

**Mid-Winter Executive Committee Meeting**  
**APA Division 54 – Society of Pediatric Psychology**  
**January 26-27, 2007**  
**Seattle, Washington**

*Minutes*

**January 26, 2007**

**Meeting was called to order at 7:10 p.m.**

The following individuals were present: Alan Delamater (President), Anne Kazak (Past President), Lori Stark (President Elect), Christina Adams (Secretary), Carolyn Landis (Treasurer), Tonya Palermo (Member at Large), Lindsey Cohen (Member at Large), Randi Streisand (Member at Large), Ric Steele (Newsletter Editor), Ron Brown (Editor, *Journal of Pediatric Psychology*), Kevin Hommel (Program Chair for APA Conference), Annette La Greca (Council Representative), Amy Sato (Student Representative), Nabil Hassan el-Ghoroury (Chair, Diversity Committee), Marti Hagan (Administrative Officer)

**President's Report (Alan Delamater)**

- Alan briefly reviewed the agenda for our mid-winter board meeting.
- He mentioned that we will discuss the current presidential initiatives in detail tomorrow.
- We discussed adding a new initiative to the current list: an examination of the role of media and its impact on children, particularly child health promotion (e.g., establishing healthy lifestyle behaviors) given that it constitutes an important public health matter.
- Alan suggested that media issues tend to get attention from the public; therefore, our work in addressing this topic could lead to additional visibility for our Division.
- Alan proposed that we could put together a task force to summarize what we now know regarding the impacts that media broadly on health promotion and identify potential partners for health advocacy in this area (e.g., Division for Media Psychology, Divisions 37, 38, 53).
- Board members emphasized that web-based technology already is being used for health promotion and currently is a burgeoning area that we can explore further.
- Alan concluded this discussion with a request that the committee provide him with names of possible people to include on the task force.

Action Step: Executive committee members will provide Alan with names of potential task force members for the new presidential initiative on media influences with child health.

**Secretary's Report (Christina Adams)**

- Christina presented for approval the minutes from the November, 2006 telephone conference with board members. With the exception of some minor changes, the minutes were approved.
- She reported that the former secretary, Jan Faust, intends to send her a package with hard copies of minutes for all previous minutes since 1999. The choice of maintaining hard copies versus electronic copies of meeting minutes was discussed by the committee.

- Anne suggested that this could be a responsibility of a Division Historian. The idea of creating this position has been broached before; therefore, she urged us to revisit the possibility.
- Concerns regarding the influence of advances and changes in technology with regard to electronic copies were discussed by board members. Ric suggested that our minutes could be posted on the Division website and stored under a password protected space, thus would not be influenced by changes in technology.

Motion: Christina made a motion to approve that we store copies of minutes on the Division website. Annette seconded the motion. Committee provided unanimous vote in support of the motion.

Action Step: Marti will provide Ric with copies of the past minutes. He will convert them to PDF files and post on the website. Christina will provide Ric with approved minutes in the future.

### **Past President's Report (Anne Kazak)**

- Anne reported that she will provide an update on current initiatives tomorrow.
- Anne circulated a summary of the mentorship project provided by Sharon Berry (chair of the project). Anne explained that this project has earned considerable positive regards for our Division and that we will discuss possible changes in the leadership role tomorrow.
- Anne indicated that we have a full election slate of great SPP members. Anne expressed that she feels an important issue to consider is the number of people who run for the Member at Large position from year to year and asked the committee to consider limiting the number of candidates in an effort to prevent discouragement in those who do not win election. However, to do so, our Division bylaws would require modification and the elections could potentially be perceived as a closed group process.
- Board members suggested that the responsibilities of each position could be more clearly specified. Some argued that it can be difficult for early career psychologists to win election when more senior colleagues compete for these positions.
- It was decided that the board would invite people who lose election to serve in other capacities for SPP (e.g., task force membership) in an effort to promote inclusiveness.

Action Step: For future elections, the current SPP President will contact non-elected candidates and offer opportunities to take part in other Division activities.

### **Journal Report (Ron Brown)**

- Ron distributed copies of the journal report. He indicated that he is transitioning out of his role as editor, while Denny Drotar is transitioning into the Editor role. Ron will complete all reviews for manuscripts submitted through 2006, while Denny will take responsibility for all new manuscripts submitted as of January, 2007.
- Ron reviewed the highlights of the report (e.g., pediatric psychology has grown substantially and as a result, many people seek to be appointed to the editorial board; lag time now for

reviews to be complete is 6 months, which is quite good; we have had a record number of submissions, with over 250 this past year).

