

American Psychological Association - Division 54
Society of Pediatric Psychology

Executive Committee – Midwinter Meeting
Albuquerque, New Mexico
January 18-19, 2009

Members present: Christina Adams, Gerard Banez, Christine Chambers, Dan Clay, David Elkin, Annette La Greca, Kathy Lemanek, Avani Modi, Tonya Palermo, Karen Roberts, Michael Roberts, Kristen Robinson, Lori Stark, and Ric Steele.

Sunday, January 18, 2009

Meeting convened at 5:50 PM.

1. Meeting convenes.

Kathy Lemanek made announcements and welcomed Dan Clay and Christine Chambers as new members to the EC. She also noted that Monica Mitchell (Diversity Committee chair) and Denny Drotar (JPP Editor) were not able to attend our meeting. Kathy indicated that Gerard Banez would not arrive until tomorrow and that David Elkin has been delayed due to flight difficulties. She then reviewed the agenda briefly.

2. Secretary's report

Conference Call Minutes. Christina Adams sought approval for the October 2008 conference call minutes that were sent to EC members via email for review. Lori Stark motioned to approve them as sent. Annette La Greca seconded the motion and all EC members voted with approval.

Action Item: Christina will send a copy of these minutes to Karen Roberts.

Bylaws Update. Next, Christina reviewed the updated draft of the *Bylaws* that was sent by email to EC members prior to the meeting. The following questions or issues were addressed: (a) There is no need to indicate insurance under the treasurer's responsibilities, as David Elkin reported that our Division's liability is covered through APA; (b) The EC discussed whether the Diversity Committee should consist of *at least* 3 members (rather than limit to 3), given that EC members expressed interest in maintaining breadth of diversity and diversity interests represented in the committee's members; (c) The Historian is an appointed position and thus will not have a vote. Christina will make changes and send out the final *Bylaws* document to the EC. It was agreed that the an agenda item will be added to all future midwinter meetings whereby the secretary will check the *Bylaws* document for potential revisions; all amendments will then be discussed and approved. Annette motioned approval of the *Bylaws*

document, with the aforementioned changes, and Lori Stark seconded this motion. All EC members voted in approval of this motion.

Action Item: Christina will send out the final Bylaws document to the EC.

Officers' Manual Update. Christina provided an update on the revision of the *Officers' Manual*. Karen will receive electronic files from each EC member prior to rotating out of office and these officers also will share such documents with the incoming officer. It was decided that this transition and discussion of documents should occur at the APA convention following election results. Randi Streisand and Alan Delamater will send their files to Karen, now that they have rotated out of office. Lori reported that she will send award descriptions to Kathy, Dan Clay, Christina, and Karen in upcoming weeks. Christina indicated that she continues to need the past president timeline for the final draft of the *Officers' Manual*. Lori agreed to provide it for her. It was agreed that Kathy and Dan will read over the entire *Officers' Manual*, while all other EC members will review their respective sections for verification of content.

Action Item: Christina will send the document by the end of the month with one week turnaround for feedback. Once approved, it was noted that all three files (minutes, *Bylaws*, *Officers' Manual*) will be posted on our SPP website.

3. Past President's Report

Awards and Nominations. Lori reported that the Awards Committee met, made decisions with respect to nominees, and contacted everyone involved. She said that the committee received 8 nominations for the Levin mentorship award, and that Grayson Holmbeck will be given the award. Lori noted that the quality of nomination packets varied, so she suggested that we provide some guidelines as to what should be provided in nominations to make it a fairer playing field. Lori also said that she contacted some of the people who nominated non-awarded applicants and asked them to contact the nominee to help offset some of the disappointment. Lori reported that the Logan Wright award will be given to Maureen Black, while the Early Career award will be received by Avani Modi. Dan Clay raised the discussion of whether we should inform the employers or chairs of Early Career Award nominees to assist in career advancement for these individuals; however, the EC decided that practically and fairly, it would be best for individuals simply to list the nomination or award on their CV. Tonya asked if we should provide guidelines for nomination packet content for this award as well, and Lori thought not. Lori said that Terri Stancin will be awarded the Lee Salk Service Award, but that we need to strive to get a greater number of nominees in the future.

Action Item: Lori will prepare guidelines for submission of nomination packets for the Levin mentorship award.

