

**Minutes of the Midwinter Meeting of
Division 54 of the American Psychological Association
Society of Pediatric Psychology
January 4-5, 2002
Miami, Florida**

Call to Order and Introductions: President Tony Spirito called the meeting of the Executive Committee (EC) to order at 12:15 p.m., January 4, 2002.

Members Present: Glen Aylward, Danny Armstrong, Pam Bachanas, Karen Bearman, Sharon Berry, Ron Brown, Anne Kazak, Annette LaGreca, Carolyn Ievers-Landis, Kathy Lemanek, Tom Linscheid, Scott Powers, Michael Roberts, Tony Spirito.

Absent: Wayne Holden, Susan Simonian

Guests: Marti Hagan

Note: Action items are bolded.

Officers' Reports

PAST PRESIDENT (See Appendix A for supporting documents.)

- Annette reminded EC members of the need to complete the Officer's manual.
- She also discussed the difficulties she's encountered with the linking the domain name to our website. Tony noted that this should fall under Tom's Member at Large responsibilities. Tom agreed to coordinate with Susan Simonian regarding the website issues, as well as managing the SPP listserv. Annette noted the difficulty Division 53 had when they subscribed their entire membership to their listserv; many members were not happy to be included on the listserv. Annette also recommending moving the listserv from the University of Miami server to the APA server for ease of management. We could announce the change in the newsletter and on the listserv so anyone who does not want to be included can inform the listserv manager to remove their name. **Tom will coordinate with Mitch Prinstein from Division 53 and Susan Simonian to follow up on the website and listserv issues.**
- Annette suggested that we form a committee to judge the APA Student Poster Awards, as this past year they formed the committee and chose the awards more informally. Sharon recommended that the committee review abstracts ahead of time rather than onsite. **Scott will notify students with their acceptance letter that there is an award competition. Sharon will collect the students' abstracts before APA and will distribute them to the committee.** Karen asked whether the committee should develop formal criteria for evaluating the posters and choosing a winner. Tony suggested that the committee consist of the President-Elect, Member at Large for

training, APA Program Chair, and the Student Representative. **Sharon will follow up on whether the students were paid their award money (\$50.00).**

- Annette will be compiling an annual report for the Division which is due to APA in February. She will distribute this to the EC for review before sending it to APA.
- Annette received a letter from Nathan Perry wanting the Division President to endorse a letter being sent to APA COA taking issue with the fact that APA does not recognize Health Psychology as a specialty. EC members will review the letter and vote later in the meeting.
- Anne Kazak was selected for the Research Award and Jan Wallander was selected for the Distinguished Service Award. There is no winner yet chosen for the Levin Mentor Award. Ron reported that there is no notebook on award nominees for the Levin Mentor award as there is for the other awards. To date, we have carried over a list from year to year. Annette reported that we need to decide now on a winner for this award. Ron had been chosen in the past, but he was not eligible because he was a member of the EC. Tony recommended that Ron Brown be chosen for the award, given that he was chosen last year for the award. The EC agreed and Ron Brown was named the recipient of the Levin Mentor award. **Tony requested that EC members provide nominations for all of the awards**, as there are often no nominations from the membership, despite requests in the newsletter and on the listserv.
- According to the by-laws, the Awards Committee should consist of 2 members of the board and the Past President. Tony recommended that the Past President have input into who is on the committee. Annette recommended she, Anne Kazak, Michael Roberts, and Tom Linscheid serve on the committee.
- Elections – several nominations for David Sandberg for Member at Large were received, but few other nominations have been received. The EC can make recommendations for nominations for the offices of President and Member at Large. Ron reported that APA will manage all of the ballot counting, etc. Ron also noted that he had a positive response from the announcement on the listserv. **Ron recommended that we recontact the folks who ran last year and solicit their interest for this year.** We also should nominate a representative for CYF. Sharon, Kathy, Danny and Ron (as the 2 Past Presidents) were recommended to serve on the Elections Committee.
- Update on the Task Force for Empirically Supported Assessments – the group met at APA and the subgroups began assembling lists of measures to be included in the review. In order to determine what measures to review, the membership will be surveyed. Annette sent out the list of measures on the listserv rather than the newsletter due to the size of the list. She received back 85 completed surveys and provided the results of the surveys. Next steps will be to develop a template for describing the measures. Grayson Holmbeck wrote up a sample template which will

be edited by the members of the task force. In addition, Annette is working on developing criteria for determining how to screen the measures. She reported that the long-term goal is to publish the results in JPP for each of the different areas of measures. Ron raised the issue of the length of the reviews and whether it would be feasible to publish them in JPP. Ron suggested that we consider publishing this as a compendium or possibly a book given the length of the product.

