

Minutes of the Business Meeting of
The Executive Committee
Division 54, American Psychological Association

Friday, January 7, 2000
Charleston, South Carolina

MEMBERS PRESENT: Ron Brown, President; Daniel Armstrong, Past President; Wayne Holden, Member at Large; Annette La Greca, President Elect; Doug Faust, Treasurer; Susan Simonian, Member at Large; Glen Aylward, Member at Large; Dan Clay, 2000 Program Chair; Kathy Lemaneck, 2001 Program Chair; Beth Doll, Member at Large; Anne Kazak, Editor, Journal of Pediatric Psychology; Carolyn Ievers-Landis, Editor, Progress Notes; Brandon Briery, Student Representative; William Rae, Division 16 Liaison, Representative to Children, Youth, and Families

ABSENT: Lori Stark, Secretary

GUESTS PRESENT: Marti Hagan, Administrative Officer; Michael Roberts, Fellows Chair Liaison

CALL TO ORDER

Dr. Brown called the meeting of the executive committee to order at 1:30 p.m. Announcements were:

Our secretary, Lori Stark, was not with us because of the illness of her husband. Marti Hagan will record the minutes.

After Ron presented Marti Hagan with 15 roses, one for each year of their association, members of the executive committee introduced themselves and gave a brief summary of their professional interests and activities.

Brandon Briery's term will end at the end of this year, and we will be looking for a new student representative. Dr. Brown will appoint a student representative, and position will be posted on the list serve.

The new president of APA, Noreen Johnson, has practiced in clinical child psychology and wants to move child issues such as access to treatment to the forefront.

We have been invited by National Institutes Of Health to co-sponsor a two-hour symposium entitled "The Identification and Treatment Of ADHD in Primary Care Settings" at the APA 2000 convention. On motion by Doug Faust, seconded by Dan Clay, the board voted unanimously to participate.

SECRETARY REPORT

The minutes of the August 23, 1999, meeting were unanimously approved by voting members.

PAST PRESIDENT'S REPORT

Daniel Armstrong reviewed the activities of the past year including our move to division status, the awards, significant liaison efforts, our new officers, the work of the Pediatric Interface Task Force, promotional efforts, and our regional conferences.

A motion by Susan Simonian, seconded by Doug Faust, requested an accounting from the Gainesville and Oklahoma conferences and a return of unspent funds (if any). After discussion, the motion was unanimously passed.

TREASURER'S REPORT

Doug Faust reviewed our balance sheets and budget and made the following recommendations.

That funds to pay for the Hampton conference come from an account other than the president's discretionary fund.

That funds from our general account fund the regional conference and returning funds from these conferences be invested in certificates of deposit.

That, particularly as we experience cash-flow shortages with our current move to division status, none of our unrestricted funds be used for investment but that we look at the restricted funds for this purpose. Doug noted that interest has been reinvested in both the restricted and unrestricted accounts, and reviewed his proposal for fiscal policies.

That, because of the costliness of bonding, the by-laws be amended to eliminate this requirement and rather that checks and balances be established within the finance committee. The committee discussed the possibility of requiring two signatures on any check over \$1,000. The Finance Committee will investigate the feasibility of options to bonding.

Doug reviewed the travel reimbursement policy and distributed reimbursement forms.

CONFERENCE REPORT

Susan Simonian, Member at Large, reported on conferences currently planned and announced that SPP will apply for APA-approved CE programming to be effective, if awarded, in 2001. She explained that, if awarded, the approval is provisional for two years. On motion by Dan Clay, seconded by Glen Aylward, the committee voted to proceed with the application and plan now to incorporate our CE programs on our web site.

MEMBERSHIP COMMITTEE

Wayne Holden, Member at Large, gave the committee report noting a decline during the past year in student memberships. This was the first decline since 1995. Strategies for increasing membership were discussed. Some of the ideas follow.

Add a student to the membership committee.

Design a strategy for follow-up communications with students until they transition to full members.