Lori listed members who have been nominated to run for office in 2009. These individuals included: Bob Noll, Gerry Koocher, and Sean Phipps for President; Christina Adams and Ann Davis for secretary; Scott Powers and Annette La Greca for APA Council Representative; Celia Lescano and Chanelle Bishop-Gilyard for Member-at-Large for Diversity, and Michael Harris, Margaret Richards, and Paul Robins for Member-at-Large for Students/Trainees.

Kathy asked the EC to consider ways to ease the nomination process to facilitate getting more nominations for awards and elections. The burden of writing letters can be difficult. Lori suggested that we should keep this on our radar, perhaps discussing who we can reach out to when we have our routine conference calls. It was suggested that this topic should be placed on the agenda as a standard item for annual conference calls.

Update on Presidential Initiatives. Lori reviewed progress with her presidential initiatives. She reported that progress with the H & B codes task force has been daunting, but that students have been brought on board to assist with information gathering. Lori recommended that Christina and Larry move forward with their request for monies from her presidential funds to pay these students. With respect to the Defining Outcomes task force, Lori asked Tonya Palermo if the committee wanted to expand to another health care area. Tonya sought input from the EC. Lori expressed how important and useful this information will be for her institution, especially given its focus on translating research into practice. Tonya indicated that it would be helpful to find someone to choose an area, like obesity, but that Tonya and Gerard Banez can continue to spearhead it. Dan suggested that David Janicke could be this person, so Gerard agreed to contact him. Lori also mentioned the initiative on Professional Development. Dan expressed interest in continuing this focus in his term as president-elect and then president, but questioned how that could happen. He suggested that perhaps certain initiative topics could be woven into conferences. Lori said that the IOM forum that had also been a part of her initiatives has not made much progress. She suggested that perhaps we could keep that initiative as something to pursue in the future. The EC voted and agreed to keep the \$2500 allocated for the IOM Forum, even though it extends beyond Lori's office term.

<p>Action Items: Christina will ensure that Larry requests presidential funds for the students involved in the H&B task force. Gerard will contact Dave Janicke to invite his participation in the next topic (obesity) for the Defining Outcomes task force.</p>
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Journal Contract Negotiations. Lori reminded the EC that we voted to approve having Richard (Dick) Abidin approach Oxford to negotiate our contract for publishing our journal. Lori and Denny Drotar had a conversation with Dick to clarify issues he felt were important to consider in the negotiation process. Dick specifically noted that we should not have to pay Oxford for member journals, that our total number of pages is the same as for Division 53 but more expensive because we publish more issues per annum (10

versus 6 for Division 53), that the timing of their payment to SPP for royalties allows Oxford to hold onto money and earn interest for 18 months before paying SPP. Dick reported to Lori and Denny that he intended to talk to Oxford in December. Dan noted that Oxford should be motivated to work with us since the contract is coming to an end, and Lori said that Dick plans to be collaborative in his approach. Lori also noted that Springer approached her and Denny at the APA conference in Boston to ask about whether we would seek a bid from them. Finally, Lori asked if it is okay for Dick to negotiate number of issues so long as page numbers stay the same. All EC members indicated agreement.

SPP Investments. Lori reported that David Elkin has been working on an investment plan for SPP monies, in his role as treasurer. She said that David led a conference call in November with her (president), Kathy (president elect), and Dan (president elect elect) to approve an initial investment plan for SPP assets, as follows: 70% in an 18-month CD for 4% interest, 20% in money market with 1.5% yield, and 10% in diversified stocks. Lori further noted that David will seek approval for a greater allocation to stocks later in this meeting.

Action Items from APA Meeting. Lori provided an update on her action items from the APA Conference. Specifically, she told the EC that she: (a) notified Don Wertlieb of SPP's support of the Summit Conference on Child Mental Health for \$5,000 and for his travel as SPP representative to this summit; (b) notified Sharon Berry of support of \$450 for mentorship breakfast at the Kansas Conference; (c) nominated Jamie Gross for APA Early Career Psychologist Committee; and (d) nominated Lori Crosby and Vanessa Jensen for the APA Summit on Clinical Practice in November, 2008.

Kathy acknowledged Lori's efforts and service to our Division over the past year.