SECRETARY (See Appendix B for supporting documents.)

- We reviewed the action items from the previous minutes to be sure we were covering the items bolded. Motion to accept the minutes from the APA meeting made by Tony and accepted unanimously by the board.
- We reviewed the list of archived files for the Division and we agreed to send all files more than 5 years old to APA for archiving. **Pam agreed to send all old files to Wade Pickren at the APA archives center.**
- The EC roster was passed around and will be updated following the meeting. We agreed that the APA listserv has not been user-friendly and **the Secretary will now create an updated email list of the EC members and distribute the updated list annually.**
- Discussed the status of updating the Officer's Manual. Sections completed include: President (Annette), Past President (Ron), President Elect (Tony), APA Program Chair (Kathy), Member at Large – Training (Sharon), APA Council Representative (Michael), Secretary (Pam). **Pam requested that EC members who have not revised their sections do so no later than February 1st.**

TREASURER (See Appendix C for supporting documents.)

- Kathy reported that she has started to transition the funds from New Orleans to Ohio, but is still having some difficulty sorting out the status of our finances. Doug was not able to be at the meeting due to illness, so the EC discussed what to do with the various accounts that currently exist. Tony recommended moving most of the First Union account monies to restricted reserves. Reviewing our current financial status, it was noted that the transition to a Division cost us money the first year, but our membership has increased and our costs have evened out more.
- Kathy reported that she obtained Peachtree software to have a clearer spreadsheet summary of SPP's finances. If she consults with an accountant to set it up, it will cost \$130.00 an hour for approximately 8 hours. Kathy reported that she could train the next Treasurer when she leaves the office so it should be a one-time expense. Tony acknowledged that this would be a good investment of funds and recommended that we add \$1000.00 to the budget to cover this expense.
- Michael noted that it is important for the Oxford payments to come to SPP first and then be distributed to the Editor, etc. After discussion of the potential benefits of

sending Marti all the checks and payments for SPP, it was decided that the checks should come to Kathy to avoid adding in additional steps. Marti noted that Doug had provided her with several signed checks so that she could pay printers and subcontractors immediately. She inquired whether the board was comfortable with this system or whether it should be changed. Kathy requested that she re-organize the system and take responsibility for paying all bills until she gets more comfortable with what the payments are and then work out a system with Marti.

- Tony noted that the board has grown which has incurred more expenses. We now have Susan Simonian as the CEU coordinator for Division 54, 2 Journal Editor positions and offices, Past Treasurer and the APA Program Chairs.
- Tony raised the issue of whether our taxes had been paid last year; Kathy reported that according to Doug, our taxes had been filed last year. Michael reminded us that APA and all Divisions will undergo an audit next year.

MEMBERS-AT-LARGE (See Appendix D for supporting documents.)

- Training - Sharon noted that SPP paid the Routh-Coon Injury Award grant to the recipient, but the APA Foundation has not been willing to reimburse SPP for this money, despite documents sent to APA noting that the Foundation should pay this. **Annette reported that she would try to talk with Don Routh about this and work with Sharon to resolve this with APA Foundation.** Tony suggested that we leave this in our budget at this time until we know whether APA will pay it or not.
- Sharon noted that she is working with Mitch Prinstein to get the Clinical Child and Pediatric Psychology Programs Directory information on the website. Currently it has only graduate programs and post-docs. Michael noted that the hardcopy of the directory previously had internship information, but the website directory does not have this. **Sharon reported that she will work on getting internship information on the website also.**
- Sharon attended the Educational Leadership Conference on behalf of SPP. She recommended that we send a representative to this meeting each year. Michael noted that specialty training issues will be addressed in this committee in the future which would be relevant for SPP. Tony suggested that Sharon should represent SPP again for continuity purposes and asked that \$500.00 be added to the budget to cover her expenses.
- Sharon reported that she will send out email reminders on the listserv regarding nominations for the awards. Karen noted that she has been making the decisions about student travel awards. Sharon agreed to take responsibility for this in the future given the potential for conflict of interest with Karen making the decisions.
- Membership – Tony reviewed the membership report provided by Wayne Holden. In general, we've had a slight increase in membership. Ron asked about membership brochures; Marti noted that she will be placing another order as she is running low.

