Canadian Psychological Association  
Section on Psychologists in Hospitals and Health Centres (PHHC) 
AGM  
June 26, 2018  
ICAP, Montreal, Quebec

Present: Simone Kortstee (Chair Elect), Amanda Pontefract (secretary/treasurer and recorder), Marcie Balch (Member at large), Ian Nicholson, Maxine Holmquist, Jacqueline Cohen, Jane Heinz-Grove, Brent Hayman Abello, Karolina Rozworska

1. Approval of Agenda  (Simone Kortstee) 
   - Agenda approved as circulated

2. Approval of Minutes of meeting June 09, 2017  (Simone) 
   - Minutes of 2017 AGM circulated and accepted

3. Chair’s Report  (Simone Kortstee) 
   - Simone stepping in for Vicky; we did not receive a Chair’s report  
   - Attendees introduced themselves  
   - A goal for the next year is to bring some new energy into the Section  
   - In past year a survey was sent out on leadership/mentorship  
   - There is a small committee dedicated to promoting leadership/mentorship  
   - Vicky had surveyed about a proposed pre-convention workshop to support early career psychologists  
   - Another option is to follow a “speed-dating” concept at CPA next year  
   - A goal for the Section could be to consider our Members who work in various services as resources to other Members
• All agreed that we need to develop a platform for improved communication amongst Members
• A list serve is a possible option, but need to check if can autonomously make decisions about what we use
• Can send broad communications to Members by email
• Potential drawback of communicating a discussion by email is volume of emails for Members
• Might be possible for a blended model that includes an initial email to start discussion, and interested Members continue dialogue elsewhere
• Previously, there was a Psychology Chief association in Ontario, where some discussions took place, but it became inactive

4. Secretary – Treasurer’s Report (Amanda Pontefract)
• Financial statement for 2017 and Budget up to June 2018 circulated and reviewed
• Current balance is $6,273.63, prior to expenditures for awards, reception etc.
• Received $2,018.00 in Section fees this year
• 185 members (152 Full Members, 33 students)
• In 2017, 162 Full Members, 39 students
• PHHC Executive held teleconferences on November 8, 2017; January 17, April 24, May 22, 2018
• Two other meetings took place without quorum
• Request for financial support- SSHRC Connection Grant
  ▪ Maxine Holmquist reported on the project
  ▪ Environmental scan of clinical practice guidelines found no single resource for psychologists to find guidelines for practitioners
  ▪ Needs assessment survey completed (sent to relevant Sections)
  ▪ Survey indicated psychologists are unsure how to evaluate quality of guidelines
  ▪ There is a national team working on this with a site that looks at quality of measures, process monitoring, outcome monitoring and a practice network
  ▪ Includes case vignettes, videos, scenarios
  ▪ Project is in development, with SSHRC looking for funds from others as an expression of interest (those involved also asking for collaborators)
• Motion passed to increase proposed SSHRC project financial support from $300.00, to $500.00.
• Motion passed to provide the PHHC Executive Committee Student Representative with $250 to support travel to the convention
• Motion passed to provide $500 to support development of online platform/technical support/list -serve
• Motion passed, for future conventions, to reduce support for catering at conventions, to $500 (or is it $1300?) given majority of PHHC members are not in attendance
• Budget approved with these changes

5. Communications Committee Report (Marcie Balch)
   • One issue in January, and one post-convention

6. Leadership & Mentorship Committee Report (Simone Kortstee)
   • Not much activity in past year; Simone and Vicky involved
   • Looking for interest outside of Ottawa- plan is to send something out to PHHC members to recruit for this committee
   • Can reach out to someone about the role of the leader in Psychology and set something up for those who agree to be a mentor
   • Motion passed to work towards development of a mentorship group

7. Student Representative’s Report (Julia Grummisch)
   • Amanda Pontefract reported on Julia’s behalf
   • No PHHC posters- perhaps related to how Sections organized at ICAP
   • Are there other ways to have student reach out and connect electronically based on their work?
   • PHHC Graduate Student Symposium at the CPA Annual Convention;
   • 3 student members presented on their research related to psychologists working in hospitals and health centres.
   • Poorly attended
   • Prize of $250 for Best Student Presentation Award to be awarded again this year. Last year’s prize went to student member Vincent Santiago.
   • Resources related to APPIC and the internship application process are available to student members through the CPA online portal.
   • Contributed student presence to newsletters through student articles
   • Ongoing social media presence through Twitter
   • Continue to update social media about PHHC initiatives, relevant articles
   • Attempted to recruit more student members to PHHC through Student Reps of allied sections (potentially more awards, contests)
• Recruit additional members for the PHHC student committee, with a focus on recruiting an early-on student, interested in the student rep position
• Consider new student initiatives
• Potentially an online student forum
• Recruiting more students for newsletter presence

8. Election of New Executive Members  (Simone Kortstee)

• Simone will be Chair
• Vicky will be past chair
• Secretary-Treasurer- Amanda Pontefract acclaimed
• Member at Large- Deanne Simms acclaimed
• In future, we can look at involving members from the West

9. Recognition of Outgoing Executive Members  (Simone Kortstee)

• Dawn Phillips-
  o Member at Large- key role in planning for PHHC at convention
  o Dawn was recognized and she will be sent a PHHC t-shirt

10. Any Other Business

• Jacqueline Cohen raised topic of psychotherapy access, which we will see in hospitals and health centres- psychology should have a clear voice
• The Executive was thanked for the work over the past year

11. Adjournment

• Motion passed to adjourn the meeting.