

**Minutes of the Meeting of Division 54
of the American Psychological Association
Society of Pediatric Psychology
August 7, 2003
Toronto, Canada**

Call to Order and Introductions: President Aylward called the meeting of the Executive Committee (EC) to order at 3:00 p.m., August 7, 2003.

Members Present: Glen Aylward, Pam Bachanas, Sharon Berry, Ron Brown, Christine Chambers, Dan Clay, Mary Jo Kupst, Kathy Lemanek, Tom Linscheid, Meredith Lutz , Alexandra Quittner, Michael Roberts, Susan Simonian, Tony Spirito.

Guests: David Elkin, Jan Faust, Marti Hagan, Dennis Drotrar, Bridgette McMillan, Laura Nabors.

Note: Action items are bolded.

Officers' Reports

Secretary's Report:

- Pam distributed the minutes from the mid-winter meeting. Sharon motioned that we accept the minutes from the mid-winter meeting; the motion was seconded and passed unanimously.
- Pam also distributed the updated 2004 EC roster for review and edits. **She will edit the roster and distribute it after APA via email.**

Treasurer's Report:

- Kathy provided EC members a copy of the current budget and a set of current statements of SPP's accounts (see Appendix A). She reviewed SPP's current financial status with the EC; Kathy reported that currently there are approximately \$157,000 in assets. She also reported that all accounts have been consolidated and moved to Bank One. Currently, we are under budget in many categories; however, the newsletter, SPP conference, and APA conference may be over budget.
- Kathy raised the issue of whether board members want to put a cap on per diem rates. Discussion ensued and it was suggested that SPP would cover food costs on trips, but that EC members would pay for their own alcohol. Glen also suggested a cap of \$60 per day for meals, but this would not include transportation. Tom made a motion that there would be a cap of \$60 per day for meals on SPP trips, excluding transportation, and that members would cover the expense of their own alcohol. Motion was seconded and passed unanimously.
- Finance Committee – it was suggested that this committee consist of the President, Past President, President Elect, Current and Past Treasurer. Membership on this

committee will be determined by position on the board rather than by individuals. Sharon made a motion that the Finance Committee consist of the President, Past President, President Elect, Current and Past Treasurer, which was seconded and passed unanimously.

Member-at-Large Report: Training/Awards

- Sharon reported that the issues with the APA foundation have been worked out and all award recipients have been paid.
- Sharon reported that the winner of the Routh Student Research Grant was Mariella Lane of Texas A&M University, the Student Research Award winner was Jodi Kamps of the University of Kansas, and the Lizette Peterson-Homer Injury Prevention Grant winner was Kristen Bradbury of Virginia Tech .
- Student travel award winners for APA were Janelle Wagner (Oklahoma State), Lisa Meltzer (University of Florida), Jill van Pelt (Oklahoma State), and Molly White (Oklahoma State). We discussed our plan to double the travel award money for next year's APA and only award it to 2 students given that Hawaii is more expensive.
- 2003 APA Division 54 Student Poster Awards – Sharon noted that only 11 of 22 candidates for the student poster awards are student members of SPP. It says in the official notification letter that they are required to be student members of Division 54. The board discussed enforcing this policy and requiring winners to be student members. **It was also recommended that students be informed of this requirement next year at the time of their submission by sending them a letter with a membership application when they are notified that they are eligible for the student award.**
- Sharon also raised the issue of the deadline dates for the awards – she recommended keeping it April 1st.
- Sharon requested information from EC members for APA's Division Highlights for October. Michael noted that the *Handbook of Pediatric Psychology* is now available.

Continuing Education Coordinator:

- Susan gave the EC an update on the CE application with APA. We have been approved by APA to offer CE credits and our first official offering will be at the SPP conference in Charleston. The current CE Committee includes Susan, Dan Clay and Kathy Lemanek . **Susan will work on recruiting another committee member who is active in both Divisions 53 and 54.** Mitch Prinstein was recommended as someone who is active in both Divisions 53 and 54 and who may be a good person to serve on the committee.