Michael raised the issue of dues exempt status with APA, and suggested that we should not have dues exempt status for members of SPP. Tom made a motion that we delete the dues exempt status for SPP; motion passed unanimously.

- Kathy asked whether to keep items in the budget related to membership (e.g., International Travel Award, membership development, etc.) We discussed whether to send brochures to Divisions 16, 37, 53 and other child divisions of APA to try to recruit new members. Tony recommended that we send letters to each of the divisions; Ron suggested that each board member could take a different division to write a letter to. **Glen agreed to work with Wayne on soliciting board members to write letters to other divisions and also to pursue membership with SDBP. The board recommended that Wayne take the \$1000.00 currently in the budget to come up with ideas for membership recruitment and decide how to pursue this with the help of other board members.**
- Regional Conferences – Susan Simonian was not present but Tony reviewed the guidelines for Regional Conferences prepared by Susan. It was not clear whether Susan has submitted the application for APA Continuing Education Credits. **Tony will follow-up with Susan to determine the status of the CE application with APA.**

APA COUNCIL REPRESENTATIVE (See Appendix E for supporting documents.)

- APA Council Representative – Michael reported that we will only have 1 seat on the Council as we received only .47% of overall allocation of seats. Division 53 now has 2 council seats. States will now be given more power as they will have more seats on the council. Michael noted that he introduced the Resolution on the Accreditation of the Newly Emerging Substantive Area of Clinical Child Psychology. Michael suspects that it will not be supported by the Council. Michael stated that he may withdraw it before Council has a chance to defeat it so that we may present it at a later date.

APA PROGRAM CHAIR (See Appendix F for supporting documents.)

- Scott updated us on the submissions for the 2002 APA Convention (symposium = 4, papers = 2, posters = 33). We currently have 14 substantive hours of program time (e.g., at the convention center) and 7 hours of nonsubstantive time (e.g., at the hotel).
- Tony suggested that we schedule an invited presentation with a pediatrician from AAP to recognize our association with them. Sharon recommended Kathy Christoffel who is a pediatrician in Chicago that has done work with AAP on gun control and violence with children. Sharon will contact her and see if she is available in August. We agreed to offer her an honorarium of \$500.00. Tony also suggested an invited talk on treatment issues and recommended Lori Stark to talk about her treatment intervention research. John Lavigne was also recommended; Sharon agreed to speak with John regarding his willingness to participate.

- With regard to the hospitality suite, it was suggested that we reserve it only for Friday and Saturday. Last year's budget was reviewed and we anticipated that \$5000-6000.00 would be appropriate for this year as well. The EC agreed that we did not need to purchase inserts for the program.
- Tony suggested that 1:00-3:00 pm on Saturday would be a good time for the SPP business meeting and awards ceremony, and the EC meeting would occur Friday from 3:00 -7:00 pm. The joint Division social hour should be scheduled for Saturday night. Tony recommended that we have the charter fellow ceremony in conjunction with either the business meeting or the joint social hour.
- Discussion ensued about whether Conway Saylor's symposium on disasters might overlap with other divisions' planned activities, and whether we would want to try to do something in this area jointly with Division 53 or other divisions. **Tony will follow up with Division 53 to discuss this.**
- Scott reported that the Cluster Program schedule has been put together, although there are still some missing pieces. Michael recommended that Wayne Holden be considered for the symposium he is on.

ADMINISTRATIVE (See Appendix G for supporting documents.)

- Marti reported that working with APA is going well and we came in \$10,000 under budget for the central office. Although the initial transition to Division status was difficult and time consuming, it is now much easier and is going well. Marti suggested that we budget for \$17,000.00 for administrative expenses for 2002.

JOURNAL EDITOR (See Appendix H for supporting documents.)

- Anne reported that there are several special issues coming out this year. The special issue on Ethnic Minorities will come out soon and Grayson Holmbeck's special issue on Adolescents will come out in two issues this year. New papers will be going to Ron as of January 2002. Anne is expecting this year to go well. Ron reported that JPP will have an email address (jpp@musc.edu) for journal correspondence and his assistant for the journal will be Mary.
- Tony obtained the documents from Bill Rae from the last journal contract negotiation and there was discussion about who chairs the committee and when and what the committee does to negotiate a new journal contract. Several people noted some discontent with Oxford in other divisions. Anne noted that the marketing by Oxford has been inconsistent and this should be part of the negotiations for the next contract. There are no written guidelines in the Officer's Manual for negotiating a new journal contract. **Tony will form a committee and begin to start the process.**

PUBLICATIONS COMMITTEE (See Appendix H for supporting documents.)