- Ron stated that we have a new manuscript central, with many state-of-the-art advantages, but also a few kinks to work out. Acceptance rate for submissions is similar to what it was in the 1990's (.23). Our impact factor is quite high and continues to be increasing gradually with time. Manuscripts are published on the web as soon as they process through production; so they show up in PubMed within a week, and thus well before the paper appears in print. This early availability also contributes positively to our impact factor.
- Ron reported that JPP is in over 900 libraries around the world. During Ron's term as editor, CE credit opportunities were developed (i.e., one article per journal issue). Brief reports and commentaries continue to be published, though fewer in number than in the past. However, Denny plans to write a commentary for every publication involving a clinical trial, so that should generate some interesting discussions.
- Denny has established his editorial staff. Grayson Holmbeck is senior associate editor for Denny's board and several associate editors have been appointed, each with a specific, well thought focus. Ron then described some of the upcoming special issues in 2007 in greater detail for the Board. He indicated that JPP has been expanded from 8 to 10 issues per year. Ron consulted others in the field and decided to increase pagination by 20%. We get additional funds from Oxford because they are making more money from subscriptions.
- Ron reported that some folks believe that the journal has not been marketed well. He approached Oxford staff to remedy the complaints and they will present a 5-year marketing plan at our meeting tomorrow.
- Ron stated that he believes the editorial expenses of the journal are inadequate. He argued that we should follow the APA model, in that the number of associate editors should be appointed in response to the number of manuscripts reviewed for JPP. He stated that the associate editors for JPP are not paid as well as associate editors of other APA journals and indicated a need for a full-time (instead of half-time) editorial assistant. He encouraged the Board to consider these suggestions when making a contract with Oxford.

### **National Conference (Anne Kazak)**

Due to conflict of interest, the following Board members were excused from the remainder of this evening's meeting: Alan Delamater, Carolyn Landis, and Annette La Greca.

- Anne distributed copies of application materials submitted by Miami and Cleveland.
- She reminded the Board that the reviewing committee (Anne, Lori, and Lindsey Cohen) used the RFA approach and a NIH rating system to rate the 2 proposals. Proposals were evaluated on the following criteria: (a) scholarly content and conduct; (b) resources; (c) other administrative issues; (d) track record of conferences; and (e) proposed budget.
- The committee's overall conclusion was that we received two very strong applications. The committee provided a written review of each application in an effort to reflect on the relative strengths and weaknesses of each proposal. Anne briefly summarized each application.
- Miami: The committee felt that the proposal provided plenty of detail, including that with regard to feasibility. Content was viewed to be relevant and topics seemed reasonable. The committee felt that the destination was attractive to members and that hotel arrangements were appropriate. From a critical angle, the committee felt that the proposal could benefit

from some additional details. They also suggested that the request for SPP support on CE credits be clarified and resolved at the outset, should Miami be awarded the conference.

- Cleveland: The committee felt that the proposal represented collaboration of hospitals and universities in Ohio. Topics were viewed as innovative and complementary. The committee viewed favorably the fact that the conference plan draws in presenters who are not well known in our specific field (i.e., from different disciplines), but who have expertise of interest to our constituency. The committee indicated that the application lacked sufficient detail with regard to resources and administrative support (e.g., letters did not mention specific financial support); though, the committee felt there was no doubt that Cleveland could run the conference well.
- Anne emphasized that this is an important opportunity for pediatric psychology to come together at a national level for true collaboration and involvement. In particular, the committee expressed a desire for the new evaluative process and its subsequent recommendations to become a time for healing among our professionals.
- The committee recommended that the 2008 National Conference in Child Health Psychology be hosted by Miami. Part of the committee's recommendation also is to require the hosting site to formally involve outside members to be a part of the conference planning. Specifically, the committee suggested that a member from a competing site, as well as a member from the general constituency (preferably from a different geographic region) should be invited to serve on the conference planning committee. After some discussion, it was decided that some degree of flexibility would be granted to awardees with regards to how to select outside members for the planning committee.

Motion: Anne put forth a motion that the 2008 National Conference in Child Health Psychology occur in Miami. We obtained a unanimous vote in support of this motion. Anne put forth a second motion that the awarded site be inclusive of people from other sites as part of conference planning, in the form of appointing members to a conference planning committee. A unanimous vote was obtained in support of this motion. To clarify this motion, the group decided that the outside members of the conference planning committee would include two members from the board, one from a competing site, and one from the general membership (ideally outside the geographic region of where the conference will be held). It also was suggested that consistent with SPP's commitment, consideration should be given to selection of planning committee members that would facilitate diversity.

- Discussion then ensued with regard to CE support, as requested in Miami's proposal. Members discussed the difference between being APA-approved provider and state-approved sponsor. Discussion led to the conclusion that any institution capable of hosting the conference also is capable of working out the CEU credits.
- It was decided that the conference would be awarded to Miami contingent upon their agreement to be responsible for all processing of all registrations (via website) and all CEU credits.