4. Journal Report

Kathy presented Denny's report in his absence. Kathy indicated that Denny's report is fairly straightforward. Highlights from Denny's report include: (a) submissions have increased (313 in 2008); (b) first decision occurs on average in 32 days; (c) average lag time from acceptance to publication is 8-9 months; (d) 24% of submissions were by international authors in 2008; (e) Denny has developed a program to assist non-English speaking authors with editorial assistance; (f) several special issues were published in 2008 with additional ones planned for 2009; and (g) the JPP mentoring program now has more than 100 mentors and mentees. Kathy noted that there has been some staff turnover at Oxford Press. Lori and others noted continued difficulties in dealing with manuscript central. Other concerns (e.g., frequency of typographical errors) also were discussed amongst EC members. Michael suggested that perhaps journal editors from other Oxford journals could band together if there are joint concerns. Kathy asked if we had any other questions or concerns about the journal to share with Denny. None were reported.

5. Newsletter & Web Master

Ric Steele reported that he continues to work on delivery obstacles. He thinks things have improved, though Lori indicated that she continues not to get the journal or ballot. Ric said that they will continue to work on it. Ric also noted that Cedar Graphics prints what Firefly designs and said that they are increasing their printing rate. Ric said that there are overages in printing as well. Once the membership database is updated, it would be possible to suggest that members access the Newsletter on the web. Potential increase in cost to SPP for printing is \$1,000 per issue (with 3 issues per year). The Board discussed the option of looking for other printers as well as other options such as reducing the officer statements and refer readers to the web for more information to reduce page length, bundling the newsletter with the journal (as discussed at previous meetings), and sending it as a PDF attachment through email (however problems in the database prevent this option). Christine Chambers said that, in her role as Member-at-Large (MAL) for Membership, she would like to poll the SPP membership to see how they feel about these possible changes so that we are considering our decisions within the context of maximizing retention of members.

Ric presented information pertaining to the bid from the University of Kansas (KU) for the development of our online databases. He also reviewed the answers to questions posed during our last conference call to people working on the database issue:

- (1) If Ric resigns as web master, will KU still host the system? Ric said that yes they will, as freelance.
- (2) What is the portability of the database/website systems should they need to be moved off server? Ric noted that both systems currently are fully portable.
- (3) Will it be possible to create access for SPP members to update their own directory information within the database? This consideration will be part of the design.
- (4) Will we be able to eventually accept secure payments online? Ric indicated that this should be the case within a year.
- (5) How can new reports get added in the future, or how can current reports be modified once the system is established? Ric said that after the application is finished, additional reports or modifications would fall under a new service contract.

Ric further reported that the alpha version for the database will be available by 09/28/09, with final version available 11/18/2009. Christine suggested that we may want it up and running sooner, particularly to track outcomes from some of her recruitment and retention efforts. Dan also noted that we will want to add some variables to the database to generate reports. It was discussed that we should work hard to decide on these variables up front because it will be difficult to change once the systems are in place. Dan asked if there is a maintenance fee. Ric suggested that the fee covers developing the database and that the only time we would need future work would be if we changed things (like add variables of interest). Once the database is done, it will be up and running. Karen would be the person to oversee the database. KU

would take care of backing up the data through their server. The price for Randy's programming work was discussed to be highly acceptable. We discussed the possibility of getting one other bid that was offered, but that we need to provide this other bidder with our exact requirements so that we can get a complete bid in a timely manner. Christina motioned approval for the database committee to choose between bids. Kathy seconded the motion. All EC members voted in approval.

Ric asked whether we want to keep the evidence-based practice page on our SPP website because the information is or is getting outdated. He noted that the information has not been updated since August 2003 and is based largely in the literature from the 1990's. Christina asked whether updating the information could become a presidential initiative. Christine stated that having an updated reference list probably would not be helpful but that practitioners are looking more for fact sheets or toolkits. It was decided that all EC members would review the practice page information currently on the website to assist in making a decision about what to do with it (i.e., leave it intact, delete it, or update it). We will make a decision at the next conference call.

Lastly, Ric reported that the leadership and diversity resources are available on the website now. He also said that we are in the progress of updating the program list too.

Action Items: Christine will add items regarding newsletter access to her membership survey. The database committee will arrange for an additional bid for the database work and will choose between bids. All committee members will review the evidence-based practice page on our SPP website in preparation for discussion during the next conference call.

