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
     o 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
       o 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

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

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.