Recognize accomplishments of members and acknowledge longevity of members who have belonged for 20 or more years.

Get more members involved such as asking members (through the newsletter) to volunteer to review award applications.

Increase applications for student awards either by increasing the amount of the \$500 awards to \$1000 or by getting the word out better.

Give plaques instead of certificates as awards. Ron Brown suggested that such plaques could be purchased at Keith Plaques on Buford Highway in Atlanta for around \$30. Marti Hagan is to look into this.

APA 2000 CONVENTION PROGRAM

Dan Clay, 2000 APA Program Chair, reviewed the program hours awarded SPP and the date allotments. Within our 24 hours of divisional sessions, several hours will be allotted for the NIH co-sponsorship, the Starbright Foundation, the Task Force on Training, the business meeting, and a poster session that will be shared with Division 53. A breakfast for the *Journal of Pediatric Psychology* will consume 1 of the 4 hours allotted for 8:00 a.m. hours.

The committee expressed the desire to hold the executive meeting outside the allotted hours and to share the 1 hour allotted to social with Division 53. Doug Faust made a motion, seconded by Dan Clay to fund a hospitality room with Division 53 for the

social hour. Following a discussion about the cost, the motion passed unanimously. Dr. Brown committed to 1/2 the cost of SPP's share for the per diem rate of the hospitality suite. The committee also discussed funding options from sources such as drug companies and publishers. The Finance Committee, with Dan Clay, will formulate a policy for accepting sponsorships for activities such as APA hospitality suites, social hours, and invited speakers.

Dan Clay reported that Tipper Gore has been invited to be our speaker. Although there has been some communication from her, her commitment is not finalized. Other suggestions were made, including the director of NIH; David Satcher; and Clairese Reed, former director of NIH sickle cell branch.

JOURNAL REPORT

Anne Kazak reported that she had hoped to give her report with Jackie Fox from Oxford and to have Jackie available for questions from the board. It was not clear why Jackie was not in attendance, but the front desk at the hotel reported that she had cancelled her reservation on January 3, 2000.

Anne summarized the *Journal of Pediatric Psychology* report noting that, although the journal had fewer submissions in 1999, editorial calculations and publication lag have remained stable, the editorial publication lag excellent, and the rejection rate (not taking into consideration the revise-and-resubmit process) is stable. She also summarized highlights and editorial changes during the past year.

Oxford has increased its contribution to \$30,000 to cover two more issues of the journal. A tribute to Logan Wright is planned, and the committee needs to select a new editor for the *Journal of Pediatric Psychology*. Ron Brown will check the handbook for correct procedure to appoint a new editor and also will appoint a committee to conduct a search.

FELLOWSHIPS

Michael Roberts, Fellows Chair, gave the fellows report, first reviewing the minimum qualifications.

Because of time constraints in meeting APA deadlines, the committee will be working very hard this year to recommend its first group of fellows. The first group of charter fellows will consist of existing fellows. This group will need to be submitted to APA by June 1, and all the application procedure will need to be completed before then except that letters of recommendation will not be required for existing fellows.

The forms that applicants will need to complete were given to Marti Hagan. The Fellowship Committee will get names and address of nominees to her so that the applications can be mailed with cover letters.

STUDENT REPRESENTATIVE

Brandon Briery reported that the student web page is progressing but is still under construction. He made the following recommendations to the committee, with concurrence from the committee.

Identify funds to solicit memberships from other divisions.

Increase the budget for meetings at the APA convention and regional conventions to \$500.

Fund beverages at a social hour in the hospitality suite.

Increase the travel award for a student author or co-author presenting at an APA conference or convention to \$1,000.

Include the student representative in the review process for student awards.

On motion from Dan Clay, seconded by Doug Faust, the Distinguished Research Contribution in Pediatric Psychology Award was renamed the Logan Wright Distinguished Research Award. Bill Rae will contact Logan Wright's family.

The meeting adjourned at 5:20 p.m.

