

**Minutes of the Business Meeting of  
The Division 54 Executive Committee  
Society of Pediatric Psychology  
American Psychological Association Convention  
San Francisco, California**

*Friday, August 17, 2007*

**Board Members Present:** Christina Adams, Secretary; Ron Brown, 2003-2007 Editor, *Journal of Pediatric Psychology*; Lindsey Cohen, Member at Large; Alan Delamater, President; Denny Drotar, 2008-2013 Editor, *Journal of Pediatric Psychology*; Kevin Hommel, 2007 Program Chair; Carolyn Ievers-Landis, Treasurer; Anne Kazak, Past President; Annette La Greca, APA Council Representative; Tonya Palermo, Member at Large; Anna Maria Patino-Fernandez, 2007 Associate Program Chair; Amy Sato, Student Representative; Lori Stark, President Elect; Ric Steele, Newsletter Editor & Web Master; and, Randi Streisand, Member at Large

**Guests Present:** Shelly Andrews, Oxford Press; David Elkin, 2008 Treasurer; Marti Hagan, Administrative Officer; Kathy Lemanek, 2008 President Elect; Kris Morgan, On-line Membership Directory Manager; Douglas Tynan, Pediatric Interface Committee

*Meeting was called to order at 4:09 p.m.*

**1. Welcome and Opening Comments (Alan)**

Alan introduced newcomers and briefly reviewed agenda items.

**2. Review and approval of minutes from May conference call (Alan)**

The minutes from the May conference call had been circulated to Board members via email in advance of this meeting. Alan made a motion to approve those minutes. Tonya seconded the motion. Board members indicated unanimous approval.

**3. Treasurer's report (Carolyn)**

Carolyn distributed copies of the current status of our budget and reviewed its content. When compared to this time last year, we are \$5,000 ahead for APA dues. Carolyn indicated that the trend is for monies to increase from APAP dues. Monies from SPP dues were similar this year (\$11,700) to last year (\$12,600). Overall, revenues roughly are comparable to those at this time last year. We are not over budget on anything; however, Carolyn noted that we are only halfway through the year. SPP has over \$238,000 in current assets. She requested that everyone review the line items to see if things appeared correct. Carolyn asked whether we want to consider a credit checking service for our accounts, passing around a letter describing such service.

*Action Point: All relevant Board members should send a message to Carolyn, verifying that line items in the budget are correct or need correction.*

Carolyn discussed an issue regarding CE credits at the Cincinnati conference. Carolyn said that SPP was helping with the CE credit process. Registrants were charged \$15 for CE credits as part of registration, with the idea that these monies would return to SPP. Carolyn described the process regarding the work involved and then said there was some confusion about who would receive the funds from this \$15 fee. Lori indicated that there was confusion about what was supposed to be done with regard to the CE credit process and who was supposed to do it. Kelly Byers thought he was supposed to collect the money so that Susan Simonian could be in charge of the CE credit process and then Cincinnati Children's Hospital & Medical Center (CCHMC) would pay for Susan's travel and room expenses. Lori suggested that we communicate better about who does what, particularly in terms of the responsibilities of the conference site and its members (e.g., copying costs). It was noted that Susan's airfare was paid by SPP, but somehow she sent her airfare bill to Kelly. Kelly also obtained a hotel room for Susan, paid by CCHMC, assuming that they were required to pay for her expenses. Lori indicated at this point, it is best to simply determine what CCHMC needs to pay SPP. Carolyn and Lori agreed that pertinent folks are in communication and they seem to be working out a conclusion regarding the monies owed to SPP. The issue of whether a site can offer CE's without involving SPP was another issue raised by Lori as an example of confusion that occurs. In response to this discussion, Denny suggested that we prepare a document with specific guidelines for future conferences.

*Action Points: All relevant parties involved with the 2007 Cincinnati conference will continue to discuss financial issues until they are resolved. A document with specific guidelines for future regional and national conferences will be created by ??? and forwarded to the Executive Board for feedback and approval.*

#### **4. APA Program Report (Kevin)**

Kevin reported that the current conference is going well. Attendance is good, with the exception of the first presentation this morning (apparently due to a time-consuming registration process for most attendees). He summarized details on his report. Specifically, Kevin noted that we have 40 poster presentations, 6 symposia, 9 paper presentations, and one discussion hour during this year's programming. Division 53 is co-hosting the internships on parade. Kevin reported that Amy did a great job in scheduling the hospitality suite activities such that they did overlap with other programming. Anna Maria Patino-Fernandez assisted Kevin with programming this year and will be program chair next year (Avani Modi will serve as associate chair). Kevin also expressed gratitude to Marti for her assistance.

