



## 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
      - 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 8<sup>th</sup> 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)
  1. Resource Guide for Managers of Psychologists
  2. Guideline for the Organization of Psychology in Hospitals and Health Centres

4. Reports from Executive

a. Communications Committee Report (All)

- Newsletter
  - Simone is communicating to Section by email
- Webinars
  - An option to provide a service to our Members
- Communication Platform for PHHC Members
  - 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
  - CPA is sending out the cheque (Amanda)
  - Current balance \$5,753 (debit \$500 cheque as per above item),  
Balance = \$5253,90
  - 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