Canadian Psychological Association

Section on Psychologists in Hospital and Health Centres (PHHC)
Draft Minutes

EXECUTIVE COMMITTEE MEETING

September 22, 2020

Present: Simone Kortstee, Stephanie Greenham, Vincent Santiago, Sandra Clark, Cheryl Nekolaichuk; Amanda Pontefract (recorder)

1. Approval of Minutes from July 14, 2020 (All)
   • Minutes approved

2. Approval/ Additions to Agenda (All)
   • Agenda approved

3. Chair’s Report (Stephanie)
   • Update from Section Chairs meeting: We will need to plan for submission to our section programming for 2021 Convention
     o We will need to identify a review coordinator
     o Highly likely Convention will be virtual in 2021
     o No date set yet, CPA is open to feedback on virtual format, scheduling
     o Sandra has offered to coordinate reviews again this year
     o We could consider if we want to have smaller, interactive sessions as well

**ACTION:** Stephanie to reach out to proposed speakers for last year and see if they are willing to participate in 2021
• Virtual AGM, Aug 18, 2020
  o PHHC AGM – bylaw changes need to be proposed and submitted to CPA
  o Executive positions- role clarity (Communication/newsletter; COVID, Leadership)
    ▪ Only changes to existing Executive are Simone moving to Past-Chair, Stephanie moving into Chair
    ▪ Next meeting, will discuss the specifics of the required roles; what is essential, and other tasks (e.g. convention, communication)
    ▪ This will be helpful to recruit new members-at-large

**ACTION:** Amanda to add discussion around roles to next meeting

**ACTION:** Amanda to send out the existing by-law TOR document for review in advance of next meeting, so we can document proposed changes when we next meet

• Emerging Issues
  o COVID issues- virtual care, student concerns
  o Virtual Town Hall
    ▪ YouTube Channel subscription
    ▪ Zoom Webinar subscription
    ▪ Software to link the two live.

**ACTION:** Stephanie to follow up with Cara Bernard

4. Other business
• Update from Professional Affairs Committee
  o Psychologists employed in hospitals and health centres nationally
  o CPA and CAOT- working group-Scope of practice -Psychology and OT
  o Stephanie also finding some national information from Alberta on benchmarking of psychology practice (e.g. time required for specific services)

5. Reports from Executive
a. Communications Report (All)
  • Newsletter
    o Can we pay someone to assist with newsletter?
    o We could add submissions how COVID changed my practice
  • Webinars
  • Communication Platform for PHHC Members
    List serve/ Google Groups (Stephanie)
    PL List
    We can update information on website, and put in plug for Google platform
**ACTION:** Executive will review some of the other Section’s newsletters before next meeting, with the goal to clarify if a newsletter meets our needs and what it should look like

b. Secretary – Treasurer’s Report  
   (Amanda)
   • Financial support for virtual town hall
   • Removal of student membership fee for 2021
   • $7076 in funds for PHHC

**ACTION:** Stephanie to let CPA know student members will not pay this year

c. Student Report  
   (Vincent)
   • One of last year’s proposed presenters experienced data collection issues, due to COVID

**ACTION:** Stephanie will check to see if we still pay administrative fee if student have no membership fee next year

6. Meeting schedule  
   (Amanda)
   **ACTION:** Sandra to send out ZOOM invite for October 6, 2020

7. Adjournment
   • Adjournment at 11:34 a.m. E.S.T.