**PAAC Meeting**

Thursday February 14, 2019

**NOTES – Meeting Summary**

**Attendees:** Paula Nixon, Catherine Wong, Nelson Cabral, Tess Weber, Savannah Clancey, Sawan Tate, Laura Leigh Murgaski, Lisa Bevacqua

**Teleconference:** Ayethida Walker

**Regrets:** Heather Johnston, Bryan Abankwah, Bernice Baumgart

**Review of Previous Minutes**

* Approved

**Business Arising from Last Meeting**

* None

**Standing Items**

## Subcommittee Updates

1. **PAAC Award/Appreciation Event**

* The event is scheduled for April 24 and the theme will be “wellness”
* The committee discussed possible events such as yoga, mindfulness, paint night, cooking, improv
* Bryan and Bernice will reach out to possible speakers/facilitators
* Lisa asked that a final agenda be sent to her by February 19

1. **Communication Group**

* There is now a PG Administrators Info Series account in Quercus
* Each info series event will have its own module
* The communications committee is asked to think of best practices/templates that can be added to each module
* Bryan asked that PAAC members submit a photo and biosketch to be included in Quercus

**New Business/Open Forum**

**a) Committee Membership**

* Committee members are coming to the end of their first term
* Bryan asked members to inform him via email if anyone wishes to resign or remain
* Bryan also put out a call for members to serve on the executive

**b) Dissemination of PGMEAC information to PAAC members**

* Bryan asked that documentation from the PGMEAC meetings be disseminated out to the PAAC members
* It was agreed that this would be the responsibility of the secretary
* PGME will send to the medical education offices and business managers

1. **Open Forum**

* No items identified

The meeting was adjourned at 1:30pm.