

Association for Clinical Pastoral Education (Eastern Region)
Administrative Board Meeting
Healthcare Chaplaincy, Inc., New York City
Friday, March 30, 2001

Present: Jack Gleason, Paula Teague, Meigs Ross, Carl Yusavitz, Kathleen Ogden-Davis, John Pumphrey, Martin Montonye, Harlan Ratmeyer, Glendon Jantzi, Al Lumpkin, Paul Steinke and Robin Franklin.

The meeting began at 10 a.m. with Paula Teague presiding. Time was taken to catch-up, welcome new members and a moment of silent prayer.

MINUTES

M/S/C to accept minutes of October 6, 2000 as presented.

AGENDA

Agenda was approved with the following additions.

- discussion and approval of Mike Ebersole as supervisor emeritus
- view presentation from Denise Haines regarding the Lesotho project
- hear report from the Regional Director's Consultation Committee
- review proposal regarding a Development Task Force outlined in the revised Governance Manual
- look at times to discuss merger of cognate groups

JOINT EXECUTIVE COMMITTEE MEETING REPORT/EAST AND NORTHEAST

1. Cornel Rempel reported that the meeting was congenial and noted that the general sense of the work the two regions have been doing is to do the work in a more effective way.
2. Cornel brought forward Mike Ebersole's name to be recommended to the National Board for Supervisor Emeritus. Paula suggested writing a letter to reinforce the region's nomination of Mike. Cornel will write the letter and receive any information to be included.

M/S/C to recommend Mike Ebersole for Supervisor Emeritus.

REPORT FROM REGIONAL DIRECTOR

1. Jack updated the committee on the pastoral concerns of people in the region.
2. He raised some concerns regarding the region's finances. Spending has increased as the region commits more money to ministry in the form of grants and scholarships. For example nine \$350 scholarships went to students attending REM. Committees need to be more careful about going over budget and committee chairs must obtain approval for expense requests that go over the stated budget. The region had increases in 2000 in regional fees collected and in student units reported.

3. The Eastern and Northeastern Regions will co-host the ACPE Conference in Portland, Maine November 6-14, 2004. Emily Jean Gilbert, Peg Lewis and John Pumphrey are the representatives for the planning committee. The representatives from the Northeast region are Claudia Blanchette, Carl Towley and Bob Morris at this point.
4. Jack reminded the committee that the proposal regarding the coming together of ACPE, NACC and APC could be downloaded from the national website. The proposal suggests that we become a “common professional association with two divisions”. This will be a big topic at Vail.
5. The region is moving forward in terms of looking at the possibility of a CPE program at a hospital in St. Croix, Virgin Islands. Dan McWright, a supervisor in the Florida area, is being recruited for the St Croix task force.
6. Jack is in the process of doing a cultural analysis of the Eastern Region and writing up the results of that analysis. He has already looked at some basic assumptions within the region. They are a predisposition toward diversity, a propensity for “firsts” (and an accompanying sense of elitism), administrative ambivalence and inbreeding. He welcomes feedback.
7. Though there were not many responses, he handed out the results that he got from the salary survey.

BUDGET AND INVESTMENT COMMITTEE

1. John Pumphrey reported that the region needed to be cautious regarding its expenditures. A budgeting process needs to be developed as a way of having records. He noted that this is the time of year where the region has more money going out than money coming in. He has been drawing on the money market account to pay expenses.
2. Jack Gleason will be purchasing the computer and software that he has been in doing regional work. Buying the computer equipment and the software will help the region clear up the issue that Jack is not considered an employee of the region. In attempting to put together a contract for the Regional Director’s position, John reported that there is no consistency across the organization about the status of the Regional Director.
3. The financial information was turned into the auditor. The auditor did not find any problems and the report was sent to the national office.