**Meeting concluded at 10:25 p.m. on January 26.**

**Meeting reconvened at 8:50 a.m. on January 27.**

## **Treasurer's Report (Carolyn Landis)**

- Carolyn distributed handouts to each committee member and reviewed each one.
- Discussion of revenue: We had an \$8,000 increase in net assets this year, which is a decrease from last year however. APA and SPP dues (from people who are not members of APA) are down. Last year's total was over \$42,000. Carolyn reviewed the pattern of monies collected from dues over the past several years and believes the variation between years comes from timing differences in the receipt of checks from APA. We received \$6,000 more from Oxford than expected, and also obtained increased revenue from other book royalties.
- Discussion of expenses: Telephone costs were a bit over proposed budget due to teleconference calls. Alan suggested that we budget for 2 teleconference calls this year. Midwinter meeting expense also is over budget, particularly because it currently reflects a combination of 2006 and 2007 meetings (i.e., she paid some people ahead of time for 2007 travel reimbursement and also paid for multicultural summit). Carolyn noted that the expense tied to the national conference was \$9,680. We gave \$6,000 to the Gainesville conference, as well as \$3,680 to the Ray Mulhern memorial conference (the latter of which came from unspent money from the 2005 budget).
- Carolyn was asked why there was no expense for international travel awards. She said that we did not pay in 2005 and 2006, but we will have two awards paid in 2007. It was suggested that perhaps the person who gets the international travel award could write an article for the Newsletter on how the money was used.
- Carolyn reported that Division 54 has \$216,653.86 in total liabilities and capital
- The board members decided that additional budget action points will occur throughout the rest of the meeting today as specific topics arise.
- The board discussed whether we had decided to have APA manage our accounts. Carolyn reported that there were several disadvantages (e.g., longer processing time for payments, additional paperwork required) associated with having APA manage our financial transactions, and thus we decided to continue to manage our accounts as we have been doing.
- It was suggested that Carolyn attend the mid-winter meeting next year to help transition to the new treasurer, whose term would begin in 2008.

Action Step: Carolyn will detail a proposed budget based on the numbers we discuss at this meeting and then send it by email for approval by all board members.

## **Diversity Committee (Nabil Hassan el-Ghoroury)**

- Nabil thanked Division 54 for supporting the multicultural summit, stating that we were advertised as a donor in the conference program and opening reception slide show.
- He reported on several accomplishments for the committee this past year, including having: (a) submitted a grant to fund a project examining diversity issues; (b) submitted a presentation, on behalf of Division 54, addressing intersex conditions; and (c) attended the multicultural summit.
- He encouraged SPP to incorporate more individuals with minority background into the board and overall membership.

- Nabil distributed some diversity-related materials (e.g., “Guidelines for research in ethnic minority communities”) that are available from APA (Free or downloadable by linking onto the Public interest directorate aspect of the APA website).
- Nabil proposed that SPP create a small research grant opportunity (\$1,000) to fund research in diversity. Initially, we could solicit applications from the entire SPP membership, although the small amount of funding makes it most likely that graduate students and early career professionals would utilize the program. It was suggested that we seek a donor to support the grant program for the long-run.
- We reviewed the membership of the diversity committee and Nabil stated that he intends to revive their activity as a group in the upcoming year.

### **Fellows Committee (Anne Kazak)**

- Anne said that we only have one person going through fellow application this year, which is disappointing because it reflects a substantial decrease from last year primarily because last year, Anne sent personal notes to fellows from other Divisions, who also were members of SPP, and asked them if they were interested in being considered as fellows for Division 54 as well. As a result, over 20 fellows were approved last year.
- Anne said that APA criteria must be followed, but there are many people who could be potential fellows who have not applied for consideration. Some committee members suggested confusion as to what the expectations or requirements are for being accepted as a fellow, viewing it more as a “senior” situation. Review of data reflects that we have twice as many male fellows than females, yet our membership is largely female.
- Alan suggested that the fellows committee contact people personally to solicit their application and submit an article to the Newsletter stating requirements, process, etc.

Action Step: Ric will publish the list of 2005-06 fellows in an upcoming Newsletter. Fellows committee will provide Ric with a Newsletter article describing requirements and process of selection for fellow status.

### **International Issues (Anne Kazak)**

- Anne suggested that we should be at the point where we could put together an international pediatric psychology meeting. She stated that she thinks that the UK would be an excellent site for the first international meeting (e.g., easy to get to, English speaking).
- She encouraged the board to identify some of its members to spear-head this opportunity. Annette emphasized that we are an affiliate of the International Society of Behavioral Medicine (ISBM). It is a society of societies, so you do not join as an individual member. In August 2008, the next meeting will occur in Tokyo. Call for papers will be this summer and Annette likely will be the track chair and will try to solicit interest from our membership. In 2010, it will be at Oxford in England. This will be a great meeting to take action, like have a satellite conference before or after it, since the ISBM meeting already is scheduled; or, alternatively, Annette suggested that we could plan a strong presence at their meeting.
- We could consider becoming a member organization of ISBM (which requires dues) rather than just an affiliate at this point. Although exact amounts are not known at this time, it was thought that the fee for membership would be high because it also includes a fee per member.