Member-at-Large Report: Membership

- Alexandra provided a membership report which estimates that SPP currently has about 1533 members (see report in Appendix A). Overall, our membership has increased slightly.
- Alexandra sent letters to members who did not renew their membership inviting them to rejoin. She also sent letters to Canadian psychologists inviting them to join. Alexandra reported that neither of these seemed to make a difference in increasing members.
- She noted that other Divisions will make reminder phone calls when memberships lapse and this has been shown to be effective for getting members to rejoin. **Alexandra volunteered to make these reminder phone calls if EC members feel this would be helpful.**
- Discussion ensued about whether we should continue to pursue recruiting new members and where we should focus these efforts. Several members noted the interest abroad in the activities of SPP and the potential benefits of targeting psychologists in Europe and other international markets. **Alexandra will work on a letter that can be sent to international colleagues introducing them to SPP.**

SPP National Conference on Child Health Psychology

- Ron reported that there were some initial hurdles in planning the conference, but that they have been overcome and the plans for the conference are well underway. The conference will be held at the Francis Marion Hotel in Charleston in April, 2004. There will be an evening cruise one night and there will be an event at the aquarium one night. **Dan is getting the conference information and on-line registration on the SPP website, and Alexandra and Michael will review the academic portions of the program.**
- Bridgette McMillan (Special Events Coordinator at MUSC) is assisting Ron with all of the local arrangements. He noted that the initial funds have been spent on deposits and he will need to start getting more funds from registrations and drug company sponsorships. **Dan will monitor all of the on-line registrations and coordinate this with Ron and Kathy. Glen recommended that all correspondences and exchanges of money be cc'd to the Treasurer so that Kathy is aware of the status of all of the funds.**
- Tom noted that he has sent letters to multiple Divisions asking them to cosponsor the conference. **Tom will also contact drug companies such as Lilly, Pfizer, etc. and will contact Russ Barkley to get specific names of contacts of drug representatives to get sponsorships. Glen also suggested contacting the testing companies and publishers and offering them the option of setting up a table at the conference.**

- Marti noted that the conference will be advertised monthly in the *Journal of Pediatric Psychology*. In addition, Marti's assistant, Kris Morgan, will have listserv announcements out on other listservs (Divisions 12, 16, 22, 37, 38, 40, and 53). Both Division 53 and 54's members will all receive an announcement about the conference, given that many members of the Divisions are not on the listserv. Division 53 agreed to release the email addresses of their members if we agree to reciprocate if they want to advertise something to our members in the future. Michael made a motion that we agree to reciprocate with Division 53 and release the email addresses of our members if they want to advertise a conference in the future in exchange for them releasing their list of members' addresses. Motion was seconded and passed unanimously.

APA Public Policy Office

- **Ellen Garrison** (in place of Mary Campbell) joined the meeting and updated the board on two pieces of current legislation involving children – Headstart and I.D.E.A. She also reviewed current issues in training in the area of child mental health. Ellen reported that the Child Abuse and Treatment Act was signed into law last month, and they are currently working on the Family Opportunity Act which addresses the families of children with disabilities who aren't getting care because they are not eligible for Medicaid. Ellen provided EC members handouts on the Public Policy Fellowship programs and a summary of the current programs through their office (see Appendix B).

Member-at-Large Report: Regional Conferences

- Tom updated EC members on the status of the listserv. Currently, there are 676 members on the listserv, which is 44% of the membership. There are few problems with the listserv at this point.
- Ideas for discussion – **Tom noted that we can discuss at the mid-winter meeting whether we want to leave the listserv as it is - primarily as a communication tool for announcements – or whether we want to do something different with it.** For example, we may consider adding a topic of the week for discussion.
- Tom noted that he has not received any applications for regional conferences this year.

Past President's Report:

- Tony reported the results of the SPP elections: Sharon Berry has been elected as Member at Large –Training, Jan Faust as Secretary, and Dennis Drotar has been chosen as President Elect.
- The Awards Committee consisted of Glen, Alexandra, and Mary Jo. Karen Gil and Lori Stark were awarded the Research Award, Danny Armstrong was awarded the Service Award, Annette LaGreca was given the Levin Mentoring Award, and Edith Chen was awarded the Routh Early Career Award.