ETHICS REPRESENTATIVES

1. Glenn Jantzi reported that there are no complaints registered and no cases pending in the Region. The committee primarily worked on selecting three ethics panelists and the ethics training workshop in Vail. The three panelists are Israel Kestenbaum, Meigs Ross and Jo Clair Wilson, who is serving as an alternate. He requested that an extra \$400 be budgeted above the \$200, which is already budgeted, to help defray the cost of ethics panelists expenses. The Executive Committee has already approved the \$400.

2. He asked for feedback regarding two items that the Professional Ethics Committee will be addressing soon. They are the self-reporting requirement approved by the APC Ethics Committee and providing outcomes of ethical awareness and practice at all levels of training.
3. There are eight topics available as modules on the ACPE website.

REPORT ON LESOTHO

Denise Haines gave a report about The HealthCare Chaplaincy's proposal to do CPE training with seven people from Lesotho. HCC would be doing this program in partnership with the Lesotho Clergy AIDS Action Group (an organizational component of the Christian Health Association of Lesotho). The proposal is for seven people to come to the United States for two units of training and then return to Lesotho with a supervisor from The HealthCare Chaplaincy for the third unit. This process would be repeated again with the thought that the trained students would become the faculty and looking towards finding people who would be interested in supervisory training. The ultimate goal is to establish a Lesotho Clinical Pastoral Education Center of Excellence that will be self-supporting, self-propagating and self-governing. Denise would like the support of the Region to give ACPE credit for the units and have our Board Representatives request this at the meeting in Vail.

REM

Robin Franklin reported on the REM conference that took place in San Diego, California this year. She talked about the theme of the conference, which was "Who Is My Neighbor: Communities in Relationship for New Millennium". She also asked for help in identifying students who might be interested in the conference and the network. She is working on a way to be in touch with those students or at least get them on the mailing list for the newsletter.

ANNUAL CONFERENCE COMMITTEE

1. Meigs Ross gave the report for Cindy Strickler, who could not be present. She shared the evaluation information that was compiled regarding the Region's most recent Annual Conference. The conference received an overall rating of average to above average. The area that received the lowest rating was the plenary speaker and the panel discussion. The conference received higher marks regarding workshops and the talent show.
2. The 2001 conference will focus on multicultural issues in supervision. The plenary speaker will be Carlton Watson. The conference will include a didactic informational component, an experiential component and a group process component. The movie "The Color of Fear" will be shown.
3. The following suggestions were made to the conference committee. Questions were raised about showing a movie like the "The Color of Fear" after an evening banquet. Include a session in which members engage in dialogue about the Region for the newer people. The latter would serve as a means of orientation to the Region workings. Have both regions meet together at some point during the conference. Create some structure around the banquet. Include a time to remember those who died since last year in one of the worship services.

4. The proposed theme for the 2002 conference is Group Dynamics. Meigs Ross and Beth Glover are working to get a speaker/leader from the Center for the Advancement of Group Studies. The conference committee is also looking at a new location in PA.

NOMINATING COMMITTEE

1. Martin Montonye gave the report for the committee. George West left the Certification Committee because he is relocating. Emily-Jean Gilbert will serve the rest of his term. As a result she will no longer be a panelist for complaints and appeals since that would create a conflict. Nancy McCormack will serve the rest of Robert Struminski's term on the Standards Committee.
2. A nomination worksheet was created which gives people in the region an opportunity to volunteer for available positions or nominate someone. The worksheet will be available on the website.
3. Martin noted that the terms for positions Ethics panelists are not spelled out in the governance. He noted that Standards recommends staggered terms.

STRATEGIC PLANNING

1. Carl Yusavitz reported that the committee meets every two months. Ken Burnette continues to serve on the committee, though not as chair, in light of Ann Devine's resignation. Ute Schmidt has also joined the committee.
2. The committee continues to review financial requests and proposals to make it easier for member and students to attend REM and regional meetings. The committee is also reviewing the results of the Connectedness Survey with the Regional Director. However, one of the goals of the committee is to move away from the task of allotting funds to gaining a better grasp of the role of strategic planning. One way the committee is doing this is by reviewing the definition of the Strategic Planning Committee in the Governance Manual. During the committee's last meeting they decided on the following. To pay closer attention to its passion, as a committee and a region and review all former strategic plans carefully for implementation and/or revision and in light of the national strategic plan.