#### **5. Past President Report (Anne)**

Anne distributed her report and reviewed its content. She acknowledged the recipients of the various 2007 SPP awards, which will be presented at the Business Meeting. The awards committee, who rated applications and selected recipients, consisted of Anne, Annette, Lindsey, and Randi. It was noted that we need to replace Lindsey on the committee, given the end of his term; it was decided that Gerard Banez should serve in this role, as he is taking over Lindsey's position on the Board. Anne announced election results and introduced Kathy and David, who were present at today's meeting. Anne reported that the national conference planning is going well and their website looks good. The call for the 2010 conference should go out in the summer

of 2008, with a decision made at the 2009 mid-winter meeting. Anne says that she has heard some interest in applying for it.

*Action Point: At the 2008 midwinter meeting, we will finalize plans to put out a call in the summer of 2008 for the 2010 national conference.*

Anne's update on her strategic plan indicated that we will need to clarify who will take responsibility for each part of it as she steps off the Board as past president at the end of the calendar year. Specifically, it was decided that those committee members who are rotating off the Board could be given an option to continue with their involvement; however, Anne suggested that the individual committees could recommend a current Board member to take on some responsibility as well in order to facilitate communication. Decisions regarding particular committee appointments will be made at the 2008 midwinter meeting. Anne feels that the concrete work for the officers' manual has been done, but the broader message of SPP and our vision probably continue to need some work. Lindsey reported that the diversity committee is now headed by Nabil Hassen El-Ghoroury (members are listed in the roster distributed by Marti). Alan agreed to contact Nabil and solicit more information regarding his commitment in this role. Alan said that he is working with Denny to create a resources list for the field of pediatric psychology (e.g., experts/consultants in grantsmanship, philanthropy) to distribute to the committee and the membership. That way, members can help other members when they have situations or concerns arise in their own work.

*Action Point: Each Division 54 committee will recommend a current Board member to serve, in an attempt to increase communication. These recommendations will then be approved at the 2008 midwinter Board meeting. In the interim, Alan will contact Nabil to determine his interest in leading the Diversity committee.*

Anne reported that she circulated via email the most recent version of the bylaws this past February, but did not receive much comment from the Board. She suggested that we review the document carefully because some things might not be accurate (e.g., the fact that we bond our treasurer). Lori reminded us that we may need to vote on modifications of the bylaws. Alan suggested that we all commit to reading it carefully and get feedback to Anne. Then, Anne can make a list of substantial changes and solicit approval from the membership (e.g., via listserv or newsletter). A review of the bylaws indicated that approval is based on majority of membership ballots received. Ric suggested we put the amended bylaws on the website for members to cast their vote of approval or disapproval.

*Action Point: Each Board member will review the bylaws carefully and provide feedback to Anne via email prior to September 15. Anne will summarize this feedback and route it to Board members via email for approval. After that, she will take the list of amendments to the APA legal department for review prior to posting on the Division 54 website for membership vote of approval/disapproval.*

Anne also mentioned that we should encourage more people to apply to be a fellow. One person is under consideration with APA council this year, when we had several last year. Anne reported that there continues to be some international movement within our Division, with one conference

being considered in Canada. Ric raised the issue of the international travel grant and asked if he should publish the call for the grant opportunity in the newsletter, but Anne noted that we have not advertised it in previous years. Given that we have set aside monies in the budget for it, we agreed that it was reasonable that we advertise it. Tonya proposed that we line up the submission due dates of all awards/grants, to streamline the process. Alan asked if we had a policy for the international travel award (e.g., what it can be used for, how to apply, when to apply, amount awarded). Ric said the amount is \$1500, but it is unclear who makes the decision and how it is made. Tonya offered to have her committee review applications, once Ric forwards her the relevant information on the grant. Tonya will circulate the information to everyone for approval.