The board discussed whether a membership would be fully utilized by our constituency. It was concluded that we should get more information so that we know what it costs and what benefits are received in return for such costs. Annette agreed to get this information.

- Alan suggested we revitalize our international committee (Maureen Black, current chair). He suggested that Annette and Anne consider serving on the committee as well, and Anne encouraged us to include Christine Chambers too, given that she comes from Canada.

Action Steps: Annette will get more information from ISBM regarding benefits and cost of membership and will share this information with the board for consideration. Alan will revitalize the international committee by speaking first with Maureen Black (current chair).

### **Newsletter (Ric Steele)**

- Ric reported that the transition in editors went smoothly.
- He stated that it is time to renegotiate our contract with Firefly. Rates reflect an increase in 5% from the rates 3 years ago, and these rates would maintain for the next 3 years. We all agreed that the quality of this company's product is excellent. To maintain the same format and length, budget would need to increase to \$12,030.40 per year. Ric, however, suggested that we increase the number of pages per Newsletter. He believes we have enough content (e.g., case presentations) to get up to 16 pages. This would result in a budget increase to \$14,284 per year (which is about \$2,200 more per year than now).
- Continued difficulties in mail delivery were discussed. Dan Clay, previous Newsletter editor, reportedly tried to resolve this issue and concluded that the difficulties stem from using third class mail postage rather than the specific mailing house. Given that we are planning to expand the Newsletter, it was suggested that we attend to these issues and try to resolve them. One recommendation was to place the newsletter with the journal in its polybag sleeve. Firefly would deliver in bulk to Oxford, who in turn would include it with their mailing by inserting the Newsletter into the polybag. There is an insert fee, but this is significantly lower than what we would pay on postage increase for higher class mailing.
- It also was suggested that a listserv message go out to announce each time that a new volume gets linked onto the website, so people know when it is there.
- Ric proposed that we move our website off site from APA, to increase our functionality (e.g., navigation). Ric has someone at the University of Kansas who would do it without charge. He sent out a knock-up draft of it. To accomplish this change, there are 2 issues that need to be addressed: (a) migrate the site away from APA (but it will not affect bookmarks because a person will get redirected immediately), and (b) a domain name is needed that is not Division 54, but rather something more descriptive to increase its overall hit rate. Ric noted that these changes are not tied to him; but rather, it will be easy to move the website again or maintain it at KU when Ric rotates off his role as Newsletter editor.

Motion: Lori motioned that we move the website, as suggested by Ric (a budget neutral issue). Randi seconded the motion. The board provided a unanimous vote in support of the motion.

### **Oxford Press and JPP (Charlotte Capanni & Shelly Andrews)**

- Charlotte and Shelly distributed a 2007 marketing report for JPP. They stated that their primary goal is to learn from us what sorts of things we need Oxford Press to do with regard to marketing our journal. She reviewed the objectives of Oxford Press: (a) increase subscription revenues and distribution (i.e., not just institutions and members, but also for not-for-profit sites); (b) increase the number of high quality submissions (which then increases our impact factor); (c) increase usage of content; and (d) support Division 54.
- We talked about electronic means for marketing the journal (e.g., Oxford gets a hit every time someone downloads a PDF file of an article & then generates usage statistics). We also discussed other suggestions for marketing: (a) jazz up our journal's advertisement in the book advertisement leaflet that Oxford publishes; (b) reach out to other societies with regard to marketing (e.g., offer reciprocal discount for journal subscriptions, use banner links to advertise on their websites), particularly those societies that are broad-natured (e.g., general pediatrics societies and journals) and multi-disciplinary in nature (e.g., behavioral medicine); (c) target specific groups (e.g., medical subspecialties, public health organizations) with relevant upcoming special issues of JPP; and (d) target some international societies, which in turn would increase our submissions from international colleagues.
- Shelly indicated that 2,498 institutions currently subscribe to the journal. Strategy is to preserve existing revenue, but also extending the dissemination (e.g., expanding markets like to China and India). Shelly distributed a publishing report and briefly reviewed it, highlighting the graphs that showed the increase in subscribing institutions and the improvement in impact factor.

### **Interdivisional Task Force on Child and Adolescent Mental Health Update (Karen Saywitz)**

- Karen passed around a report for the task force. Divisions represented on the task force are 37, 12, 53, 54, 43, 27, 7, and 16; they have contacted other Divisions (e.g., 38, 20, 22) to see if they are interested in taking part too. A recent primary objective regarding children's mental health is primary health care (e.g., pediatricians are not getting reimbursed for conducting psychosocial screenings). This task force is taking the leading role in promoting public awareness, legislation, and infrastructure funding on behalf of child mental health.
- Karen then reported on some ongoing activities: (a) establishing an award for training programs in child mental health; (b) creating publications to increase awareness of child mental health issues outside the arena of psychology; (c) starting 2 new websites (i.e., one for the consumer or parent, and another for professionals), and (d) making "Talking Points" publications (i.e., succinctly provides statistics useful for grant writing and advocacy efforts) available via download from the professional website. The task force is seeking Division members who would become involved in creating packages of articles that can be published (e.g., in newsletters for non-psychology organizations) to increase awareness of child mental health or who could serve on a panel or advisory board to ensure that the information disseminated has sufficient quality.
- Karen also reported that the task force would like to get Divisions involved in having their boards trained in advocacy (e.g., role plays in talking to congressional representative).
- Karen then discussed some ongoing and future activities.

