

SCRA Executive Committee December Meeting MINUTES

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| <i>Date:</i> December 2, 2014 | <i>Time:</i> 2:30-4:00pm EDT | <i>Location:</i> GlobalMeet 1-719-867-1571 passcode: 949077 |
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| Attendance | | Present | Absent |
|------------|--|---------|---------|
| 1. | Bret Kloos (President) | X | |
| 2. | Fabricio Balcazar (Past-President) | X | |
| 3. | John Moritsugu (President-Elect) | X | |
| 4. | Jim Emshoff (Treasurer) | X | |
| 5. | Stephanie Reich (Secretary) | X | |
| 6. | Irma Serrano-Garcia (Representative to Council) | X | |
| 7. | Tiffeny Jimenez (Member at Large (APA)) | X | |
| 8. | Anne Brodsky (Member at Large (Membership & Awards)) | X | |
| 9. | Nellie Tran (Member at Large (Membership)) | X | |
| 10. | Regina Langhout (Regional Network Coordinator) | X | |
| 11. | Charles (Chuck) E. Sepers (Student Representative) | X | |
| 12. | Meagan Sweeney (Student Representative) | | excused |
| 13. | Christian Connell (Chair of the Council of Education Programs) | X | |
| 14. | Olya Glantsman (Representative from Practice Council) | X | |
| 15. | Meg Bond (Chair, Publications and Electronic Communications Committee) | | excused |
| 16. | Jacob Tebes (Editor, AJCP) | | excused |
| 17. | Sylvie Taylor (Editor, TCP) | | excused |
| 18. | Victoria Scott (Administrative Director) | X | |
| 19. | Others: Debbie Nolan (AMC Source) | X | |

Agenda

1. Approval of November 4 minutes: Stephanie (Secretary)
 In favor: 11
 Opposed: 0
 Abstain: 0

2. Thank you Irma – last meeting and final report

- Irma spoke with Dina Birman (in-coming APA Council Representative) about the role/pending tasks/and the “wish I’d done” list
- Committee on Professional Practice and Standards of APA (COPPS) will meet this Friday to look at our self-help resolution. Neither Irma nor Dina are able to attend but Greg Townley and Alicia Lucksted will be at the meeting to advocate on behalf of SCRA and the intention of the resolution.

ACTION: Irma to update P&P manual on APA Council Representative (and provide any relevant material for the transition to the next Council Rep)

3. To-Do items/google doc update Stephanie (Secretary)

- National Student Representatives – received applications for the thesis and dissertation award. Winners should be

announced this week

- Council on Education Programs (CEP) – Looking for slides for all existing programs to put together a video on getting a degree in Community Psychology. They need slides by next Monday.

4. Updates Summer Institute: Olya, Bret & Tiffeny

- Bret, Meg, Victoria, and Olya had a conference call to discuss the summer institute, which would precede the biennial conference. The initial proposal was for 8 concurrent sessions, which is more than other SCRA pre-conferences. The biennial planning committee realized the need to determine capacity of the rooms at Lowell and cost. As of now, it appears that 4 sessions will be offered.
- The sessions will be held over two days: one day preceding the conference and on Sunday afternoon (at the end of the biennial). Future summer institutes will be freestanding (i.e., not tied to biennial conference). This first one will be supported by the biennial. The group planning the summer institute is consulting with previous biennial planning committees for information on how preconference workshops have operated.
- The practice council is interested in supporting the summer institute. If there are any questions for the practice council (PC), please send them to Olya and she will pose them on the PC call next week.

ACTION: A revised proposal for the summer institute will be drafted by Susan, Tiffeny, and Olya (with the guidance of Bret, and Victoria) to be reviewed at the MWM.

ACTION: Olya will talk with Chicago biennial planning committee about pre-conference activities and bring recommendations back to the EC

5. Administrative Director Update: Victoria

- Social Media Issues: To date, Victoria has been managing the website. To help reduce the Administrative Director's workload, Jean Hill (Chair of Social Media Committee) will take over those responsibilities and serve as primary webmaster.
- Informatics did a 90-day monitoring to determine why our web-hosting service bill (i.e., overage fee) was so large. The 90 days have expired but we have not gotten information from Informatics. Victoria will let the EC know the findings once the results are provided.
- The Website and Social Media Committee has not formalized a plan about our social media needs now that the social media consultant's contract has expired. Many of the tasks will be allocated to members of the Website and Social Media Committee. However, the Website and Social Media Committee has had challenges with discrepancies between member interest and member engagement. This has limited the Committee's ability to progress on social media goals.
- Some members of SCRA have reported the quality of the calls on the conference call line has been poor. Tech support for Global Meets can only assess problems in real time (i.e., join a call). They noted that "*0" will help bring tech support into the call. Please don't hesitate to use the "*0" function as needed. And please continue to let Victoria know if there are problems with the quality of the conference line calls.

ACTION: Victoria will check with Global Meets on how time zone is determined when notices for conference calls are generated.

- Victoria and Bret are working on midwinter meeting tools and guidelines to expedite and standardize the decision-making process during the meeting.

ACTION: Victoria and Bret will bring midwinter meeting tools and guidelines to the EC call in January.

- Olya, Victoria, and Bill to work on ways to integrate social media and online activities.

