

PSYCHOLOGISTS IN HOSPITALS AND HEALTH CARE CENTRES

SECTION OF THE CPA

CANADIAN
PSYCHOLOGICAL
ASSOCIATION



SOCIÉTÉ
CANADIENNE
DE PSYCHOLOGIE

PSYCHOLOGUES EN MILIEUX HOSPITALIERS ET EN CENTRES DE SANTÉ

SECTION DE LA SCP

Canadian Psychological Association

Section on Psychologists in Hospital and Health Centres (PHHC)

MINUTES

EXECUTIVE COMMITTEE MEETING

August 9, 2018

Present: Simone Kortstee , Vicky Wolfe, Marcie Balch, Julia Grummisch

Regrets: Deanne Simms

1. **Approval of Minutes from July 12, 2018** (All)
 - Minutes approved (Marcie, Simone)
2. **Approval/ Additions to Agenda** (All)
 - Approval of agenda (Simone, Marcie)
3. **Chair's Report** (Simone)
 - a. Synopsis
 - These are theme based; we could contribute only if theme is relevant to Section
 - b. 2019 Convention
 - i. Timeline (reviewed last meeting)

- November 1 is deadline for submitting Section program.
- We should ensure we have some content that is unique from Clinical as well.
- ii. Pre-convention Workshop (submissions due by Oct. 15)
 - How to translate psychological knowledge to other health professionals/team communication-
 - Consider how this could best be presented (invited speaker versus workshop versus symposium)
 - Simone sent email to Chairs of Clinical and Health sections in terms of interest in collaborating on a pre-convention workshop program, and/or social event

ACTION: Simone to follow up with CPA re: pre-convention workshop funding

ACTION: Vicky and Simone will investigate who is providing this type of workshop in US as there appears to be a similar focus

- Mentorship for early career psychologists
 - Not discussed
- iii. Invited speakers
 - We would like an invited speaker
 - Committee encouraged to think about possible speakers
- iv. Student involvement and awards
 - Not discussed

c. Committees- Leadership (Simone)

- i. Connect with CPA- is there a need for this committee within PHHC?
- ii. How to support one's organization through leadership in Psychology
 - Also, Guidelines committee
 - Kerry Mothersill has worked on some of these guidelines
 - We can review and check if the documents are finalized

ACTION: Simone to connect with CPA to discuss leadership options

ACTION: Simone to check with Kerry re: status of guidelines

4. **Reports from Executive**

a. Communications Committee Report (Marcie)

- No additional activity has occurred
- Newsletter for September
 - PHHC Newsletter sent out and posted on website
 - Content will include student awards and a summary of their work
 - We can introduce in the newsletter how we can connect as a group
 - Introduce the new Executive and Chair message, our goals
 - Summary of clinical guidelines SSHRC project that we are supporting
- We should ensure our section website is up-to-date
- We need to check out list serve options

ACTION: Marcie will get back to Committee with a deadline for the newsletter

ACTION: Simone to connect with Cara Bernard about list serve options

ACTION: Vicky will ask Maxine H. for a submission (500-1000 words)

- b. Secretary – Treasurer’s Report (Amanda)
- A letter of support written for SSHRC project- evidenced-based process resource
 - \$125 each to co-winners of student presentation (Kimberly Carriere and Mallory Frayn)
 - \$250 to Julia Grummisch to offset travel expenses for ICAP (student rep)
 - \$17.23-mailing cost for t-shirt to Dawn
 - Balance July 31- 5,993.63 (further debit of \$125, \$17.23, + convention expenses)

- c. Student Report (Julia)
- Winners received their cheques
 - We need some new committee members

ACTION: Julia will create an email with the aim to recruit student members for Committee work and/or to join PHHC

ACTION: Simone will send out the email Julia prepares

5. Meeting schedule

- Time is okay for all.
- Next meeting to be scheduled for sept 13 at 3 pm

ACTION: Amanda to send out meeting requests for the next several months

6. Adjournment

- Meeting adjourned 4 p.m. EST