

Association for Clinical Pastoral Education (Eastern Region)
Administrative Board Meeting
The Healthcare Chaplaincy, New York City
Friday, March 31, 2000

Present: Paula Teague, Jack Gleason, Cornell Rempel, Paul Steinke, Glendon Jantzi, Ann Devine, Greg Stoddard and Robin Franklin

The meeting began at 10 a.m. with Paula Teague presiding.

OPENING

Concerns from members of the Eastern Region were shared.

MINUTES

M/S/C to approve minutes from the October 1, 1999 meeting as presented.

TREASURER'S REPORT

1. The Budget and Investment Committee discussed the following items.
 - a) Creating a policy regarding fee payments by ACPE accredited centers.
 - b) The auditor suggested that the region develop an accounting and procedures manual. The Budget and Investment Committee will begin to act on this with consultation from those who could assist.
 - c) The committee will be reviewing the contractor vs. employer role of the Regional Director to avoid problems with the IRS.
 - d) The committee supports the Regional Director's motion to fund the website.
 - e) In the future the treasurer will be reviewing the bank statement and canceled checks each month.

2. The committee, in consultation with the Regional Director, made the following suggestions regarding the investment of the Region's funds. Maintain 40% in readily liquid accounts – checking and money market, maintain 30% in moderately liquid accounts – staggered CDs and maintain 30% as long-term investment in a socially responsible mutual fund. The committee will review three fund's prospectus in order to identify a socially responsible fund.

3. Some discussion took place regarding the work and suggestions of the committee. It was noted that there are new criteria regarding the issue of paying fees. More things are being done on the regional level in this area because of the activity generated by satellite programs. John Pumphrey will call other Regional Directors to find out if an accounting manual exists.

M/S/C to accept the committee's proposal as written.

REGIONAL DIRECTOR'S REPORT

1. Web Page

The Eastern and Northeast Regions will be dividing the cost of the web page. Jack has paid \$59 for two years use of the domain name. He has also requested that the region vote \$400 more towards expenses for the web page. These expenses would include \$600 for the website host and a \$1200 stipend for John Teer, who is the webmaster. Since the Eastern Region is splitting the cost with the Northeast, two income lines need to be added. They would be line 3108, web page NE Region \$600 and line 3109, webmaster stipend \$600.

M/S/C to accept Jack's proposal as stated above.

2. REM

The \$500 contribution was sent and received with thanks. There were 11 pre-approved scholarships and eight \$200 scholarships have been paid.

3. SOS

At this point 45 people are registered and their fees are paid.

4. ACPE Meeting Update

The reception for the recipients of the Anton Boisen Award and the Distinguished Service Award will be held on Friday, May 5, 5:30 – 7:30 p.m. Members will be asked to make a contribution for the reception in order to help defray the cost.

M/S/C The region will cover the rest of the expenses for the reception during the national meeting.

5. Regional Director Consult Report

- a) There are an increased number of satellite programs, summer programs are decreasing, subsidies from institutions are decreasing and the attendance at regional meeting is decreasing.
- b) Al Lumpkin did a presentation on how ACPE education outcomes relate to Department of Education outcomes.
- c) A recommendation was made that the annual conference be changed to an every other year rotation beginning in 2004. This will be discussed during the Board of Representatives meeting in May.
- d) National had a shortfall this year, largely due to the \$22,000 in uncollected fees owed by the regions. Centers and seminaries in the he Eastern region owe about \$3,000. Jack suggested that the Strategic Planning Committee take this on.

JOINT MEETING (Executive Committee, Budget and Investment and Strategic Planning)

1. It was noted that the Strategic Planning initiatives were done in 1992 and approved in 1994. It is time to review them.

FALL CONFERENCE

1. Robin reported that the committee has discussed several people recommended by the membership or Annual Conference Committee members as plenary speakers. She also requested that someone

recommend someone in the region to replace Joel Warner who decided not to serve on the committee this year because of changes at his center.

NOMINATING COMMITTEE

1. Some discussion took place regarding a new chair for the Nominating Committee. Jim Jeffrey was asked but he declined. Peter Poulos and Ken Hayden were suggested but it was noted that the person who served as chair should be a person who has served one year. As a result Martin Montonye was recommended.

M/S/C To appoint Martin Montonye as the chair of the Nominating Committee.

ACCREDITATION COMMITTEE

1. Satellite Programs - Greg
 - a) There is growing trend towards doing CPE in satellite programs
 - b) It is becoming clearer what needs to be done with approval of satellite programs in relation to the Department of Education.
 - c) Some thinking needs to be done regarding fees.
 - d) The provision has not been placed that a program can move to membership after four units. This has happened at Valley in New Jersey and with Ed Kopp's program.

M/S/C Pay Kathleen Ogden-Davis expenses to the fall leadership meeting for accreditation.

STANDARDS COMMITTEE

1. Al Lumpkin raised a question about how a supervisor would complete a unit of CPE when a student drops out of a group of three. He noted that the standards require a supervisor to complete the unit. The scenario that was suggested was bringing in a social worker as the third peer and allowing that person to audit the course. No credit would be given. This is being reviewed.

CERTIFICATION COMMITTEE

1. Paul Steinke noted that there are four people going up in the fall, two for full supervisor.
2. He presented a proposal for peer review. It was noted that the Region took an inappropriate action when it voted for a peer review process during the 1999 Annual Conference. The proposal should have come from the Administrative Board. As a result, Paul will distribute the proposal to the membership before the National meeting in May. Time will be made for discussion and subsequent action will be considered at the Administrative Board meeting in July. Paul will try to get the proposal printed in the newsletter and on the web site. The proposal will be presented to the membership again in October 2000.

ETHICS COMMITTEE

1. Glenn Jantzi reported and encouraged people to attend the ethics workshop during the National meeting.

HISTORY NETWORK

1. Glenn Asquith is wrapping up the regional history. During the National meeting each region will have a table. The Eastern Region will have two because one will be used to auction off items brought by the membership.

ANNOUNCEMENTS

The Board agreed to increase mileage reimbursement up to the IRS standard, which is 32.5 cents a mile.

Future Meeting Dates

July 21, 2000, January 26 and July 20, 2001	Executive Committee
October 6, 2000, March 30 and October 5, 2001	Administrative Board
October 17 – 19, 2001 and October 16 – 18, 2002	Annual Conference

Respectfully Submitted,

Robin Y. Franklin
Eastern Region Secretary