Respectfully submitted,

Martha E. Hagan
Administrative Officer

Lori Stark, PhD
Secretary
Reviewed

Minutes of the Business Meeting of
The Executive Committee
Division 54, American Psychological Association

Saturday, January 8, 2000
Charleston, South Carolina

MEMBERS PRESENT: Ron Brown, President; Daniel Armstrong, Past President; Wayne Holden, Member at Large; Annette La Greca, President Elect; Doug Faust, Treasurer; Susan Simonian, Member at Large; Glen Aylward, Member at Large; Dan Clay, 2000 Program Chair; Kathy Lemaneck, 2001 Program Chair; Beth Doll, Member at Large; Anne Kazak, Editor, Journal of Pediatric Psychology; Carolyn Ievers-Landis, Editor, Progress Notes; Brandon Briery, Student Representative; William Rae, Division 16 Liaison, Representative to Children, Youth, and Families

ABSENT: Lori Stark, Secretary

GUESTS PRESENT: Marti Hagan, Administrative Officer; Larry Siegel, Member, Training in Pediatric Psychology Task Force

Ron Brown called the meeting to order at 9:05 and introduced Larry Siegel who gave the Task Force on Training report for Tony Spirito, chair of the committee.

Larry reported on the meeting in November at his house in East Hampton, Long Island, attended by Tony Spirito, Gene D'Angelo, Alan Delameter, Jim Rodrigue, and Ron Brown. The task force agreed to base their training document on one prepared by Roberts et al., 1998. The publication process is in the first-edit stage, and the document will be sent out for review after the edit. The paper will be presented at APA 2000 convention using two of our allotted hours.

A discussion followed on guidelines for establishing a pediatric psychology program with focus on what the pediatric psychologist should "look" like. With the increase in the number of childhood diseases and the success of the medical community manage and to treat these diseases, the future of pediatric psychology lies in helping patients and their families and teachers learn to live with chronic disease.

Whatever guidelines are recommended will need to meet APA criteria. Michael Roberts would be the best person to work with to make sure SPP meets APA guidelines. Since CRSPPP is no longer active except for their substance abuse guidelines, we should not expend unwarranted effort on those guidelines. We need to make the document proficiency- and not specialty-related. Even though

we are more than a proficiency, we are not a specialty. The American Academy of Pediatrics is especially interested in the guidelines and thus may support such a project.

ELECTIONS AND COMMITTEES

Dr. Brown reminded everyone that to get APA Council representation, SPP full members (members who also belong to APA) need to vote for SPP when APA sends out ballots in December. We will have one council representative liaison for APA's council meeting in February. Suggestions included Suzanne Bennett-Johnson, Michael Roberts, Doug Tyman.

Suggestions for nomination of a new member at large to replace Glen Aylward who rotates off this year included Chris Adams, Sharon Berry, Hobart Hobi. Suggestions for president elect included Tony Spirito and Lynn Dahlquist.

CHILDREN'S HEALTH CARE

Ron Brown announced that the Association for the Care of Children's Health, an organization with 4,000 members, has ceased operations. He emphasized that the strongest message for SPP is fiscal responsibility.

Lawrence Erlbaum will continue publishing their journal and has invited SPP to affiliate. After discussion the committee decided to decline the offer because the journal competes with ours. Instead we will offer one set of free labels to Erlbaum and *Children's Health Care* will be offered to all members, student members, and associates for \$20 per member.

WEB PAGE DEVELOPMENT

Kathy Lemanek reported that she had gathered bids for redesign and maintenance of our web page and that the bids ranged from \$2,000 to \$13,000 for the redesign and from \$50 per month to \$1,000 per quarter for maintenance. She reported that one firm was eliminated because it was evident their price would probably take far too much of our budget if not exceed it.