- Congressional Briefing in 2007. She said that the Child Health Care Crisis Relief Act has provisions in it to provide funding for training of individuals who will provide child mental health services (e.g., through scholarships, loan repayments, graduate school programs, etc.). It is designed to work at different levels. The task force is considering linking to the No Child Left Behind Act, with an intent to broaden the language to include psychological issues, and not just cognitive and academic development. They are asking Divisions to contribute to the briefing financially (\$1,000 from each Division is being asked) and in staffing (i.e., person who could help hone the message, even though it is tied to a piece of legislation, and who would help testify to congress).
- National Summit on Child and Family Mental Health Policy. She suggested that one of our members might be interested in working with this group to put the summit together via emails and phone calls (travel not likely needed). Reportedly, Don Wertlieb is overworked with the summit, so they would like someone else to work on the advocacy part. Alan thought that Vanessa Jensen might be a good person in this area, given her advocacy interests. The board discussed the involvement of other Divisions. Karen believes these efforts not only will raise awareness on child mental health issues, but also will increase visibility of APA at the congressional level. Divisions 12, 27, & 37 are considering it and seem supportive. They are voting on it at the midwinter meetings, so it will become clear soon as to who is interested.
- Alan complemented this group as being one of the successful interdivisional tasks forces and asked about access to their reports. Karen indicated that reports are on the website (<http://www.apa.org/pi/cyf/cmh/>).

Action Step: Alan will facilitate identification of members who may be interested in participating in these task force activities.

### **APA CYF Committee Update (Mary Campbell)**

- Mary reported that APA is committed to retooling the CYF website so that everyone can benefit better from its links and materials (e.g., recent reports from the working group on psychotropic medications for children and adolescents, task force on advertising and children, task force on adolescent girls).
- Mary distributed the Public Interest Activity Summary for CYF. She pointed out call for nominations for two vacancies on the Committee on Children, Youth, and Families, with terms beginning in 2008. She also mentioned that there will be a call for the committee on socioeconomic status (SES), which will cover the full span of SES spectrum. Mary distinguished this APA committee (CYF), which falls under the Public Interest Directorate, from Division 37. It is comprised of volunteers from relevant Divisions and APA staffers.
- Randi reported that she is not the representative to this committee, but rather that Jan Faust serves in this role. Committee members discussed the issue that a liaison needs to be available to attend meetings (2 per year), so perhaps there can be a back-up to Jan if she cannot attend, and that this person has a passion for these issues. Current budget does not appear to cover these costs sufficiently (airfare, 3 nights hotel, 3 dinners, & taxi per trip), so this is a proposal we need to explore when discussing budget changes.

Action Step: Alan will facilitate nominations from our members for CYS open positions.

### **Council of Representatives Report (Annette La Greca)**

- Annette stated the Council meeting is scheduled for mid-February, so she does not have much to report yet. She asked for documentation regarding the strategic plan to bring with her to the Council meeting.

### **APA Program Report (Kevin Hommel)**

- Kevin reviewed conference program planning. The APA conference will be scheduled across a Friday through Monday this year (August 17-20) in San Francisco. Anna Maria Patino-Fernandez served as associate chair; Kevin acknowledged her involvement. Kevin reported that APA would like us to span programming across all 4 days, but Kevin said he would like to keep it to the first 3 days, given poorer attendance on the last day.
- He reviewed the statistics of submissions. He reported that each submission received blinded reviews by 2 independent reviewers. Our substantive hours are the lowest in the range possible for Division programming. Kevin indicated that assigned hours are based on the attendance of Division members attending the last 3 conventions, which also reflects on the size of membership. He reported that we are not permitted to do substantive programming in the hospitality suite.
- Kevin stated that he intends to begin to establish a database that would transcend program chairs in years ahead so that trends in submissions and attendees can be identified. Kevin said that he will be working with Amy and the student board for hospitality suite programming. He also emphasized that computers are not provided to speakers, only projectors. Kevin said that the presenters (at least chairs) will be fully informed of this limitation by him, as well as APA. It was suggested that Kevin talk to symposium chairs to remind them of some logistics (e.g., getting all talks onto one laptop).
- Carolyn will work with Kevin to be sure that donors are contacted to offset our hospitality suite expenses. Oxford reimburses SPP for the editorial breakfast, while Division 53 shares the cost of catering the internship parade. Proceeds from the open bar during this event are given to Division 53 and 54 on alternate years. Some questions arose about sharing cost with Division 53 for handouts in the registration package regarding hospitality suite programming.
- It was suggested that a checklist could be developed for upcoming program chairs, so that new people do not have to re-think the requirements. This checklist could become part of the officers' manual. At the same time, language can be added to the officers' manual regarding the role of the associate program chair.
- The issue of paying for the associate program chair to attend APA was discussed. It was decided that we would budget to cover a portion of expenses (like registration, or hotel).
- Kevin recommended that we do some sort of public acknowledgement of reviewer effort, perhaps in the summer Newsletter.