6. Historian Report

Michael Roberts said that he has already provided some historical information and photos for the SPP website and that more things will become available once they are digitized. He said that there are a lot of pictures and videos, but they are difficult to format in an accessible manner. For example, Michael has a video of an interview with Denny over 20 years ago when he had visited North Carolina. Michael also stated that we are now 40 years old and asked if we would like to celebrate that during the 2009 APA convention. The new edition of the *Handbook of Pediatric Psychology* will roll out by then and perhaps Guilford will help to pay for a celebration. Michael will talk to Avani about this possibility and she in turn will communicate with Kathy. Lori also suggested we highlight our 40th anniversary at the Midwest Pediatric Psychology Conference in April.

Action Item: Michael and Avani will discuss celebration plans for our 40th anniversary at the Midwest Pediatric Psychology Conference and the APA conference.

Michael reviewed the naming policy that he created to address the issue of what to do with naming awards or grants when donations come to the Society for these awards or grants. David asked if we should have some sort of committee to follow the issue of memorializing our colleagues in the years ahead and suggested that perhaps this could fall under the History committee. Michael discussed the naming of the Diane J. Willis Award for the Outstanding Article in the *Journal of Pediatric Psychology* and provided the EC with a written description of the award. Diane Willis was the founding editor for our journal. A certificate, but no monetary award, will be provided to one individual each year. Dan motioned that we name the award as stated in Michael's proposal. David seconded the motion and EC members voted in unanimous support.

7. APA Program

Avani Modi reported that we had more presentations than we had hours to present at the 2009 APA conference, so she sought co-sponsorship from other Divisions and now has it covered. Avani noted that Anne Kazak is presenting a talk for the "Convention within a Convention." Jessica Daniel also is going to present an invited address on mentoring. This is the second year that APA will do a student data blitz and they asked each Division to submit a name of someone recommended for this. We submitted David Raffle, MA, as he had the most highly rated student poster submitted for presentation. Christine asked Avani to consider including something on early career issues if there is any extra programming time left.

Finally, Avani asked what happens to the money that we collect from the internship sites that advertise during the Division 53 & 54 Internships on Parade at APA. Discussion ensued as to whether we split the money with Division 53 or whether we alternate keeping the funds every other year. David said we have no written record, so he will email Dick Abidin (Treasurer for Division 53) and see if he has a written record of these transactions.

<p>Action Item: David will contact Dick Abidin to determine the plan for funds obtained through the Internships on Parade activity at each APA conference.</p>

Meeting ended at 9:00 PM.

Monday, January 19, 2009

Meeting commenced at 8:30 AM.

1. Issues from Yesterday's Meeting

After having time to review the Naming Policy overnight, we discussed the purview and constitution of a committee that should be developed to monitor and address the issue of naming future awards and grants. We decided that the Historian should be on the

committee. We also decided that the MAL for Diversity, Council Representative, and Past President also should be a part of this committee and that the Past President would chair the committee. Dan suggested that we should consider having someone outside of the EC on the committee as well to avoid groupthink and to assist with impartiality. EC members would rotate on and off the committee when their terms start and/or end. Annette suggested that we could have the Past President appoint a member outside of the EC, including individuals (e.g., pediatricians) that may not be a SPP member.

Kathy reviewed the proposal thus far and agreed to oversee the development of the written proposal to send out for membership vote. Christina motioned to accept the proposal details as discussed and Kathy seconded the motion. All EC members voted in favor of approval.

<p>Action Item: Kathy will prepare and circulate a proposal for the Naming oversight committee. Upon approval, Christina will make changes to the Bylaws.</p>
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2. Student Representative Report

Kristen reported that the listing of graduate program and internship sites has been updated on our SPP website. One obstacle she has encountered in her role as the student representative is tracking the recruitment of undergraduate students. With the new database development, this should be overcome. Chrissy Rutherford, a member of the student advisory board, has been working on the Network of Campus Representatives and its organization. Kristen asked if this group can become a standing committee and questioned what she needs to do to change the structure of committees. We decided that the student advisory board can structure its own committees without our approval. Kristen will not attend the Midwest Pediatric Psychology conference in April, but Yelena Wu has agreed to oversee student activities there. Kristen asked for programming ideas for APA given low attendance in student focused issues. Christine suggested organizing these activities such that they follow already well attended events, like poster sessions, where we can bring along people to the hospitality suite to address any anxiety in finding the room, showing up alone, etc. Annette added that we also could advertise with flyers during the poster session as well. Avani suggested that she could send out an email to the presenters to encourage their attendance too. Lori said that hospitality suite overall use actually is not that low, but it is the student conversational hours that are attended less. Kathy suggested that we may want to coordinate with other Divisions more. Christine also noted that low attendance could be viewed as something positive because students get closer contact with SPP officers and members.

