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.

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

Invited speakers
  - We would like an invited speaker
  - Committee encouraged to think about possible speakers

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