s Report (Stephanie)
   • Bylaw changes
     o Decision to change language from by-laws to TOR
     o Waiting for CPA approval
   • Executive positions
     o Role clarity (Communication/newsletter; COVID, Leadership)
     o PHHC Executive terms ending 2021
       - 2 Members at-Large (Sandra & Cheryl), Chair-Elect, Student Representative
       - Nomination process for members
         - We don’t need a formal process, but we could opt to send out Kerry’s bio
       - Contact former PHHC Executive committee members regarding interest in member-at-large position or Chair-Elect
         - Stephanie reached out to a few members and PHHC executive members and declined
• Convention Planning (June 7-25, 2021)
  o Speakers
    ▪ Deadline for Power point submission of May 14 removed
    ▪ Panel update- June 15, 1:15 p.m. (Stephanie)
      -Final touch base meeting Friday before speaker session
    ▪ Program schedule-
      ▪ Communication for other sections to promote our own section’s activities, as well as other sections’
        ▪ Stephanie has communicated with other Sections
    ▪ AGM (Tuesday June 16; 2:30-3:30 p.m. E.S.T.)
      -reviewed AGM agenda committees will be reviewed, as a way to engage section members who are not on Executive
      -Stephanie will speak to what we have done over the year, COVID, google groups, initiating PL network
      -we can report on survey results
    ▪ Networking event (Tuesday June 16; 3:30-4:30 p.m. E.S.T.)
      -Icebreakers-
      -Keep it general, ask people to just talk about what is on their mind
      -“roses and thorns”- can make it visually interesting
    ▪ Awards, Recognition for outgoing past-Chair and honorariums
      -Call for award nominations went out, none received yet

• Emerging Issues -COVID issues- virtual care, student concerns
  - (deferred until needs assessment complete)
• Members Survey (Stephanie)
  ▪ Survey sent out to members -48 responses so far
  ▪ Also forwarded to several other sections, and to some PL’s

4. Other business
   • On-demand CPA Continuing professional development (webinar content)

5. Reports from Executive
   • Communications Report (All)
     ▪ Newsletter
     ▪ Webinars
     ▪ Communication Platform for PHHC Members
       List serve/ Google Groups (Stephanie)
       PL List -need to ask members to populate

   • Secretary – Treasurer’s Report (Amanda)
     ▪ Honorarium
       -We can wave the registration fees for our speakers, and panel- either directly or through honorarium
     ▪ Speakers – Registration (one waived by CPA, one paid by us) plus honorarium for each ($750 each)
-Panelists-honorarium -can use to cover registration fees ($500 total each)
-Vincent-we can cover registration through student grant

- Awards
  -no nominations yet
- Recognition for outgoing past-chair
  -deferred
- Prepare slides for AGM and proposed new budget

**ACTION:** Amanda will prepare slides and send to Executive for review

- $1,378 deposited section dues up to Jan 31
- Funds total $8,696 (April 30 report)

- Student Report
  - (Vincent)
  - Election process and announcement
  - Student networking event
    -Stephanie can introduce herself to welcome
    -What are they hoping to get from Section
    -Anything they want to bring to AGM
    -Ask if any are not section members, let them know what its about
  - Student presentations
    -nothing to report

6. Meeting schedule
  - (Amanda)
    - We will communicate by e-mail prior to AGM

7. Adjournment
  - Adjourned at 12:00 p.m. EST