Action Item: Kristen will oversee the development of a Networking Committee within the Student Advisory Board. Kristen and Avani will consider aforementioned suggestions for improving attendance at student activities at the APA conference when planning the APA conference.

3. MAL Diversity Report

Dan reported for Monica Mitchell, given her absence at the meeting. He praised Monica's work and leadership. He noted that Monica's committee report is clear and detailed. He said that the key issue is the development of a 3-year strategic plan. He reviewed the other details, including the winner of the diversity poster award at the National Child Health Conference in Miami last April (Jessica Valenzuela), as well as the recipient of the Diversity Research Grant (Kristoffer Berlin). Dan said that there were several good applications. We talked about moving the submission deadline to October 1 to keep it consistent with other awards. Dan will tell John Chaney this, as he is leading this initiative. Ric reported that he received all the e-library resource information on diversity issues and has it posted on our Division's website. A speaker for diversity issues (Maureen Black) has been planned for the Midwest Pediatric Psychology Conference in April 2009.

Action Item: Dan will tell John Chaney about change in submission deadline for the Diversity Research Grant.

4. MAL Membership

Christine reported that our membership numbers are up quite a bit. We are getting more APA members joining our Division. This may have stemmed from automatically receiving a one-year free membership initially. She reported that it seems that we are retaining about 20% of these individuals. Annette suggested that perhaps we should offer two years for the price of one year, rather than a free membership to reduce the financial burden on our society and to also maximize likelihood that they will be committed to staying involved (because they paid something). Our student numbers also have increased.

Christine said she has been familiarizing herself with membership issues. Overall, she feels that we need to know our members better, try to understand why they are members, what they want from their membership, what changes they would like, etc. Christine would like to briefly survey our membership to get some information to this regard. She has gotten some similar surveys from other Divisions. A related issue is that she believes we should change the way we track membership in our database so that we better understand retention and not just recruitment. Lastly, she said we should consider some methods to increase international recruitment and early career recruitment. Lori said that we should focus on getting to know early career needs.

Christine suggested that we could reach out to more senior students to find out what things we could do as a society to support them, let them know about the mentorship program, etc. Annette La Greca questioned the impact of the national conference in promoting recruitment, but it is difficult to determine that information with the way the system is now. Perhaps including date of joining would be a good way to track that and it would be useful for conferences down the road as well. Tonya also noted that students oftentimes do not realize their dues are out of date. David said that our collections do not match the increase in membership. EC members discussed ways to outreach to members to help renewing membership and retaining members. The possibility of joining SPP without joining APA may not be a well known possibility to our constituency too. Christine's goals for the next 6 months are: (a) develop the survey; (b) considering some suggestions today, develop 3 year plan to enhance and monitor recruitment and retention (including input into the database development); (c) revise the membership brochure; (d) participate in database creation with that group of EC members; and (e) renew the membership committee activity. The EC discussed who will be on this committee and decided on the following: MAL for Diversity, Student Representative, and MAL for Regional and National Conferences. Lori suggested that these individuals also reach within their own committees and pull in other contributors. Christine discussed her survey plans in more detail. Lori suggested that Christine and her committee create the survey for approval at the next conference call.

Action Items: Christine will: (a) develop a membership survey prior to the next conference call; (b) considering some suggestions today, develop 3 year plan to enhance and monitor recruitment and retention (including input into the database development); (c) revise the membership brochure; (d) participate in database creation with that group of EC members; and (e) renew the membership committee activity.

5. MAL Student/Trainee Development Report

Tonya reviewed the recipients of the awards and grants. She reported that since we expanded the travel awards to fund more than just APA, the number of applications has increased drastically. She stated that the applications are down for the Routh Grant, but she is not sure why this is. Tonya reported that we received \$1500 from the CDC for the grant; however, we advertised it for \$1,000. She contacted CDC and they said to use the additional \$500 as an administrative fee. We then discussed the status of the interest earned from the endowment for the Gene Walker Award and what amount should be offered as a result for that award. Advertisement says up to \$1,000; we decided to keep the current award at \$750. Although the interest does not cover this amount, we agreed that SPP will make up the balance. We also talked about general fundraising efforts.