Action Steps: Kevin will (a) create a database to track submissions to APA conference across years; (b) establish a "planning checklist" for future conference program chairs; (c) provide Ric with a list of reviewers to acknowledge in an upcoming Newsletter; and (d) communicate with

symposium chairs for the 2007 APA conference regarding logistics of their presentation (e.g., bringing and using one notebook computer for all presentations). Carolyn will work with Kevin to ensure that donors are contacted to support hospitality suite costs. Marti, Randi, and Carolyn will look into the situation regarding the registration handout.

## **Strategic Plan Updates**

### ***Research into Practice (Anne Kazak)***

- Anne suggested that we put treatment manuals online, whenever possible. Our website also will have a link to the intervention book edited by Anne Kazak and Tony Spirito.
- We discussed how to disseminate evidence-based practice guidelines (e.g., updates in the Newsletter, messages about how to measure and demonstrate effectiveness in practice, workshops in APA programming). Psychology seems to be behind other areas of health care in this regard (e.g., how to measure training in evidence-based practice, how to implement, dissemination via toolkits, etc.). This topic has potential for great implications, particularly with pay for performance trends and reimbursement concerns for Health and Behavior (H&B) codes. Furthermore, our profession has a unique role in helping health care practitioners to assess outcomes, given that we have been trained as hospital-based practitioners as well.
- Board members decided that we would start with the most frequent illnesses encountered in our practice in order to broaden dissemination from the outset. Similar to what was done with ADHD practice guidelines with the American Academy of Pediatrics (AAP), we will develop general guidelines for practitioners (e.g., if you see a child with diabetes, here are the 3 things you need to do...); clinical judgment, however, would continue to be required by the practitioner. We discussed the mechanism for completing this task and decided that we could form a task force for each topic and strive to produce guidelines for 1-2 areas each year, recognizing that the first couple of topic areas would require more effort until the process became more efficient. It also was suggested that we could start as a demonstration project and include features such as links for video demonstrations and other related concerns.

Action Step: Lori and Anne agreed to work together to bring this idea forward. They will brainstorm a plan and perhaps identify a task force.

### ***Advance Identity & Clarify Message (Anne Kazak on behalf of Sharon Berry)***

- Anne spoke on behalf of Sharon's area of work in this area before she left her position with the board.
- Our mission statement was approved at APA.
- Anne emphasized that the officers' manual and bylaws need to be updated, with a change to the bylaws to indicate that the student representative gets a vote in all board decisions. Marti stated that we now have email addresses for all our members so that a motion to change the bylaws can go out early in February. It was suggested that when we ask the membership to vote, we should list the major changes (i.e., vote given to the student representative, adding the vision statement) and note that minor editorial clarifications are being made.

Motion: Alan made a motion to permit the student representative to vote on all board decisions, and Randi seconded it. Unanimous support obtained.

Action Step: Marti will disseminate the change in bylaws to membership via email for vote. Anne agreed to go through the bylaws and decide what needs to be modified and will send an email out to the board with the suggestions she decides upon. Board members will read the bylaws as well as their respective sections of the officers' manual and send comments to Anne, or be prepared to discuss at our next phone conference call. Christina will take the responsibility to oversee the revision of the officers' manual, in consultation with Sharon Berry.

### ***Broaden Paradigm of Care (Carolyn Landis)***

- Carolyn reviewed that we intend to broaden our paradigm of care in the areas of public health, prevention, and primary care.
- To broaden our paradigm to public health, a first step is that we want a SPP member to serve as a liaison to the American Public Health Association. Ron Brown has agreed to do this.
- Another planned step is to include people in our membership who are not part of pediatric psychology, but who have complementary areas of work/expertise. Some ideas are to provide free membership or to seek them as ad-hoc reviewers for JPP manuscripts; however, the details of this involvement have not been decided. Carolyn created a list of people from public health to include, but it is a short list.

Action Step: Carolyn will continue to work on building this list of people, and then we will examine further the ways we want to involve these people.

