



Canadian Psychological Association

Section on Psychologists in Hospital and Health Centres (PHHC)

Minutes

EXECUTIVE COMMITTEE MEETING

May 26, 2020

Present: Vincent Santiago, Sandra Clark, Stephanie Greenham, Cheryl Nekolaichuk,
Amanda Pontefract (Recorder)

Regrets: Simone Kortstee

1. Approval of Minutes from May 5, 2020 (All)
 - Approved
2. Approval/ Additions to Agenda (All)
 - Approved
3. Chair's Report (Simone)
 - Virtual Convention
 - Schedule of events
 - No registration fee
 - CPA still working on scheduling
 - AGM is this Friday
 - Students accepted for this year, declined virtual presentation and will reapply in Fall
 - PHHC AGM
 - Waiting for further information from CPA re: AGM
 - Topics to cover include budget, financial statement
 - ACTION:** Amanda contacted CPA head office regarding requirements, will report back once CPA responds

- Executive positions
 - These are voted on at AGM
 - We should review the TOR
 - Amanda's term is up; she will step aside if there is interest
 - No Chair-Elect needed this year
 - Kerry Mothersill- guidelines
 - Guidelines are not posted yet
 - ACTION:** Stephanie to follow up and check with Simone
- 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)
 - hasn't been a lot of recent activity
 - it will be good to send updates this way as well
 - ACTION:** Reminder from Simone, Stephanie pending?
 - Vincent has written a reminder for students
 - PL list:Amanda and Sandra have sent these to Stephanie
 - Pearson contact will assist with PL list also
 - b. Secretary – Treasurer's Report (Amanda)
 - Approx. 163 members, 30 are students
 - Jan report had 133 members; 2019 = 153, 2018 = 185
 - Let us know if there are any budget items to add
 - Have extra funds, need to consider how to spend them
 - Webinar is one option- survey membership
 - Ideas include navigating COVID-
 - Can offer suggestions and ask for other ideas as well
 - Ideas can be used for future planning
 - For current topics, we can have Google discussions
 - ACTION:** We will send our ideas, and Sandra will assist in compiling an email for Simone to send out
 - c. Student Report (Vincent)
 - Vincent- drafted a note to send to students letting them know Section is thinking of them
 - ACTION:** Stephanie to follow up with Simone re: sending it out
- 6. Meeting schedule (Amanda)
 - Schedule for June 23, 10:45.
- 7. Adjournment
 - Meeting adjourned at 11:30