Action Item: David will send a letter to Gene Walker to inform him of what our endowment looks like now and how the money is going to be spent. Michael will contact Bill Rae to see if he would be willing to spearhead some development or fundraising efforts in general.

We then discussed the student poster awards given lower attendance of students at APA. We talked about splitting the awards between APA and regional or national child health psychology conference. We decided to give one at APA and three at the child health psychology conference. We could provide more than one diversity award if there is one available at both conferences. Students did not send posters ahead of time, so Tonya decided we will not solicit them next year and just judge posters on site.

Action Item: Tonya will modify the instructions for her MAL position to provide one student poster award at APA and three such awards at the regional or national conference each year.

Tonya reported on the apparent disconnect between our Division and APF with regard to the Lizette Peterson Homer Injury Prevention Grant. Tonya indicated that APF's advertisement changed such that we received applications last year that were non-traditional for injury prevention (e.g., self-mutilation). When she spoke with them, they said that our Division advertisement needed to be modified, not theirs. EC members then discussed the funds and how they got to APF and whether we can influence the spirit of the award, especially since Don Routh may not be aware of the shift in focus that has occurred.

Action Item: Michael will access the advertisement information and contact Don to inform him and discuss the possibility of his influence with APF to bring the award back to its original intent and focus.

6. MAL Regional and National Conferences Report

Gerard reported that we have selected Children's Hospital of Philadelphia (CHOP) as a site to host the 2010 National Conference for Child Health Psychology; however, it was the only application submitted. That said, Kathy, Dan, and Gerard reviewed the application and found it to be very deserving. One key concern is what sort of attendance they can expect given current economic climate. Kathy reported that Anne Kazak and her colleagues have met with CHOP conference organizers and that a trend has occurred for lower attendance at other conferences they have held in recent past. Concern was expressed regarding reduced travel coverage for potential conference attendees and how that would impact attendance. The key obstacle is signing a contract with a hotel if their attendance is too low. CHOP does not want to gamble with the risk of losing money. They have asked our Division to share some of this risk. Lori indicated that feeling a risk actually helps to facilitate creative efforts to promote having a better

conference and we should consider that in the mix of our decision making. Michael reported that the Midwest Pediatric Psychology Conference submissions are at least equal to the Cincinnati Regional conference. It was suggested that we provide conference organizers at CHOP with historical attendance data. Christina suggested that they plan their conference for regional attendance and play it conservatively so that there will not be as much risk for loss. She also suggested they build in a daily rate for registration to capture those individuals in the northeast corridor that may want to attend just for a day to get CE credits. We then discussed whether we are willing to shoulder a portion of the risk financially, despite having increased our financial support since previous years. Dan raised the issue that we could set a precedent by contributing more. Kathy polled the EC members about our comfort with the potential outcome of not having a conference at all in 2010, should CHOP decide that they cannot shoulder the risk of financial loss. We decided that we will communicate to Anne that we will support the conference as planned financially and will contribute creative ideas and networking to support attendance, but that we cannot support the conference any further financially than already planned.

Gerard will contact previous conference organizers, both at regional and national level, and get financial and attendance information that can then be put into a spreadsheet. Lori also suggested that he identify some travel “hotspots” that we could then see if we are networked with individuals in these places to help encourage applications. Kathy also noted that people feel more comfortable with considering submission of a proposal if we send them information from previous conference organizers. Annette suggested we consider scheduling the conference around something similar like the International Society of Behavioral Medicine, which is slated to have their conference in Washington DC in August 2010. Dan mentioned the possibility of hosting a virtual conference or whether we could add this to an onsite conference to reach out to individuals who otherwise would not attend. So, it was concluded that we would encourage CHOP to consider ways to pull in daily attendance, virtual attendance, and other avenues to increase participation overall. Lori and Annette also encouraged expanding our efforts in supporting organizations, rather than focusing on the competition that has resulted from our RFP process. For example, we could line up hosting sites such that one organization can take part in another organization’s planning prior to their own hosting as a way of learning things in advance. Christine suggested that these issues could be entered into her survey, in addition to simply asking how many members have attended regional and national conferences.

