



Canadian Psychological Association

Section on Psychologists in Hospital and Health Centres (PHHC) Draft Minutes

EXECUTIVE COMMITTEE MEETING

May 4, 2021

Present: Stephanie Greenham, Sandra Clark, Vincent Santiago, Amanda Pontefract (recorder)

Regrets: Simone Kortstee, Cheryl Nekolaichuk

1. Approval of Minutes from April 6, 2021 (All)
 - Minutes approved
2. Approval/ Additions to Agenda (All)
 - Approved
3. Chair's Report (Stephanie)
 - Bylaw changes
 - Revised document
 - Decision to change language from by-laws to TOR
 - We don't yet have CPA approval for changes
 - cannot change number of members-at-large until approved
 - Executive positions
 - Role clarity (Communication/newsletter; COVID, Leadership)
 - PHHC Executive terms ending 2021: 2 Members at-Large (Sandra & Cheryl), Chair-Elect, Student Representative
 - Communication, nomination process for members
 - Notice to all members that we are seeking PHHC Executive nominees and reach out individually to attendees at 2020 AGM (Stephanie)
 - Kerry Mothersill has accepted being nominated for member-at-large
 - No interest yet from others, including Chair-Elect
 - ACTION:** Contact past PHHC Executive members and others who may be interested in Chair-Elect role

- Awards (Amanda)
 - We need to figure out Award (past award was a plaque) and recognition for outgoing past-Chair
 - ACTION:** Amanda will send out award info to Stephanie

- Convention Planning (to take place: June 7-25, 2021)

- Speakers
 - Meeting with panel update (Stephanie)
 - Submission update (Sandra)
 - Program schedule- Stephanie sent us what she had for schedule thus far
 - Presenters are being asked to submit slides by May 14
 - Communication for other sections to promote our own section's activities, as well as other sections'
 - AGM -Tuesday June 15; 1-2 p.m. E.S.T.
 - Networking event Tuesday June 15; 2.-3 p.m. E.S.T.
 - Icebreakers-

ACTION: Dedicate time at next meeting for icebreakers

- Emerging Issues -COVID issues- virtual care, student concerns (deferred until needs assessment complete)

- Email messages to members

- Draft survey asking about Members' needs (Stephanie)-
- Reviewed initial draft

ACTION: Sandra will modify so questions are meaningful for all hospital psychologists, not just leaders

4. Other business

- On-demand CPA Continuing professional development (webinar content) (deferred)

5. Reports from Executive

a. Communications Report (All) -nothing to report

- Newsletter
- Webinars
- Communication Platform for PHHC Members
 - List serve/ Google Groups (Stephanie)
 - PL List -need to ask members to populate

b. Secretary – Treasurer's Report (Amanda)

- Decrease in membership reviewed at Section Chair meeting (Stephanie)
 - Some sections have seen a decrease, but not all
- \$1,378 deposited section dues up to Jan 31
- Funds total \$8,696 (Feb 28 report)
- We will consider honorarium to pay our speakers this year

c. Student Report (Vincent)

- Election process and announcement
- Student networking event schedule
- Rebecca Vendittelli has expressed interest; will be acclaimed if no other interested nominees (U. Victoria)
- She needs to confirm she is a PHHC section member
- Students sent MP4 video- less than 14 minutes each

- 2 of speakers have confirmed they will be there for Q/A

6. Meeting schedule

(Amanda)

- May 25; 11:00 a.m.

7. Adjournment

- Meeting Adjourned at 12:00 p.m.