CERTIFICATION COMMITTEE

1. Paul Steinke reported for the Certification Committee. Eight people were reviewed in the winter 2001 meeting. One met for readiness and was encouraged. Three met for candidacy and were denied. Four met for extension of candidacy, one was denied and three were granted. One met for CPE supervisor and was granted. One student received a paper review.
2. Two NACC supervisors were grandfathered in as ACPE supervisors.
3. Nine people from the Eastern Region will be meeting the National Certification Commission in Vail this spring.
4. Peer reviews are going well and the first reviews are coming in. Peg Lewis is overseeing this process.

5. Consultations with training supervisors have been appreciated and the Commission is getting appreciative feedback.

ACCREDITATION COMMITTEE

1. Kathleen Ogden-Davis gave the report for the Accreditation Committee. Five centers were reviewed and all were recommended for the requests that the centers made. Four centers were granted extensions and five centers were recommended for notations for lateness of Annual Reports.
2. The committee voted to petition the Board of Representatives to rethink the segregation of CPSP and ACPE, in terms of joint site visits. The following motion was made in this regard.
M/S/C The Administrative Board asked the Regional Representatives to ask the Board of Representatives to allow the regional Accreditation Committee, when this is in the best interest of all parties, to allow joint visits.
3. The committee voted to approve the chair's provisional approval for JIPC (The HealthCare Chaplaincy) to offer a satellite program in Detroit, Michigan.
4. Due to the complexity of The HealthCare Chaplaincy's program, several changes were recommended in terms of its upcoming accreditation review.
5. The committee will be looking at fees that centers are charged as complexities in relation to centers change and increase.

BOARD OF REPRESENTATIVES

1. Harlan Ratmeyer and Cornel Rempel gave a report. The report regarding the merger with cognate groups has been put on the website. Some discussion took place during the joint Executive Committee in January. It was recommended that discussion of the proposal continue in the Region before the national meeting in Vail. Since time is an issue, it was suggested that people gather in small discussion groups in their areas and get the report those discussions to Harlan Ratmeyer.
2. The Administrative also made a statement regarding its support of Lesotho project being sponsored by The HealthCare Chaplaincy. The statement reads we the Administrative Board are supportive of the Lesotho project and the granting of units through ACPE.

REGIONAL DIRECTOR CONSULTATION COMMITTEE

1. Al Lumpkin reported on the work of the RD's Consultation Committee. The contract for the Regional Director needs to be re-worked so that it does not read like a job description. The contract for the RD needs to be reviewed every year. Al noted that we pay Jack Gleason for the time that he spends doing office work for the Region. The rest is volunteer time. He also went on to talk about the role of the Consultation Committee. The group may not need to be a structured group but it should be a group the RD could call on for input.

2. Some discussion took place regarding the price the Region should set for the computer equipment and software that Jack is using. The following motion was made in that regard.

M/S/C The Region will sell Jack Gleason the computer equipment for \$1.00.

GOVERNANCE MANUAL

There were several changes made to the Governance Manual. Jack Gleason will add all the changes and corrections.

M/S/C To move forward with the changes in governance and vote on it at the annual meeting in October.

DEVELOPMENT TASK FORCE

Angie VanHise and Carlos Alejandro will be asked to serve on this task force. The appointment to this task force will be for a year. The members included on it will include one person from the Budget and Investment Committee, two at-large members from the Region and one person from the Strategic Planning Committee. The purpose of the task force will be in identifying issues for the region around developing new and creative programming, formulating a process for inquiries from possible centers and identifying the need for a standing committee.

The meeting was adjourned at 2:50 p.m.

Respectfully Submitted,

Rev. Robin Franklin
Secretary