- Michael provided an update on the Handbook of Pediatric Psychology. He reported that he will allow students to review chapters but they have to agree to review 15 chapters. Michael also noted that he needs non-student reviewers.

- Anne and Tony are publishing a book on Empirically Supported Treatments and have signed a contract. The book will link to protocols on a website so that the book will be both a summary of what's been done in the past as well as up-to-date information on protocols. This will help facilitate multi-site studies and will help disseminate treatment protocols more broadly.

FELLOWS COMMITTEE (See Appendix I for supporting documents.)

- Michael noted that new Division 54 fellows were approved in August 2001 by the APA Council. Glen is now chair of the Fellows committee. Three individuals have applied for fellow status (Tony Spirito, Conway Saylor, William MacLean). Glen motioned that the EC approve these 3 fellows; the board passed this motion unanimously. **Glen will notify APA that the fellows have been approved by the EC.**

The Division 54 meeting adjourned and a joint meeting resumed with Divisions 53 and 12.

Call to Order – Saturday, January 5, 2002, 8:30 a.m.

STUDENT REPRESENTATIVE (See Appendix J for supporting documents.)

- Karen met with the Student Advisory Board. One issue that students are interested in is the opportunity to review articles for JPP. Discussion ensued and Anne noted that this has been controversial for the Editorial Board given the peer review process and concerns about confidentiality. Anne suggested that the interested students contact the Editor of the journal and work with a mentor on learning the process of reviewing manuscripts.
- Karen also reported that students are interested in discussion hours on different topic areas at APA. She will try to plan these for the hospitality suite at APA.
- Karen noted that she often gets requests for information about Pediatric Psychology from elementary and high school students. She has developed a brochure with general information to provide upon request. **EC members will review the brochure and provide edits to Karen.**
- Karen reported that this is her last year as student representative. Tony requested information on the procedure for appointing the student representative. **Annette and Pam will check the by-laws and the Officer's Manual and report back on the procedure for choosing a student representative.**
- Annette noted that we may want to consider reducing the travel expense for APA to \$1000.00. Annette made a motion to limit the travel expense budget for all liaisons and SPP representatives to \$1000.00. Motion passed unanimously.

NEWSLETTER EDITOR (See Appendix K for supporting documents.)

- Carolyn reported that the fall newsletter is just coming out. Bulk rate postage seems to slow down the delivery, and institutional systems seem to be slower. **Ron requested that Marti send a copy first class to the EC members so they will have it sooner.**
- Carolyn thanked her staff and noted that they came in under budget this year. Cost difference between the on-line newsletter (\$500.00) versus printed copy (\$4000.00) is significant. Carolyn noted that about 75% of other divisions have an on-line newsletter but they are often difficult to print out even with adobe software. Carolyn noted that some SPP members on the listserv who have free email accounts are not able to download the newsletter. Other options are articles on the web and a partial newsletter on paper. Carolyn recommended that we do a newsletter version that's linked to the website and print approximately 100 copies for people who can't download and print it from the web. This would also allow us to have handouts for APA and other conferences.
- Ron recommended that we poll the membership to see if folks are more interested in cost-savings and having an on-line newsletter or whether they are more interested in maintaining a hard copy. Annette suggested that we send out a postcard to all members announcing the on-line newsletter, and recommend that all members subscribe to the listserv to receive the announcements. Michael noted that members like to "get something" for their membership. In addition, he noted that having members download the newsletter and print it puts the cost on the members. Annette suggested that we continue doing one electronic version and 2 hardcopies, poll the membership for feedback on the electronic version via the listserv, and continue to work out the problems with the electronic version. In addition, we will send out a postcard to the membership letting them know how to access the newsletter on the webpage.
- Carolyn suggested that we include more information in the newsletter on the activities of the EC. Tony suggested that Carolyn get information from the liaisons' reports. In addition, she should obtain highlights from the minutes of the midwinter and APA meetings to include in the newsletter.
- Carolyn also asked about advertising fees. We discussed the previous consensus of the EC which was that any ad that benefited the membership (e.g., job ads, post-doc ads) would not be charged a fee but that other types of ads that were for profit should be considered for charges. **Tony recommended that Carolyn meet with the newsletter team and come up with a set of recommendations for the EC to discuss at APA.**
- Tony noted that this is Carolyn's last year as the Newsletter Editor. A committee needs to be formed to elect a new Newsletter Editor, and will consist of the President (Tony), President Elect (Glen), and the current Newsletter Editor (Carolyn). Tony

noted that we also need to consider publishing options when choosing the next editor; Marti is not necessarily interested in continuing to publish the newsletter.

