EXECUTIVE COMMITTEE MEETING

April 24, 2018

Present: Vicky Wolfe (Chair), Simone Kortsee, Marcie Balch, Julia Grummisch, Amanda Pontefract

(recorder)

Regrets: Dawn Phillips, Deanne Simms

I. Approval of Minutes from January 17, 2018 meeting
   Above minutes approved

II. Approval/ Additions to Agenda-
    Agenda approved

III. Chair’s Report (Vicky)
    a. AGM
       -takes place June 26. 5-6 pm
       -Vicky did not receive funding to attend, Simone has agreed to Chair the meeting, with Amanda offering to assist as co-chair
       -Simone initiated a discussion regarding her future role as Chair
- Discussed a co-chair model with Simone and Amanda
- Will need to send out a call for who might be interested in a position on the executive AGM – proceed with nominations

- **ACTION:** Vicky to explore how to proceed with a co-Chair model
  - Vicky to send out call for interest in executive positions

b. **Survey results regarding 2019 workshop (boot camp idea)**
- 9 people responded
- Mostly mid career psychologists- provided a number of topics
- Integrating research and program development in the Canadian health care environment
- Promoting empirically validated and evidence-based practice in hospital settings
- Trends in health care and how psychology can play a role
- Innovative psychological practices in Canadian health care

c. **Support for a SSHRC project**
- Do we want to provide some financial support for this worthwhile project?
- Discussion around what it could offer- does it cover health psychology services, adults/kids?
- Access to this information would be helpful
- There is an ask for collaborators as well
- Could ask the SSHRC group to present a symposium on this on behalf of PHHC
  -- Could ask the SSHRC group to present a symposium on this

**ACTION:** Vicky to get more detail about project scope and ask about symposium

d. **Follow up regarding CPA governance reorganization plan**
- See information circulated

e. **Nominations for Executive**
  i. Chair Elect
  ii. Secretary-Treasurer
  iii. Leadership & Mentorship Committee
  iv. Student member
  v. Communications
  vi. Members at Large
  - See notes for II a

IV. **Reports from Executive**

a. **Communications Committee Report** (Dawn)
- Thank you for distributing the newsletter
- Another newsletter will follow the 2nd newsletter for Sept.
- We can look at some templates to use on regular basis

b. **Secretary – Treasurer’s Report** (Amanda)
- Current balance is $6,137.63
- We received $1,777 in section fees
- $1,746.99 - debited (CPA 2017)
- 132 members
- 30 student affiliates
- 5 CPA fellows
- 1 honorary life member
- One complimentary membership
- 1 international affiliate
- 1 international student affiliate
- 2 retired members
- 1 special affiliate

-Upcoming ICAP expenses
- Can we support our student reps?
- The Executive would like to provide $250 to student PHHC rep, if this is within keeping of TOR
- $250 award for student presentation/poster
- Catering bill
- Honorarium – For symposium, if proceed ($200)
- $300 to support SHHRC project
- t-shirts for outgoing members
- Support for chair to attend AGM?
- Funding for students for social? Wasn’t well attended
- We could send out invitations to let others know it is happening
- Use twitter to get the word out

**ACTION:** Vicky to see if we can give $250 to student rep to support travel to ICAP, as well as support for Chair to attend
Vicky- to check on reception room booked
Vicky – to check on supply of t-shirts

c. **Leadership & Mentorship Committee** (Simone)
   - Need to re-evaluate this committee
   - It was suggested that we can weave this into other areas, as a matter of course

d. **Students** (Julia)
   - See IV b for student related discussion

V. **Meeting schedule** (Vicky)
   a. - invite to go out

VI. **Adjournment**
- 4:20 pm