V. Nelson and Associates presented the best proposal, were most helpful, and had a number of superb suggestions. Ed Boggan, who has been maintaining the web page, had a bid more within our range but has been unresponsive and was never able to repair the broken link to our application form. Ron Brown said that he and Susan Simonian had looked the gap between what SPP could spend and what we wanted for a web page. They sought the advice of Susan's husband, Clark Houle, who is a systems analyst. Clark looked at the bids and the web page and offered to help us with

the project. He felt he could do the web page for around \$2,000. After some discussion and a suggestion that a committee be formed to monitor the site, the committee voted, on motion by Doug Faust, seconded by Annette La Greca, to proceed with Clark up to \$2,500 or \$3,000. Susan will approach him.

APA ISSUES

Ron presented an invitation by APA to respond to a petition for the establishment of a new APA division that will be the American Society for the Advancement of Pharmacotherapy. During discussions the committee questioned the timing of the petition so soon after forming a section, the duplicity that such a division would have with Division 28, the advocacy (as opposed to interest) nature of the group, and the conflict such a division will have with AMA and the American Academy of Pediatrics. Annette La Greca volunteered to head up an effort to respond in writing and will draft a letter for review by Ron and Dan Armstrong.

Ron presented a request from Dr. Allen Kanner to ask APA to take a stand against psychologists consulting with advertisers who market to children. The committee discussed deferring to an ethics committee or public interest director of APA but offer that SPP would be willing to consult on such an effort.

APA has asked for comment on the draft of *Criteria for Evaluating Treatment Guidelines*. Doug will draft a response for review by Ron.

NEWSLETTER

Ron introduced our new newsletter editor Carolyn Ievers-Landis after thanking Pam Bachanas for her hard work. Ron explained that his assignment to Carolyn was to bring the newsletter to the next level of professionalism with a new design and tighter copy editing and proofreading.

Carolyn reported that to accomplish Ron's mission would increase the cost of the newsletter but that she had worked out a budget with Marti Hagan that would minimize the effect on the budget, an increase of \$600 to \$1000 providing deadlines are met. This estimate did include a small overprint of several hundred copies but not a run for a large mailing to target new memberships nor did it include rush fees for any phase of the production. We are also unsure of the cost of postage because our non-profit, bulk-rate mailing permit is with Division 12 and we have not started the application process with a local post office.

The committee agreed to Carolyn's proposal and asked Marti Hagan to make the appropriate application for the bulk-rate mailing permit. Doug Faust will help if needed to acquire the 501(c)(3) tax-exempt status determination letter from APA.

Carolyn was asked to add an information box on the front page (or in a prominent location) that would include such information as our web page URL, e-mail address, and any hot mail account we might establish. This led to a short discussion on the value of "chat room" links. The committee felt that SPP should avoid giving advice on line but that our web page might have a link to a most-frequently-asked questions page.

REPORT OF THE CENTRAL OFFICE

Ron introduced Marti Hagan and asked her to focus her report on our goals for running the office 10 years from now. Marti reported that most central office efforts have involved getting ready to move our APA-member data base records to APA's data base and changing our data base program once these records have been purged from our system. After reviewing the status of this effort she made the following recommendations.

That when we move records to APA's data base quarterly, that we print out the names and addresses of each member being moved before the records are purged, then ask Division Services of APA to send us their printout of Division 54 members after they have added the names so that we can confirm the move. Dan Armstrong objected saying that we should keep records on all our members, APA or otherwise. Beth Doll reported that their division (16) has had a great deal of difficulty getting APA to enter their member data accurately.

That, in addition to adjusting the program to generate APA-member lists, date and print the lists, and purge those members from the list, we eliminate the following fields: certification, referral, primary work setting, special interests, and two membership categories. Changing the membership categories would eliminate tracing Division 12 data. Physician and psychologist fields would be combined. Bill Rae pointed out that these changes need to be guided by our by-laws.

That, pending something learned at the Division Leadership Conference next week, we cease tracing membership in the Canadian Psychological Association.

That we cease publishing a paper copy of the directory and move this information to our web site.

That, because of low response to charging memberships, we abandon our bank merchant status. Ron pointed out that this move would

not please international members, but that the cost of maintaining the bank account did not warrant continuing. The committee felt the convenience offered, even if accepted by only a handful, was important and should be continued.