Action Items: Kathy will contact Anne Kazak to convey our decision regarding support of the 2010 national conference. Gerard will gather financial and attendance information from previous conference hosts to include in a spreadsheet, and he will explore the idea of finding travel “hot spots” for future conferences. Christine will add relevant item to her membership survey.

7. Central Office Report

Karen reviewed the cost of operating the central office, noting a slight increase that seems to stem from the transition to her as the administrative officer. Marti Hagan is phasing out her involvement, along with the American Express Rewards Program, and Karen is phasing in with the Capital One Rewards Program so that she can acquire miles to pay for an airline ticket for her. Karen noted that Marti continues to work with us because she has control of the database, but Karen is gradually acquiring the skills necessary to take on the full role of her position. Karen also has received boxes of information from Marti that Karen has organized into a filing cabinet. She also received electronic files that she has reorganized. Lori commented that Karen is doing a wonderful job with the transition and has become an important asset to our organization. Karen indicated that working on the membership brochure should be a priority and suggested that Christine take a look at Division 53's brochure for guidance. The goal would be to have something put together and printed by the time of the Midwest Pediatric Psychology Conference so that it is available for recruitment.

8. Council Rep Report

Annette revealed to us that APA is facing the possibility of a budget deficit of nearly \$12 million. Reasons include decreased membership, loss of value in investments, etc. She discussed Council's intended actions to implement cuts including freeze on hiring, eliminating raises, no branding in NPR campaign, and reducing or eliminating nearly all initiatives and programs. Annette reviewed the nominations being sought for the APA boards and passed around a description of the open positions. Lastly, Michael talked about his representation to the Clinical Child Synarchy on the Council of Specialites for the past 6 years, noting that his term is coming to an end and he cannot serve again. We need to identify his replacement. Michael reported that Division 53 intends to move forward with intent to get accreditation for clinical child psychology. Michael suggested his replacement should be someone who can advocate for clinical child and pediatric psychology as being important specialties.

<p>Action Item: Michael will assist Kathy in organizing a meeting at APA to fulfill this task of replacing his position.</p>

9. Treasurer's Report

David provided the EC with updated monetary statement. David said that Unrestricted Savings No. 1 line item is used for credit card payments. He suggested that the Restricted Savings No. 2 line item could be used as a rainy day fund. David noted that the Treasurer Bonds and Growth Fund has not been moved. The Secured Investment was moved to Jackson and has been invested conservatively, which he suggests we continue with the current allocation given the economy and the fact that we have

continued to earn money, rather than lose money. David proposes that we keep a long-term plan in mind where we could have monies invested such that we use the money that comes from those investments for our expenditures. David explained that we use our General Revenue Checking account for our day-to-day expenditures, and that we go into the Rainy Day fund or investments if needed. Kathy asked if David would like the Finance Committee to assist him in decisions that he makes with the investment advisor. In addition to the Treasurer, the committee will consist of the President Elect, Secretary, and President. We agreed up to 20% of investment monies could be invested in diversified investments, and the Finance Committee will make this decision.

<p>Action Item: David will activate the Finance Committee to make a decision with regard to taking 20% of investment monies and investing them in diversified options.</p>

David reviewed the line items of the budget. He noted that we budgeted more for APA and SPP dues, but that there is a lag in getting these funds. David will talk to Carolyn to get more details about this lag time. David would like to combine the lines for Oxford Press and Subscriptions Over Amount. We discussed whether we can reduce the budget for some of the task force liaisons. Annette said we can cut CYF in half because they have removed one meeting per year. We also can delete the AAP/ADHD line item because that activity is done. We also will remove the Division Leadership Conference budget because APA pays for that. The EC discussed what we would like to do with regard to Midwinter meeting in 2010 and will consider the possibility of not meeting for one year to save those costs and rather to meet more regularly via conference calls to get work done. Kathy suggested that we try to do more frequent conference calls this Spring and see how participation and productivity results. We will set our next conference call for March.

