EXECUTIVE COMMITTEE MEETING
JANUARY 17, 2018

Present: Vicky Wolfe (Chair), Dawn Phillips, Amanda Pontefract (recorder), Simone Kortsee, Marcie Balch, Deanne Simms

Regrets: Julia Grummisch; Dawn Phillips

I. Approval of Minutes from AGM, April 28, November 8
   • Above minutes approved

II. Approval/ Additions to Agenda
    • Approved

III. Chair’s Report (Vicky)
    a. Business arising from AGM
       i. Planning for Convention
• There have been some technical challenges in accessing CPA for the review process and in releasing submissions to the Section
• We are hoping for an extension given the difficulties
• At this time, we have Vicky and Dawn to review submissions
• Vicky can message membership requesting assistance through portal
• Cara will be able to assist Vicky in accessing portal
• Currently no update on information about number of hours for our section will have at convention

1. Timeline

2. Speakers/ topics

3. Workshops
   • Section is in agreement to sponsor the MAID/fostering resiliency in health providers, pre-convention workshop
   • We can also highlight workshop in our newsletter

**ACTION:** Vicky will check with CPA to see if we can also sponsor additional material that may come directly to us

4. Student involvement
   
   ii. Collaborations with American Psychological Association section Psychologists in Academic Health Centers
   • This is our sister organization; Vicky will write a paragraph on this in Newsletter

**IV. Reports from Executive**

a. Communications Committee Report (Marcie)
   • We can highlight/profile award winners/students from last year
   • Students can update us on where research is going now
   • Student rep had done the tweeting/posting in conjunction with communications
   • The sections do some cross posting that goes on twitter feed
   • Will try to disseminate Newsletter by end of February (Psychology month)
   • We can try to profile some cutting edge work that Psychologists are doing across our network
   • Project ECHO- Simone and Amanda will connect on this as it relates to their organizations
   • Julia has sent info to Vincent (last year’s student award winner) and he has agreed to write something up – Marcie will follow up
   • Likely two newsletters feasible and strategic (September and February)

**ACTION:**
Send articles to Marcie by February 12
b. Secretary – Treasurer’s Report (Amanda)

**Balance is $4,423.89**
- CPA may oversee Section budget in future
- We are under $5,000, so we are under the max. threshold for non-profit
- Some discussion on how to support higher costs of this year’s convention, particularly for students
- Most sections are expecting lower turnout than usual
- We don’t have more information at this point about how the content will be spread out over the 5 days
- We expect to hold a reception and also have awards, similar to previous years

c. Leadership & Mentorship Committee (Simone)

- Vicky and Simone will connect to discuss further

d. Students (Vicky for Julia)

- Highlight student awards and reception in the newsletter
- Need to consider how to reach out to students and encourage attendance at our reception

V. Meeting schedule

- We may have to revisit the meeting times to ensure all can attend

VI. Adjournment: 5:15 Atlantic time