That the rebate approved at our 1999 mid-winter meeting be abandoned because the committee appointed to investigate facilitating the rebates found that this could not be done through billing, because APA members were not formally notified, and because there have been no inquiries. Bill Rae said we should honor our commitment because of word-of-mouth promises. Annette La Greca suggested a letter to the intended members with a coupon for return. She will work with Ron on such a letter.

That the title for my position be Administrative Officer. The committee agreed.

That starting 2001 a new billing category of \$30 per hour be added for management work. The committee agreed. Wayne Holden asked for a breakdown of 1999 billing hours to determine percentage of time billed in the current billing categories.

Marti asked the committee to decide on a new price for mailing labels to more closely match APA's label billing structure. Ron suggested \$75. The committee agreed.

Marti will work with Wayne Holden and Ed Boggan on the changes to the data base.

LEVIN AWARD

Ron announced a new mentoring award that came from one of his Emory students, Wendy Levin, who wanted to recognize Ron for the help he gave her during her internship at Grady. After declining to accept the award personally, Ron and Wendy proposed that an award of \$1,000 be given annually to a faculty member as nominated by a student after graduation and that the first award be presented at the 2000 APA convention. On motion by Glen and seconded by Bill the committee approved. Glen will chair the committee with Wendy, the past president and student representative will be standing members of the committee, and Ron will be an ex-officio member.

PUBLISHING COMMITTEE

Ron introduced committee chair Anne Kazak who reported briefly on the book series and special publications as well as the publication activities of the *Journal of Pediatric Psychology*.

DIVISION 16 (School Psychology) LIAISON

Ron introduced Beth Doll who reported on their division's emphasis on the needs of sick children who, through improved medical treatments in the past two decades, live longer and stay in school. Division 16 is working on guidelines to increase coordination with school personnel. The shortage of school psychologists requires that divisions join together to strengthen the role of the school psychologist. The division is also committed to drop-out prevention work and is currently editing a series of articles related to issues in school dropout for the Division 15 journal.

Marti Hagan was excused at this time to attend a Division 53 meeting already in progress. Carolyn Ievers-Landis volunteer to continue with the minutes.

Respectfully submitted,

Martha E. Hagan

Ron asked for committee reports.

FINANCE COMMITTEE

Three board members of SPP must be on this committee. Wayne Holden was appointed to replace Kathy Lemanek who is not presently a board member.

PEDIATRIC COLLABORATION COMMITTEE

Danny Armstrong was appointed chair.

INTERNATIONAL COMMITTEE

Ron Brown will ask Maureen Black if she is willing to chair this committee. Three additional members will be appointed.

COMMITTEE ON SCIENCE AND PRACTICE

Tony Spirito will be asked to chair this committee. He will pick five other members.

APA COMMITTEE ON GOVERNANCE AND POLICY

Danny Armstrong was appointed as chair. He will let Ron know other committee members by January 15.

APA SUB-COMMITTEE ON PRACTICE GUIDELINES FOR ADHD

Ron Brown asked for \$1,000 for attendance at two meetings.

LIAISON TO THE COMMITTEE ON PSYCHOSOCIAL ASPECTS OF CHILD AND FAMILY HEALTH, APA

Danny asked for \$1,300 to \$1,400 for his attendance at two meetings.

SDBP LIAISON

Glen Aylward needs funding to attend this year's meeting.

LIAISONS

The Executive Committee discussed divisions for which SPP no longer needs liaisons. They agreed that members would be appointed as "monitors" to look over agenda books in the following divisions: 7, 12, 16, 37, 38, 40, 42, 43.

Ron Brown will assign monitors for each division.

DIVISION 53 LIAISON

Michael Roberts will be appointed if he is willing to serve.

TASK FORCE ON THE FAMILY

Don Wertlieb will be appointed if he is willing to serve.

Respectfully submitted,

Carolyn Ievers-Landis