We agreed to suspend the international travel award for 2009, which returns \$1500 to our budget. We saved money at APA last year, to the amount of nearly \$5,000. David will expand the "Convention Activities" of APA into more detail so that we can see exactly where funds are being spent. We decided to reduce IHC representative travel to midwinter meeting from two to one. Both representatives can attend APA meeting, however. We discussed keeping the line item for diversity lecture in expenditures; but, we also will add one to revenue because the plan is that the former regional conference organizers will give SPP money from profits that in turn will be given to the next set of conference organizers (expenditure). We decided to remove the line item on elections operating costs because we cannot identify a need. David will talk to Susan Simonian to confirm the need for a line item on continuing education. We changed the Levin award to \$500, as agreed upon at our last APA meeting. Miscellaneous expenses line item is for an administrative assistant for David. Christine encouraged us to keep the line item on member discounts to track whether it is beneficial to offer free memberships for one year to enhance recruitment.

David raised the issue of whether we can reduce our journal expenses. Discussion resulted in the decision that the line item should remain the same, as it is likely that we are not paying journal staff enough as it is. David will communicate our journal data to Dick as he enters into negotiations with Oxford, particularly given the increase in our journal's impact factor, prestige, and number of submissions.

Action Items: David will make the aforementioned changes to the Division budget. He will contact Dick Abidin with financial information regarding our journal so that Dick can use it as part of his negotiations.

10. Review of Committee Reports and their Action Items

Committee Reports. Kathy reported for Glen Aylward, chair of the Fellows Committee. In his report, he encouraged us to solicit more applications for fellows. Tonya commented that the process was somewhat daunting to do (she had just done it), so perhaps that discourages applicants. Glen also noted in his report that terms for committee members have already expired, so the EC needs to identify replacements. He suggested using a staggered term approach. Lori said she would be willing to stay on the committee. Kathy said she would ask Maureen to stay on as well. We will then need to replace 3 committee members. Tonya expressed interest in chairing the committee so that Glen can step down. Tonya will choose 3 more individuals.

Action Items: Tonya will take over the chair position for the Fellows Committee and appoint 3 new members to the committee. Kathy will call Glen and thank him for his service.

Education Leadership Roundtable. We decided that Sharon Berry will continue to represent our Division.

Liaison Reports. Kathy reviewed the various Liaison Reports. She noted that Don Wertlieb, liaison to the Interdivisional Task Force on Child Mental Health as well as the Public Policy Liaison, is seeking some focus for his work. Glen Alyward serves as our liaison to the Society of Developmental and Behavioral Pediatrics and will continue in this role. On the other hand, Annette is the liaison to the Society of Behavioral Medicine and is looking for a replacement. Annette recommended Alan Delamater and Christina recommended Carolyn Landis, since both of these members have been involved in SBM in recent years. Doug Tynan currently serves as our liaison to the American Academy of Pediatrics (AAP), as he took this position when Danny Armstrong stepped down. Doug actually serves on two committees in this role, one is the AAP Task Force on Mental Health and the other is the Committee on Psychosocial Aspects of Child and Family Health. Doug also noted that his institution will pay for his travel to meetings, which helps our budget.

11. President's Report/Initiatives

The EC discussed whether it would be better to have overall Division initiatives, rather than have each president create their own initiatives, given the short timeline in trying to meet initiatives in one year. Kathy reported that her initiatives are not fully detailed yet, but she wants her focus to be on diversity issues. She said that it may focus on cultural aspects of clinical practice. Kathy also noted that we may want to take a look at the *Bylaws* to be sure that diversity is woven into our document so that the focus is sustained and not short lived.

Based on what Lori said regarding vision or aims that are Division-based or sustained year to year, Christina suggested that we consider identifying these larger goals and each new president could consider adding a new spin or just continue to move things forward as is. But the new President would also contribute 1-2 new initiatives that are short-term focused and reasonable in terms of being accomplished within a one year time period. Lori also suggested that we set things up such that the President Elect begins to consider initiatives earlier, perhaps being prepared to discuss them in August at APA before their Presidential term begins. Dan added that it would be important for the President Elect, President, and Past President to work together to create "stages" to these initiatives so that there is an organized, long-term approach. Michael noted that most initiatives are tied to a task force with an end product in mind. Discussion centered on the idea that it would be important for our end-products to be usable and do-able within a one year period.

12. Action and Budget Items

There were no additional budget items to discuss. Christina will prepare a list of all action items per EC member and send via email.

Meeting adjourned at 3:35 PM.

Addendum: The EC participated in a review of the fellows nominated by the Fellows Committee after our midwinter meeting. A vote was taken and all EC members indicated approval of the fellows listed.