- Tony gave the board the committee's recommendations for the 2004 award recipients. The committee recommended Bob Noll for the Research Award, Conway Saylor for the Service Award, Patrick McGrath for the Levin Mentoring Award, and Randi Streisand for the Early Career Award. A motion was made to accept the committee's recommendations for the 2004 award recipients. The motion was seconded and passed unanimously. **Tony will send a letter to these members and let them know that they have been selected for these awards.**
- Tony also recommended that we make April 1st the standard deadline for all award applications.
- Tony asked about whether board members were eligible to receive the International Travel Award, given that they are not eligible to receive other awards. Discussion ensued and it was agreed that EC members would not be eligible to receive this award while active on the board. It was also agreed that if the award was not given in a particular year, the money would go toward the conference budget.
- Journal contract negotiations – Tony noted that Ron (ex-officio), Annette, Michael, and Anne Kazak were on the committee to review the contracts, and the committee solicited consultation from Gerry Koocher. Most of the contracts were fairly comparable (Guilford, Oxford, APA), but the recommendation to the board was to renew the contract with Oxford. Ron raised some concern about his dissatisfaction with the marketing and advertising that Oxford has done, and he encouraged Tony to push this issue when they are renewing the contract. Ron presented his budget for the Journal (see Appendix A). Tony reported that there is no move to reduce the budget for the Journal, but that any expenses saved are additional funds to SPP.

APA Program Representative:

- Christine updated the board on the APA program. She reported that one item that needs to be dealt with is the criteria for accepting/rejecting the conference abstracts, as there is inconsistency in reviewers' criteria. Christine recommended that we continue to have a faculty member assist the Student Representative with the scheduling of the hospitality suite as this has worked well. She also noted that CE credits were offered for all of the symposia this year. We have 18 internship sites represented this year for the Internships on Parade. **Christine recommended that a Program Chair Elect be selected as early as possible to overlap with the current Program Chair over the year of planning the conference.** EC members noted what a great job both Christine and Meredith had done with the program and planning of this year's conference.

APA Council Representative's Report:

- Michael updated the EC members on APA Council issues (see Appendix A). He noted that the Council is currently in the middle of their meetings, so he will send out an email summary of the meeting highlights when their meetings have concluded. He did note that APA does not have the budget crisis this year, and is starting to get more meetings scheduled again.

- Fellows Committee - Marilyn Stern and Carol Whalen are current fellows of APA and will be accepted as Fellows of Division 54. Scott Powers and Michael Rapoff have applied as new fellows and will be voted on by Council.

Newsletter Editor's Report:

- Dan Clay stated that he has gotten a lot of positive feedback on the newsletter and they have come in at budget. He is also working on updating the web page so it will be easier to print (see Appendix A). EC members commented on the excellent quality of the newsletter and commended Dan for the great job he has done with both the newsletter and the website.

Student Representative's Report:

- Meredith reported that they are adding two new members to the Student Advisory Board. They have gotten everyone on an August start date so students will rotate on and off the board at the same time. It was agreed that applicants must be students during their two-year term, and they would give priority to students who have not already served on the board. **Meredith stated that she will post the criteria for the Student Advisory Board positions on the web so students know what the board is looking for. Membership, Programming, and Website Committees will be formed to help put some of the ideas the Student Advisory Board members come up with in motion.**
- **Meredith will work with Alexandra on student programming for the SPP Conference in Charleston.**
- Meredith noted that 129 students with lapsed memberships were sent letters inviting them to rejoin SPP; however, none have responded. **Meredith will send a reminder at the beginning of the year to remind students to renew their membership.**
- Meredith raised the issue of whether the Student Representative - Elect should come to the APA meeting in Hawaii to overlap with her. Mary Jo stated that it would be important to have the new Student Representative there for continuity and agreed to fund the trip for two Student Representatives.

Interdivisional Task Force on Children's Mental Health:

- Laura Nabors is SPP's representative on this task force. She provided a handout summarizing the purpose of the task force and updated the board on the activities of the task force (see Appendix B).

Journal of Pediatric Psychology:

- Ron updated the board on the status of the Journal. He reported that the Journal is doing well; there are currently 750 institutional subscriptions and the Journal is going on-line in September 2003. Ron noted that he is trying to solicit more reviews for the Journal, brief reports and case reports. He has a special issue which is a

tribute to Lizette Peterson and several other special issues planned (see report in Appendix A).

President Elect:

- Mary Jo reported that the mid-winter meeting is scheduled for January 9-11, 2004 at the Hyatt Riverwalk in San Antonio, TX. No other information on the meeting was available at this time.

President's Report:

- **Glen noted that we need to revisit the issue of the liaisons at the mid-winter meeting as we have very little or no communication from them and currently don't get any reports from them.** (See Appendix B for reports).

Administrative Issues:

- Marti provided a report to the board summarizing her activities for the Division (see Appendix A).

The meeting was adjourned at 7:15.

Respectfully submitted,

Pamela Bachanas, PhD
Secretary