**PAAC Meeting**

Tuesday November 13, 2018

**NOTES – Meeting Summary**

**Attendees:** Bryan Abankwah, Melissa Kennedy-Hynes, Massih Bidhendi, Caroline Abrahams, Paula Nixon, Amy Widdifeld, Laura Leigh Murgaski, Taryn McGregor-Van Hoorn, Catherine Wong, Pavi Chandrasegaram, Nelson Cabral

**Teleconference:** Ayethida Walker

**Regrets:** Caroline Brooks, Savannah Clancey, Bernice Baumgart

**Review of Previous Minutes**

* Approved

**Business Arising from Last Meeting**

* None

**Standing Items**

## Subcommittee Updates

1. **PAAC Award/Appreciation Event**

Amy presented “Judgify” as a possible system to be used as the submission and judging system for the PAAC Award winner

* + Nominators will create an account, judges will get a link to view the applications and enter scores
	+ The system will send the judging committee a spreadsheet of scores to easily determine a winner
	+ The committee discussed whether or not to include a proviso about multiple nominations for the same person or whether to amalgamate multiple nominations on the backend
1. **Communication Group**
* The committee discussed the possible use of Quercus for the communication tool
	+ The PGME can obtain guest UTORids for those who are not UofT employees
	+ Caroline Abrahams suggested that the committee write a letter to the Associate Vice Dean to request UTORids for program administrators who are not UofT employees

**New Business/Open Forum**

**a) Terms of Reference/Committee Membership**

* Committee members need to be more engaged
* Bryan will send an email to each member to ask if they are still interested in being on the committee
* The committee discussed whether or not those who have not met the minimum attendance requirements should be removed from the committee

**b) Work Plans**

* Bryan suggested that members of the subcommittees be held more responsible and accountable to encourage a fair and equitable division of the workload
1. **Dissemination of Information from PAAC to PAs**
* The committee discussed methods of the dissemination of information to our PA colleagues
* The pediatric group at HSC has a PA group
* Discussion was held around whether or not groups should be created (medicine, surgery, odd programs, hospitals etc.)
* Laura Leigh Murgaski and Caroline Abrahams will investigate whether or not the PGME can create a PAAC listserv
1. **Open Forum**
* The committee discussed MTD days and suggested that a MTD workshop be included in the next workshop series
* The committee asked that Joshua Jarvis be invited to a future meeting to discuss senior and chief stipends

The meeting was adjourned at 1:30pm.