Minutes
Program Administrators
Executive Committee
Tuesday, February 11, 2014
St Joseph's Health Care Centre
0830-0930

Present: Kim Nitz, Christine Ward, Lisa Baker-Spiller, Charlotte Sikatori, Lori Dengler, Rodger Moran, Corey Hilliard, Mindy Minka, Jamie Allaer, Scott Rumas

Regrets: Deb Lewis, Marnie Bensette, Jennifer Whytock

1. **Nomination of Executive:**
   Chair: Kimberly Nitz, Urology
   Vice Chair: Lori Dengler, Anaesthesia
   Secretary: Christine Ward, General Surgery
   Treasurer: Roger Moran, Medical Imaging
   PGME Representative: Scott Rumas, Manager, PGME

   Members at large:
   Lisa Baker-Spiller, Neurology/Neurosurgery
   Charlotte Sikatori, SWOMEN
   Corey Hilliard, Critical Care
   Mindy Minka, Plastics
   Jamie Allaer, Anaesthesia
   Deb Lewis, Thoracic Surgery
   Marnie Bensette, Medicine
   Jennifer Whycotk, Geriatrics

   The committee and membership is representative of Program Administrators from across many disciplines, locations, as well as seasoned and those with less experience.

2. **Mandate/Terms of Reference:**
   The mandate and terms of reference from the University of Ottawa were circulated among the group. The group felt that the references as circulated were well written and as a group changes were made to better cover our needs at Western. The draft terms of reference will be brought back to the next meeting for review and approval.

3. **PGME Committee:**
   Scott Rumas felt that a representative from this committee would be welcomed at the PGME Program Directors meetings. He will discuss this further with Chris Watling, Associate Dean. The group agreed that the Chair of the Executive Committee should attend the meetings and in her absence the Vice-Chair.

4. **Upcoming Conferences:**
   Royal College ICRE & Program Administrator's Conference is being held October 23-25, 2014 in Toronto. Program Administrators are encouraged to attend both the Administrator's track and the Program Director's workshops. Scott Rumas announced that the PGME office will provide funding up to $350 for PA's to attend. Be sure to keep your receipts for reimbursement. Registration will open in March, so be sure to watch your email. http://www.royalcollege.ca/portal/page/portal/rc/events/icre

   The Royal College has also added a Program Administrator Award for Excellence & innovation to the list of their awards. Help the Royal College kick off the inaugural event by nominating a worthy candidate. Nominations must be submitted electronically to paawards@royalcollege.ca and will be accepted until April 17, 2014. Click here for the submission form and instructions.

5. **Announcements:**
   Scott informed the group that he has requested SAS access for all PA's. This will give us access to the postgraduate database. There may be training available and on-site mentors to provide support.

   Meeting adjourned at 9:45 am
   Next meeting: **Tuesday, March 25, 0830 at Victoria Hospital, Room E3-201**

   Minutes respectfully submitted: Christine Ward