



Canadian Psychological Association

Section on Psychologists in Hospital and Health Centres (PHHC)

Draft Minutes

Present: Simone Kortstee, Cheryl Nekolaichuk, Vincent Santiago, Amanda Pontefract (Recorder)

Regrets: Sandra Clark

EXECUTIVE COMMITTEE MEETING

March 31, 2020

1. Approval of Minutes from February 24, 2020 (All) -deferred
2. Approval/ Additions to Agenda (All)
3. Chair's Report (Simone)
 - Updates on Convention
 - Officially cancelled
 - Stephanie will send a communication to the presenters
 - Plans are to hold CPA AGM virtually
 - We will look at this option for Section AGM as well
 - We will need to consider what to do with current Executive positions
 - Vincent suggested that we hold the student symposium virtually

ACTION: Simone will check with CPA on virtual options for student symposium

- Updates on communication to support PHHC Section Members during COVID

- Working on a communication to our Members
 - 2 groups: 1. PHHC Executive committee group 2. PHHC Section members
 - All members should be able to receive and creates posts
 - There may be glitches, but we will proceed with this approach
 - Each person can determine how frequently they would like to receive posts (eg. weekly updates)
 - Stephanie will serve as group administrator
 - Members are to respond to Stephanie if they are interested
 - They will also be asked to identify to Stephanie if they are in a leadership role in their organization
 - Discussed virtual services. It was agreed that Member should be referred to the resources provided by CPA
 - Agreed that it is important to minimize emails we send to our Members, as everyone the volume of information we are all being asked to digest is high
4. Other business
- Nothing to report
5. Reports from Executive
- a. Communications Committee Report (All)
- Newsletter
 - Webinars
 - Communication Platform for PHHC Members
 - List serve/ Google Groups (Stephanie)
 - Nothing further to report, beyond google groups
- b. Secretary – Treasurer’s Report (Amanda)
- \$6,861 is current balance, will be over \$5,000 limit, given that Convention cancelled
 - Many sections will be in same situation
- c. Student Report (Vincent)
- No response yet from students regarding topics of interest
6. Meeting schedule (Amanda)
- Meeting set up for April 21, 10:45 a.m. EST
7. Adjournment
- Meeting adjourned at 11:15 a.m. EST