- Carolyn requested that \$10,000.00 be budgeted for the newsletter for 2002.
- **Annette noted that she will send out a request for nominations for EC members and officers and will include an announcement about the Newsletter Editor and Student Representative position.** The Newsletter Editor applications will go to Tony and the Student Representative applications will go to Glen.

LIAISONS and MONITORS (See Appendix L for supporting documents.)

- We discussed the role of the liaisons and monitors with the SPP board. It was noted that the monitors and liaisons should obtain minutes from the other divisions and share them with SPP so we have access to that information. Tony suggested that the monitors and liaisons should be on the boards of the other divisions in order to have access to relevant information for SPP. We reviewed the list of current monitors and liaisons, and we were not clear who is still actively involved in the other divisions. Danny recommended that Tony contact the president of the other divisions and request that they appoint a liaison for SPP. It was also suggested that this become a Member at Large responsibility so the same person will be managing this for 3 years. **Sharon volunteered to be responsible for overseeing the monitors and liaisons to SPP from other divisions, and she and Tony will work on identifying new monitors and liaisons who are actively involved in the other divisions.**
- Society of Developmental and Behavioral Pediatrics (SDBP). Glen updated the board on SDBP activities. They will have two conferences this year, as the fall conference was cancelled due to the terrorist attacks. SDBP is having their first board exams this year in Providence. Glen also reported that the American Academy of Cerebral Palsy and Developmental Medicine did not meet this fall so there was no update.
- Awards Committee – Annette noted that the awards committee (Annette, Anne, Tom, and Michael) will work on choosing award recipients for the coming year. She also noted that we should consider nominations for the APA committees. Michael suggested Jim Johnson for CRISP and Luis Vargas for BPA – Slate 1 (practitioner who works with children with diversity experience). Michael also recommended that we suggest a nominee for CAPP and BSA. Bill Rae was suggested for CYF. Travis Thompson was recommended for BSA. Larry Siegel and Eugene DiAngelo were recommended for BEA. Wayne Holden and Dennis Russo were suggested for CAPP. Steve Contana (sp?) and Juan Gonzales were nominated for BEAPPI.
- Pediatric Interface Committee – Danny noted that Doug Tynan has been working with the National Association of Pediatric Nurse Practitioners. Since this committee began, we have become much more involved with AAP, including co-authoring some of their position statements. Danny made a presentation to the Institute of Medicine on the care of dying children which will hopefully influence policy decisions in the future. In addition, he has been involved with the NIH Maternal and Child Health

Division on developing training guidelines for developmental and behavioral pediatricians. Danny is also very active on the Psychosocial Committee of the AAP.

- With regard to the Pediatric Interface Committee, Danny reported that the board needs to make some new long-term goals. Previously, five areas of focus had been identified for the committee: primary care, chronic illness, advocacy, training and research. Danny suggested that we revisit these areas and discuss setting new goals for the committee. He suggested that we need to consider how we want to coordinate our advocacy efforts with AAP and APA. Infant mental health and the lack of access to services for children are two issues that AAP is focusing on, but APA is not involved in these areas. Danny noted that he has gotten more involved with other areas of AAP since his involvement with the Psychosocial Committee. Discussion ensued and advocacy was identified as an area of priority for the committee.
- Previously, Bill Rae was planning to identify a group of individuals who would serve as identified experts in different areas. Danny will revisit this and set a new agenda for this goal. He recommended that we bring in new people to work with the committee and set new goals for the group.
- SPP had previously established a liaison with NIMH and AAP for developing a network for clinical trials in primary care settings. To date, not much has happened with this and Danny will continue to work on this as a goal.
- Tony clarified that Danny is the SPP liaison with the Psychosocial Committee of AAP.
- Ron provided an update on the Practice Guidelines for ADHD Subcommittee that he has served on for AAP. Three papers have come out of the committee's work, all of which have been published in Pediatrics. Ron provided copies for EC members which are included in Appendix L.
- Danny reported that the money budgeted for the Pediatric Interface Committee (\$2400.00) is sufficient for 2002 and the \$1400.00 allocated for the Psychosocial Committee of AAP is also sufficient.
- The Interdivisional Coalition on Healthcare report from Dan Clay was reviewed by Tony. It was noted that we had two representatives at the meeting (Dan Clay and Alan Delameter) and we will need to increase the budget to cover two travel expenses (\$1750.00). Danny recommended that we follow the progress of the CPT codes and publicize this in the newsletter and on the listserv when it is approved.
- Discussion ensued regarding whether we pay for liaisons to attend APA given that we do not pay for EC members' travel. It was decided that SPP does not want to support APA travel for liaisons to attend meetings. However, if they are required to spend an additional day to attend a meeting, we could cover one night of a hotel and one day of per diem.