*Action Point: Ric will forward information on the international travel award to Tonya. Tonya's awards committee will review applicants for this grant, in addition to the other awards they review. The advertisement for the international travel award will be made at the time of the request for applications for other awards. Tonya will circulate the information describing the international grant to all Board members for approval.*

Anne provided a rationale for the utility of having a historian in our SPP. In her report, she outlined some basic duties that this individual could fulfill in the role of historian (e.g., identify & organize existing divisional materials of relevance to the organization's history; ongoing collection and distillation of minutes, reports, publications, white papers, etc. related to the division's activities). Financial implications are that we would have to budget to have the historian also attend the midwinter meeting and perhaps any expenses incurred in the organization and documentation of our history. Alan suggested that we put a posting out to solicit interest from members willing to serve in this role. Annette reported that Don Routh would be an ideal person given his passion for history. Annette also suggested that it might be nice to form a committee with the historian serving as a chair. Other issues like stipulating the term, for example, also were discussed. Alan asked for approval from the Board to move forward. Everyone indicated agreement to do so. He asked that Anne draft more details of the proposal for final approval.

*Action Point: Anne will draft full details of the proposed Historian position on the Executive Board, including budget implications, and will forward this information to Board members for review.*

## **6. Visit from CYF (Mary Campbell) and Public Interest (Annie Toro)**

Mary reported that the committee on children, youth and families will be seeking nominations for the next term. Alan announced that Connie Morrow will be one of our members to serve on the committee. Mary handed out and reviewed several documents, including various announcements and the CYF news publication. Finally, Mary provided a brief update on different activities that the committee and the office has been doing recently, along with a written document summarizing the activities of the committee and office over the past 7 years.

Annie distributed a handout describing the work that her office has been doing. She emphasized that she would like to see more collaborative work between her office and the APA Divisions. She suggested that we consider identifying a liaison. She also offered to write an article for our

newsletter and requested that we forward any other ideas for communication too. She distributed a sign-on form to receive alerts when issues arise that would require some grassroots movement for legislative action. Annie distributed a call for applications for the congressional fellowship and internship programs. It was discussed that Vanessa Jensen would be a good Division 54 contact person for Annie.

*Action Point: Alan will contact Vanessa Jensen to assess her interest in serving as a liaison to APA Public Interest.*

## **7. Officers' manual**

Christina reported that she has received a few comments regarding revisions to the current version of the officers' manual. It was decided that all officers, particularly those ending their terms, will get feedback to Christina by September 15 so that she can finalize the document. The Board also decided that when officers end their term, they will be asked to review pertinent sections and provide edits to the current secretary so that the officers' manual is continually updated with current information (rather than requiring major overhauls after long periods of time).

*Action Point: If they have not already done so, all officers will review relevant sections of the officers' manual and send comments to Christina by September 15. Christina will revise the manual and then distribute the edited copy to the Board for approval by the 2008 mid-winter meeting.*

## **8. Visit from Practice Directorate (Randy Phelps & Elizabeth ????)**

Randy introduced himself and described his role in APA-Practice Directorate (PD). Elizabeth distributed some materials describing the PD organization and its activities. She briefly summarized some of the recent activities (e.g., Medicare reimbursement cuts, mental health parity, national provider identification numbers, task force creating a document that will provide guidelines for pay for performance evaluations, support for states which are pursuing prescriptive authority, public education campaign for mind-body health). Randy also told the Board that there are materials available through the PD on mind-body issues (e.g., childhood obesity) that could be useful for community presentations and stated that we could obtain these toolkits upon request by email.

Alan asked for an update on the E&M code situation. Randy reported that psychologists cannot be reimbursed for E&M codes by federal insurance carriers, but APA is working on getting approval for psychologists to use them. As of May of last year, all federal carriers are reimbursing the H&B codes and now they are working on private carriers. Randy asked for an update from Lori on their efforts toward insurance reimbursement in Ohio. She said that they have been successful in gaining reimbursement for H&B codes except with Ohio Medicaid, but that there is an advocacy plan in place to move forward with Medicaid. Randy emphasized that the PD can provide materials to help practitioners get reimbursed for H&B codes, but that each state/institution has to do the work in the trenches to get the approval at their local level.