### ***Diversity***

- Alan suggested that we combine Lindsey's and Nabil's efforts with regard to diversity.
- Lindsey reviewed the diversity committee proposal. Nabil suggested that the proposal be re-conceptualized into 3 general aims: (a) recruitment and retention (i.e., creating an environment that is clearly supportive of diversity issues); (b) direct activities that SPP can do to support diversity issues in teaching, research, and clinical practice (e.g., research grant support, mentoring programs); and (c) dissemination of information with regard to diversity issues that are involved in pediatric psychology.
- Nabil also recommended that we do more collaborative programming at APA with other Divisions (e.g., 45 & 44); this would help us address goals, such as recruitment and retention.
- Lindsey raised two questions that Jan has for the board. First, he asked if SPP should adopt the ADDRESSING model as our operational definition of diversity. It was suggested that this model would broaden our catchments for diversity. Nabil said that it typically involves race, ethnicity, sexual orientation, and gender identity; he suggested that there should be a trend to try to infuse diversity issues into recruitment materials, flyers, etc. Second, Lindsey asked if the Diversity Committee should be included in our bylaws. We discussed this idea, with Nabil indicating that it would show a level of commitment to the area.

Action Step: Anne will draft a revision of the bylaws to reflect this change (adding Diversity Committee). The two current committees will combine and be named the Diversity Committee, and will take on the responsibility of addressing this specific initiative in the future.

### **Resource Development (Alan Delamater)**

- Alan reported that their goal was to identify a group of individuals with expertise in particular areas to pediatric psychologists (e.g., reimbursement issues with H&B codes; negotiating contracts with state or local funding; getting philanthropy; disseminating information about our profession in hopes of getting more training programs and trainees involved in our field; funding issues at the graduate level). Denny and Alan were creating a list of names and made plans to contact these individuals to see if they are willing to be listed via listserv, website, and Newsletter, as experts with contact information to provide consultation.

### **Member at Large – Student Awards (Tonya Palermo)**

- Tonya received materials from Sharon regarding the student awards, including information about the due date change from April 1 to October 1. APA travel award due date is April 2; Division travel award is April 1. Kevin said that he attached a letter about due dates to the awardees when they received notification of acceptance of their APA presentation. Overall, we have not had many submissions for the awards, so the modification in due dates is hoping to change that trend. Nabil suggested that we could post the competition on the APPIC website, perhaps with the clause that the person joins SPP with the application. This could help broaden our membership.
- It was suggested that we consider modifying the monies tied to awards and grants, in general.

Motion: Randi made a motion, and Lindsey seconded it, to decrease student research award from \$750 to \$500, and increase the Routh Student research grant from \$750 to \$1,000. Vote reflected unanimous support. This was a budget neutral item.

### **Member at Large – Mentoring Project (Tonya Palermo)**

- Tonya reported that Sharon prefers to maintain her mentoring project responsibilities despite stepping off of the board as MAL. Anne indicated that Sharon started this project as part of Mary Jo Kupst's strategic plan, but suggested that Tonya should become involved to support Sharon in her efforts, particularly from a logistical standpoint.

Action Step: Anne agreed to contact Sharon to help facilitate the process of transferring responsibility to Tonya, but also to identify ways in which Sharon can stay involved.

### **Member at Large – Listserv (Lindsey Cohen)**

- Lindsey said that the listserv is going well. No issues or updates to report.

### **Member at Large – Regional Meetings (Lindsey Cohen)**

- Lindsey has spoken with Meg Zeller and Kelly Byers at Cincinnati Children’s Hospital Medical Center, and all is going well with the conference planning. They do not appear to need assistance.
- Lori mentioned that one significant change is that they are offering babysitting services. Conference attendees have to sign up for it when you register.
- Lindsey suggested that if this MAL is responsible for regional meetings, then it makes sense that this person also be the liaison to the national conference.

Motion: Tonya motioned that this MAL duties include assistance with the national conference, and Lori seconded the motion. The MAL would be one of the two board members on the national conference programming/planning committee. A unanimous vote in support of this motion was obtained.

### **Member at Large – Membership (Randi Streisand)**

- Randi reviewed the trends in membership across time. She also showed copies of a recruitment flyer that will be made available at conferences.
- It was suggested that we should put a link in the conference registration website each year, such that non-members would be asked if they want to join and thus receive a registration discount.
- Alan suggested that we should be stimulating membership issues with our trainees.

Action Step: Randi will contact Division 53 to find out how they are encouraging student members, given their large membership. Randi also will contact APPIC internship directors and DCT’s of graduate programs to disseminate information regarding membership.

### **Student Representative (Amy Sato)**

- Amy Sato reported that there are 10 members on the student board, 5 of whom are new. Last year, a new membership brochure was printed. Many copies still exist, so Amy questioned whether we should revise it. Board suggested we just use what we have for now.
- Amy discussed the issue of low attendance to the APA hospitality programming. Apparently there were scheduling conflicts with social hours in previous years. Amy suggested that perhaps we should have a joint social hour, particularly with those Divisions that recruit a good bit of undergraduate students to attend the conference.
- Amy also suggested that we cut down programming with regard to informal talks, and instead use that time at the regional conferences where we have great student attendance.
- We decided that we will conduct two hospitality sessions at APA (meet the board, and one other discussion hour) and then increase student sessions at the regional meeting. We also decided that we will send an announcement of hospitality suite programming to all students with accepted presentations at APA.