ACTION: Olya will talk with Bill Berkowitz

6. New Interest Group Proposal: Stephanie

- Geoff Nelson submitted a proposal for a new group: Transformative Change in Community Mental Health
- This group was once the Community Mental Health Network and have worked actively over the past few years (even published one of the first books in the book series). The group has international membership and only now decided to have a formal affiliation with an organization

MOTION: To approve the establishment of the Transformative Change in Community Mental Health interest group

In favor: 11

Against: 0

Abstain: 1

ACTION: Stephanie to contact group and send welcome letter, Frequently Asked Questions, and budget requests for 2015.

7. Update National Regional Coordinator: Regina

- The southwest regional coordinator and National Regional Coordinator submitted a plan for dissolving the rocky mountain region and re-allocating the states.

States to go to the Southeast Region: Texas, Oklahoma, Arkansas

States to go to the West Region: Arizona, Utah, Idaho, Colorado, New Mexico, Wyoming, Montana

ACTION: Gina to notify the regional coordinators about the new scope/states

ACTION: Gina will send new members from these states' contact info to the appropriate regional coordinator.

ACTION: Gina change website, draft language for TCP and the listserv.

ACTION: Stephanie to update the P&P manual to reflect change

MOTION: Dissolve Rocky Mountain Region

In favor: 11

Against: 0

Abstain: 1

- At last MWM, we discussed standard budget amount per region, but some regions need more funds than others since they have larger membership and more activities (e.g., active midwest). There is a need to provide greater clarity on budget requests to the regional and international coordinators, as the new requests need to be submitted this month to be approved at the next MWM. We want equity but also want to ensure that each region has adequate funds to support their activities.
- We could give the same amount of money to each region and the NRC could ask for additional money as a cushion for additional needs.

ACTION: Gina (National Region Coordinator) will contact the regional and international coordinators about the budget process and requests to discuss at the midwinter meeting. She will note what is typically done with these awards and how they were used last year.

- At last MWM we decided to allocate up to \$500 per interest group (IG). The IGs will submit budget requests for the

MWM. At the conclusion of the meeting, each IG chair will be sent a notice informing them that the group has been awarded up to \$500 and provided information on how to submit for these funds.

8. Travel reimbursement policies: Jim

- We now have enough travel occurring on the behalf of SCRA that we need to have more explicit policy about travel reimbursements. It would be worthwhile to have an explicit statement about what is SCRA approved travel.

MOTION: Approve SCRA Travel and Personal Reimbursement Policy

In favor: 13
Against: 0
Abstain: 0

ACTION: Stephanie to add travel policy to the P&P manual

ACTION: Jim to draft an international clause

9. Bylaw changes update: Bret

- Only 20% participated but the approval was a large margin. We still need to discuss elections in more detail in January, especially the dissemination of results

10. Mentoring & Intentional Leadership Pipeline: Bret, Nellie, Tiffeny & John

- There is a proposal in the works to be presented in early 2015 about how to develop the leadership development pipeline.
- Nellie has been a leadership fellow for the Asian Caucus of APA that provides direct mentoring and participation in professional activities (e.g., join executive committee meetings). Also, mentees in this program work with mentor to create one product for the year, which facilitates name recognition, publicity, and networking. The goal is to develop something similar for SCRA

11. Nomination and Fellow Committees: Fabricio

- There were five fellows nominations and Fabricio is still identifying nominees for officers. Please contact Fabricio about possible names for officers for Treasurer, President, and Member-at-Large.

12. Update – Awards: Nellie & Anne

- Nominations were due yesterday. We have nominations for all awards except one: Kalafat community program award. There was a request for a late nomination and the awards committee now needs to consider whether to extend the deadline. Extending the deadline has implications for the review and announcements of winners. Also, extension might send an indirect message that the submitting nominations are not adequate. Recommend an extension to Kalafat award and not the other ones. The Members at Large and Administrative Director can make extension decisions at their discretion.

13. Update - Biennial update: Bret

Conference site venues being negotiated. Call for proposals for the 2017 biennial are due Dec. 15

14. Midwinter Meeting Dates: Bret & Stephanie

- Feb 6-8 in Columbia South Carolina (8 am start and all day Friday, all day Saturday, Sunday half day). Recommended to arrive on 2/5/15 (airport CAE is easiest. Charlotte airport is 1.5 hours away)
- Please get annual report to Secretary by December 23 (and Jan 15 for AJCP report)

15. Next meeting Tuesday January 6, 2014 2:30pmET

Adjourn 1:07 PDT/ 4:07 EDT

Summary of Action Steps:

- Irma to update P&P manual on APA Council Representative (and provide any relevant material for the transition to the next Council Rep)
- A proposal for the summer institute will be drafted by Susan and Olya (with Bret, Tiffeny, and Victoria) to be reviewed at the MWM.
- Olya will talk with Chicago biennial planning committee about the process and bring recommendations back to the EC
- Victoria will check with Global Meets on how time zone is determined when notices for conference calls are generated.
- Victoria and Bret will bring midwinter meeting tools and guidelines to the EC call in January.
- Olya will talk with Bill Berkowitz
- Stephanie to contact the Transformative Change in Community Mental Health interest group and send welcome letter, Frequently Asked Questions, and budget requests for 2015.
- Gina to notify the regional coordinators about the new scope/states for dividing up the southwest/rocky mountain region
- Gina will send new members' contact info to the appropriate regional coordinators.
- Gina will change the website, draft language for TCP and the listserv about the reallocation of states within regions
- Stephanie to update the P&P manual to reflect change in the regions
- Gina (National Region Coordinator) will contact the regional and international coordinators about the budget process and requests to discuss at the midwinter meeting. She will note what is typically done with these awards and how they were used last year.
- Stephanie to add travel policy to the P&P manual
- Jim to draft an international clause