## 9. Council of Representative's Report (Annette)

Annette announced that the APA Council met Wednesday evening and yesterday, and will meet again on Sunday. She reviewed the following relevant agenda items:

- a) APA budget reportedly will be in the deficit range this year, but back in the black the following year. Dues will increase from \$270 to \$279. Only 18% of the members are under the age of 40 and the mean age is 50. So, there is concern that the association is aging.
- b) A bylaw change was approved to allow online voting for elections. This change does not require members to vote on line, but gives the option to vote there if desired.
- c) After much discussion, a proposed bylaw amendment was passed to create 4 new council seats for representatives from each ethnic minority association. Membership will need to vote for this amendment to take effect.
- d) Another motion that was passed was reclaiming the recognition of the term "psychology." It was recommended that our membership use terms like "psychology," "psychological," and "psychologist" when referring to anything that is psychological, rather than using terms like "psychosocial" for example. However, it was acknowledged that there may be times when it is more appropriate to use general terms, like when working within a multidisciplinary team.
- e) APA healthcare reform was another important issue discussed at Council meeting. [Ask Annette for details because I wasn't typing fast enough to get it down in any sensible manner.]
- f) APA will be launching a revised website in the near future. They want to redesign and reintegrate it, and have budgeted over 7 million dollars to obtain assistance in doing so.
- g) The Council discussed an issue pertaining to prescribing psychologists and the development of a model licensing law. Specifically, there has been opposition to the use of the term "medical psychologist" when referring to prescribing psychologists, as historically the former term has referred to a broader range of professionals. A few APA Divisions are organizing their protest against the language in the model licensing law and Division 54 has been asked to join in support of these actions. We discussed the issue and agreed that we would support Divisions 38 and 22 in their protest against the current wording.

## 10. JPP Update (Denny, Ron, & Shelley)

Denny provided an update on JPP activities. According to his report, the transition in editorship has gone well. We have had over 200 new submissions this year. The major change in associate editors has gone well too. Each associate editor will champion ongoing sections in their areas of expertise. JPP instituted a new mentoring program for reviewers, such that students and early career psychologists have been assigned to editorial board members in an effort to develop effective reviewing skills. Lastly, Denny reported that some obstacles have occurred in using the editorial management system (Manuscript Central), but they have been responsive to these concerns.

Ron reported that our impact factor is up to almost 3.2, a sizeable increase from previous years and a value that is comparable to other APA Division journals. JPP now is ranked 6<sup>th</sup> out of 53 journals in developmental psychology. Shelley distributed and briefly reviewed the publishers' report and the list of top 12 articles by contribution to 2006 impact factor. An author survey

resulted in high satisfaction ratings and positive comments, particularly in response to the speed with which articles become available online after having page proofs approved. Over 2,500 institutions have online access to JPP now. Still, Oxford Journals continues to have a specific plan in place to increase marketing efforts for JPP, and this was detailed in their report.

### **11. New Business: APF Mulhern Scholarship**

Ron said that we have started a scholarship fund through the American Psychological Foundation. Ron is hopeful that we will have it endowed by the next APA conference. Ron suggested that it would be nice to have Ray Mulhern's wife attend the first award ceremony. He asked that we all consider making a donation to the scholarship. Alan asked for a motion of support for this scholarship and for SPP to make a \$2,500 contribution to it. Tonya seconded the motion. All Board members voted with approval.

### **12. Student representative report (Amy)**

Amy reported on the annual transition with the student advisory board, noting that 5 members (Keener, Gonzalez, Lim, Moore, & Williams) will rotate off while 5 new members (Bandstra, Joffe, Ramirez, Rutherford, & Wu) will rotate on. Alan, Lori, and Amy reviewed the applications to select the 5 new members. One area the Student Advisory Board is pursuing is to increase exposure of pediatric psychology training information to undergraduate programs. Amy is working with Randi on plans for how to continue doing this. Amy has devised a list of programs, including undergraduate, graduate, internship, etc. Randi, Carolyn, and Amy are meeting tomorrow to develop more specific plans. The student advisory board is beginning to plan the schedule for the Miami conference. Amy also reported on progress made with the website and newsletter articles highlighting topics relevant to students and student spotlights.