### **Central Office Report (Marti Hagan)**

- Marti announced that she will be stepping back as manager of our Division and that Chris will take her place. Marti stated that she has a plan such that frequent flier miles will cover Chris' flight costs so that Division 54 thus will be responsible for hotel and per diem for Chris to attend APA (with these costs shared by Division 53).

### **Division 54 Awards (Anne Kazak)**

- Anne reviewed a report of the awards committee (Anne, Lindsey, & Randi). They decided to increase the level of detail for award criteria and to create and use a NIH scoring system. Using this system, the awardees chosen were as follows: (a) Sharon Berry for the Levin Mentorship Award; (b) Melissa Alderfer for the Routh Early Career Award in Pediatric Psychology; (c) Barbara Morrongiello for the Logan Wright Distinguished Research Award; and (d) Don Wertlieb for the Lee Salk Distinguished Service Award.
- The committee noticed that people who applied in the past but had not won were not reapplying. The committee decided that all applicants will receive informal verbal feedback.
- During his report on Friday, Ron expressed concern that the Levin family's original intent for selecting the Levin Mentorship Awardee has not been honored in the current decision-making process (e.g., fully including them in the actual selection process, gaining their approval for changes in evaluation).
- Anne expressed that she was not aware of having deviated from the approved process and that the changes in the rating system were made to increase objectivity in the evaluation of candidates, particularly because it can be difficult to distinguish among well-qualified ones.
- The committee decided that it would be best to examine the minutes of the 2000 meeting (when the award began) to see how the award process occurred. If we have strayed away from the process, then we will contact the family by phone and rectify the situation. On the other hand, if the process has never involved their role in decision making, then the phone call with the family needs to clarify what should go on in future years. Given that they are providing a donation, it was suggested that we should offer their involvement.
- It also was suggested that we look back at the earlier minutes to see how it was decided that SPP would match their donation currently, given that we do not provide monetary aspects for the other awards.

Motion: Christina moved that we accept the changes to the description of the different awards (including the rating system) proposed by the committee. Lindsey seconded the motion. The Board provided a unanimous vote in support of the motion.

Motion: Alan moved that we accept the awardees proposed by the committee. Christina seconded the motion. A unanimous vote in support was obtained.

Action Step: Marti will provide Anne with a copy of the 2000 minutes to examine with regard to procedures for the selection of the Levin awardee. Marti also will find and provide Anne with a copy of the minutes containing the discussion with regard to matching the Levin donation. Anne will call the Levin family after reviewing these materials.

## **Other Reports and New Business**

- The Board looked over the progress of our meeting and discussed the budget issues in need of approval via voting. These items were as follows:
  - ♣ APA governance for CYF. Budget currently funds \$800 per year for liaison travel to Washington D.C. for two meetings. Carolyn proposed that we increase it to \$2,000. Unanimous support was obtained.
  - ♣ Grant to conduct diversity research. Nabil suggested that we add \$1,000 to our budget to fund this new grant program. Board provided unanimous vote in support of this budgetary addition. Details of the award will be pending.
  - ♣ Donation to the Interdivisional Task Force on Child and Adolescent Mental Health. – A total of \$1,000 was requested as a donation to support the development of the congressional briefing. Carolyn proposed that we support this effort. Unanimous vote of support was obtained for this budgetary addition. Alan will contact Vanessa to see if she is interested in fulfilling this role.
  - ♣ APA travel for associate program chair. Carolyn proposed that we add up to \$1,000 to reimburse the associate program chair for reasonable expenses in attending the APA conference each year. It was noted that APA provides a registration fee waiver for the associate program chair in addition to the program chair. Board members provided a unanimous vote of support.
  - ♣ Increase in Newsletter costs for increase in fees plus increase in pages – Ric proposed that we increase the budget for the Newsletter by \$2,200 each year to cover these increases. Unanimous vote of support was obtained.
- We tabled the budget issue of SPP becoming a member (and not just an affiliate) in the International Society of Behavioral Medicine (ISBM). We need to get more information on this issue before voting.
- Alan reviewed various APA committees to which we can nominate members for participation. It is more impressive to see support across Divisions for a given candidate. IT was discussed that we should choose the most important committees for our organization, specifically the Board of Educational Affairs (no slates), Board of Practice Affairs, Board of Scientific Affairs (has slate for health psychology), Committee for Advancement of Professional Practice (also has slate for health psychology), and Board for the Advancement of Psychology in Public Interest.

Action Step: We will discuss ISBM as a budget item, once we get more information from Annette. Alan agreed to solicit interest from our membership and then seek support from other Divisions with regard to nominations for APA committees.

**Meeting adjourned at 5:20 p.m. on January 27.**