- Annette reported that the Interdivisional Child and Adolescent Coalition Committee is now defunct.
- APAGS – Karen reported that there is not much to report from APAGS, but she is running for a position in the group so she may have more information later.
- Children, Youth, and Families (CYF) – Maureen Black provided a summary of CYF's activities (see Appendix L). Annette suggested that we coordinate with CYF since they have program time at APA and we may want to be involved in their program planning. Michael reported that after September 11th, the committee has shifted focus to the impact of the terrorist attacks. The UN Convention on Rights of the Child decided to support the activities of the CYF task force, but decided not to take any action on it at this time. We agreed to co-sponsor their program for APA.
- Committee on International Relations – Maureen Black is the chair of the committee with 3 other members. We need to get an update from Maureen on the status of the committee. **Tony will follow up with Maureen and obtain additional information on the committee. Tony will also ask Maureen to attend a meeting at APA on the UN Convention on the Rights of Children for Psychologists.**
- Committee on Science and Practice should have a chair and 5 members. **Tony has been involved in the past; he will work with Annette on updating the committee.**
- APA Task Force on Medicaid Reimbursement has not yet met.
- Annette requested an additional \$200.00 in the budget for activities of the Task Force on Empirically Supported Assessments.

MISCELLANEOUS/UPDATES

- Tony passed around an APA Directory of Child Practice Divisions – EC members reviewed and edited it.
- Tony circulated the letter from Nathan Perry regarding accreditation for specialty in Health Psychology. EC members discussed their thoughts about endorsing the letter. Danny suggested that we should consider including Tony's report on Pediatric Psychology Training and address pediatric health issues. **Annette agreed to contact Nathan Perry and request that he make some edits to include pediatric psychology issues and then forward it to Tony for review and a signature.**
- Tony recommended that Beth McQuaid attend a meeting with school nurses on pediatric asthma.
- Tony requested input from EC members for the Division Spotlight section of the APA Monitor. **Tony requested that each EC member pull out an item from the minutes to give to the monitor for the Division Highlights section.**

- Scott reviewed allocation of time for the APA program and presented a final schedule. He suggested that we should consider planning for the APA program for next year. **Tony will contact the Presidents of the divisions we have been paired with and find out who the cluster representatives are for next year. Glen will then contact them and discuss plans for next year.**
- Tony read a request from APA to support a conference entitled, Competencies 2002: Future Directions in Education and Credentialing in Professional Psychology. The EC agreed to contribute \$1000.00 to the conference and to send a representative.
- Tony reported that his presidential initiatives will be to pursue child advocacy issues and to focus on disseminating the empirically supported treatment information both through his book scheduled to be published and by creating and updating a website with information on empirically supported treatments.
- Glen announced that the midwinter meeting options for next year suggested by Division 53 are Fort Lauderdale, New Orleans, San Juan, P.R., Santa Fe, Reno/Tahoe. We discussed issues of cost, fiscal responsibility and whether it is in our best to meet jointly given our financial concerns. We rank-ordered our choices and voted for San Juan, Santa Fe, and New Orleans.

Finalizing Budget:

- Anne noted that Oxford will cover all but \$1500.00 for supporting both of the JPP offices. Kathy recommended adding \$2000.00 to the budget to cover this expense. The current budget comes in at \$126,170.00. It is difficult to determine our expected revenues for the year based on the information we have available at this time. Glen made a motion to accept the budget as approved, which was passed unanimously.
- Meeting adjourned at 12:40.

Respectfully submitted,

Pamela Bachanas, Ph.D.
Secretary