### **13. Member at Large Reports (Randi, Lindsey, & Tonya)**

Randi said our membership has reached 1,573, with a little over 500 of them consisting of student members. This total number represents an increase from previous years, likely due to the fact that gave away free one-year memberships to almost 300 new people expressing interest in SPP. Thus, we will need to see what happens to our membership total next year, when these expire.

Lindsey reported that this will be his last Executive Board meeting. He said that the listserv is going well. He received a request to consider converting the listserv into digest format (i.e., members receiving one summary posting, rather than each individual message posted). Board members were expressing that they did not want this change. Another request was to make the listserv default reply to the specific person and not reply to all members of the listserv. This change would reduce the number of out of office postings. Members still could reply to everyone, but this change would require the respondent to purposefully select "reply all" as the option. After some discussion, the Board members decided that we would make this change and then see how it goes.

*Action Point: Lindsey will change the default “reply” function of the listserv to reply only to the individual sender and thus require respondents to select “reply all” if they want their response to be delivered to the entire listserv membership.*

Lindsey also asked about his official role with regional and national conferences, as Member-at-Large, stating that it has not always been clear. It was discussed and decided that this person could be in charge of establishing a “handbook” or set of “guidelines” to share with each conference, using the experience of the previous conference panel as a basis for developing and then later revising or updating it from year to year. Therefore, this Member-at-Large would be responsible for maintaining and updating the repository of information regarding conference details (e.g., deadlines for getting tasks done).

*Action Point: Gerard Banez will fulfill this role when he replaces Lindsey as Member-At-Large. Information (i.e., financial & CE arrangements) relevant to action point for item # 3 will be included as part of the guidelines. Should Lindsey contribute to the formation of these guidelines before departing his office??*

Tonya reviewed award recipients. She reported that the student poster awards will be determined at tomorrow’s poster session. Tonya noted that the new due date for award applications this year is October 1, while student travel award applications will be due January 15. She soon will be sending reminders for award applications and requests for reviewers from the membership. As coordinator of the mentoring project, Sharon Berry provided an update; Tonya appended it to her report. The mentoring project continues to go very well and was favorably evaluated by those involved. Sharon indicated that future plans involve quarterly email prompts to mentors and mentees, suggesting that they maintain contact with one another. She also reported that an ad hoc committee will contribute articles to the SPP newsletter regarding mentoring topics. Lastly, she requested that Division 54 consider funding mentoring activities (e.g., meetings/socials, workshops) at future conferences.

#### **14. Newsletter update**

Ric reported that the approved increase in page numbers for the newsletter went into effect with the summer issue. He stated that an ongoing concern has been the number (i.e., 157) of members whose addresses are not functional with the federal government; this likely corresponds with those people who report that they do not receive the newsletter. He requested some guidance on how to respond to this concern. He reported that he asked APA to correct these addresses, but the outcome of this request will not be known until later this fall. It was recommended that Ric send a message to the listserv announcing each issue of the newsletter, as it has been released, so that people who are not receiving them in the mail can be notified to check the website for it.

*Action Point: At the release time of each issue, the newsletter editor will post a message on the listserv to alert membership.*

Ric said a number of changes have occurred with the website. These have included adding a search engine, creating a FAQ page, and adding a spotlight on child and adolescent health organizations (with a plan to change this out about once every 2 months). He indicated that

1,000 new visitors target our website, which we have been tracking since we migrated to our own site.

#### **15. Other updates: Handbook, etc.**

It was reported that a contract for the fourth edition of the *Handbook of Pediatric Psychology* has been executed with Guilford Press. It is possible that it may convert to a two-volume edition. Publication release is anticipated to occur some time in 2009.

Alan reported that he agreed to have SPP sponsor the conference for evidence-based practice with ethnic minorities (March 2008). He noted that we intend to advertise the conference in our publications and perhaps send 1-2 people to attend the conference as well.

#### **16. Central Office Report (Marti)**

Kris and Marti are planning to fine-tune the calendar of administrative tasks. That way, they will then switch to be more calendar-oriented, rather than task-oriented, so that all the Central office activities can be well-defined.

Some discussion occurred regarding possible 2008 mid-winter meeting dates and locations. It was decided that we would finalize this decision via email over the next several weeks.

*Meeting concluded at 7:00 p.m.*

Respectfully submitted,  
Christina D. Adams  
Secretary