**PAAC Meeting**

Tuesday, September 21, 2021

**NOTES – Meeting Summary**

**Attendees:** Savannah Clancey (Chair), Massih Bidhendi (Vice Chair), Catherine Wong (Interim Secretary), Bernice Baumgart, Sinthujah Santhirasiri, Dragana Markovic, Polina Mironova, Lisa Bevacqua, Violetta Sochka, Dwayne Rodrigues, Nina Chana, Walaa Kheir, Jill Tomac, Karianne Mintz, Maureen Morris

**Regrets:** Bryan Abankwah, Fiona Caprani, Nelson Cabral

**Welcome**

## Welcome new executive and new members

## New Executive: Savannah Clancey (Chair), Massih Bidhendi (Vice Chair), Catherine Wong (Interim Secretary)

## New Members: Polina Mironova, Jill Tomac, Walaa Kheir, Karianne Mintz, Fiona Caprani

**Agenda/Minutes**

## Agenda Approval – Approved by Dragana

## Approval of Minutes – Approved by Bernice

## Business Arising from Last Meeting

## PAAC Award Expansion

## A new award will be created in memory of Dan S from Orthopedic Surgery

## It will be awarded to a longstanding PA who exhibited the same qualities and dedication as Dan

## Polina will be assisting Bernice in the creation of this new award

## PAAC Contact Page

## Bernice will be updating Quercus with the new members’ info

## New members to provide Bernice with a headshot and department info

## Standing Items

## Subcommittees

1. Admin Series
	1. Feedback from Appreciation Event (Apr 28, 2021)
		* Attendees enjoyed the sessions and provided comments
		* Would like to invite Dalia back and her talk on inclusive language, enjoyed salsa dancing
		* Nice to bring everyone together
		* Would like to see more sessions on bias, EDI, pandemic fatigue microaggression, etc
		* Someone commented that the inclusive language session was a heavy topic and some may not feel comfortable voicing their opinions publicly
		* Was suggested to have a “after” session where those who would like to voice their opinions privately may do so; also suggested having an anonymous chat function for those who would like to comment anonymously
		* Timing of event was also mentioned as the event does coincide with other hospital events. Previously, this event was in June, but coincided with graduation, so moved earlier to coincide with Administrative Professionals Day. Committee to look at other dates in the calendar for consideration.
	2. Feedback from Wellness Event (Mar 26, 2021)
		* Overall, event was well received
	3. Planning for Upcoming year
		* Would like a subcommittee to take on the challenge of creating/planning the events
		* Maybe have one or two PAAC members to be the leaders of the subcommittees and recruit external colleagues to help plan the sessions. This may also help to foster more interest in the committee and future members for the committee
		* Savannah to write emails for call to join the subcommittees, maybe post on PGME website
	4. End of Year Feedback Survey
		* Defer until November meeting
		* Ask members to look at the survey, and to provide feedback via email
2. Strengthening Partnerships Report – deferred
3. PGMEAC Update – next meeting Friday Sept 24
4. Hospital Onboarding – deferred

## New Business

## New PA Info Session

## Next session: September 30, 2021

## PAAC members are encouraged to attend

## Goals for Upcoming Year

## Would like to have a workshop/event in November/December

## Jill suggested a Tips & Tricks/Lunch & Learn on specific topics to have over the lunch hour

## Suggested topics – AHD Scheduling, Sharepoint, Scheduling, Elentra/Systems

## Run a few sessions throughout the year, maybe once every 2 or 3 months

## Similar to an open forum with a few members participate as a panel member

## PAAC Collaboration w/ external Medical School PAACs – deferred

## Upcoming Meeting Dates

## Need to schedule for February, April and June

## Savannah to put together Doodle poll to float a few dates and times

## Open Forum

## Next Meeting: November 23, 2021 (virtual)