Canadian Psychological Association

Section on Psychologists in Hospital and Health Centres (PHHC)

MINUTES

EXECUTIVE COMMITTEE MEETING

November 18, 2019

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

1. Approval of Minutes from October 28, 2019 (All)
   • Approved

2. Approval/ Additions to Agenda (All)
   • Approved with addition of student symposium

3. Chair’s Report (Simone)
   a. 2020 Convention Planning
      • Content
        o Invited Speaker
        -Update re: Susan Farrell (Stephanie, Amanda, Vincent)
        -Susan Farrell was very positive about presenting and suggested adding an additional speaker to cover other perspectives, such as
- Sylvain Roy (past President, Ontario Psychological Association) to address advocacy.
- Susan prefers early Friday afternoon, Thursday afternoon is not an option (she needs to be back in Ottawa by mid Thursday afternoon)
  - Panel Update (Sandra, Simone, Vincent)
    - Waiting for a draft from Simone
  - It would be helpful to have further information regarding process/ what is needed for the convention

**ACTION:** Stephanie to follow up with Simone:
- Draft for panel submission
- Check with CPA if formal submission required for speaker
- Determine points of contact for Convention
- Simone’s contact thus far re: Convention
- Provide Executive with any available information to guide convention planning

- Kerry Mothersill request for PPL meeting at CPA (Amanda)
  - Amanda emailed Kerry, waiting for Kerry’s response

- Video recording
  **ACTION:** Stephanie will follow up with CPA re: cost of recording

- Student Awards (Vincent)
- Student Symposium update
  - 7 submissions to-date, with an 8th submission likely
  - Student reviewers will select 3 abstracts to put together for the symposium
  - Julia Marino, Keira Fishman, Rebecca Vendittelli (student reviewers, along with Vincent)

- Update of info on website
  - Vincent sent the information to Chelsea Moran
  - Website not updated as of yet

b. Committees- Leadership - (Simone)

- Executive Committee member roles (defer)
- Leadership options (defer)
- Guidelines Revisited (carried over from last year) –(defer)
  - Resource Guide for Managers of Psychologists
  - Guideline for the Organization of Psychology in Hospitals and Health Centres
4. Reports from Executive
   
a. Communications Committee Report (All)
   - Newsletter
     o Simone is communicating to Section by email
   - Webinars
     o An option to provide a service to our Members
   - Communication Platform for PHHC Members
     o List serve/Google Groups
       Update on checking with CPA (Simone and Stephanie)
       - we will pilot to see if organizational firewalls are an issue
       - Should aim for update prior to membership dues
       **ACTION:** Stephanie and Simone to follow up

b. Secretary – Treasurer’s Report (Amanda)
   - Evidence Based practice funding request - carried forward from 2018
     o CPA is sending out the cheque (Amanda)
     o Current balance $5,753 (debit $500 cheque as per above item),
       Balance = $5,253.90
     o As non-profit, we need to try to stay below $5,000 balance

c. Student Report (Vincent)
   - Nothing further to report

5. Meeting schedule (Amanda)
   - Next meeting Dec. 16, 12:30 pm. EST

6. Adjournment
   - 1:05 p.m. EST