

Association for Clinical Pastoral Education (Eastern Region)
Administrative Board Meeting
The HealthCare Chaplaincy, New York City
September 26, 2003

Present: Al Lumpkin, Jack Gleason, Carl Yusavitz, Emily Jean Gilbert, Martin Montonye, Cornel Rempel, Harlan Ratmeyer, Kathleen Ogden-Davis, Denise Haines, Joan Hemenway, John Pumphrey and Robin Franklin

OPENING

The meeting began at 10 a.m. with Al Lumpkin presiding. Al began the meeting with a moment of silence and check-in.

MINUTES

M/S/C To approve minutes for the April 2003 meeting.

AGENDA

The agenda was approved with the additions of the discussion of dates for the next Administrative Board meeting and Janet Freed resigning as the clinical representative.

REGIONAL DIRECTOR'S REPORT

1. Pastoral Function

Jack's report includes the various and vast number of concerns – personal and professional – that have occurred among the membership since the last administrative board meeting.

2. Consultation in Regional Function, etc.

He participated in various functions across the region. Some of the activities included a significant amount of work around the recent concerns around Medicare passthrough. He has participated on the Certification Committee, RD consultation that took place in Toronto in February and working with John Pumphrey on the 2004 regional budget. The regional office's efficiency has been increased with the addition of a new PC combination printer and a new e-mail address. The bills for accreditation and student fees went out September 1.

3. Consultation in Education and Development

He has been involved in several educational and developmental endeavors. In terms of development has been in discussion with sites in New York, New Jersey and Pennsylvania regarding starting up ACPE programs. He has also been in consultation with several supervisors regarding difficult student situations. He continues to do supervision of students in the region.

4. Complaints and Grievances

No complaints have surfaced during this period. He continues to offer informal mediating interventions with potential complaints.

5. Financial Resources

- a. The region was in good financial shape at the end of 2002. In light of the fact that hosting regions have traditionally underwritten the cost of one meal or a social event for the national conference, the Administrative Board voted to establish a national conference expense line in the 2004 budget. There are indications that there might be 100 fewer students units for 2003. With this in mind attention needs to be focused on the amount of support the region can put towards the Portland ACPE Conference.

- b. In order to cover increasing costs for 200-2001, the student fee for SOS was raised and the region was not offering as much subsidy. It looks as if the region will be able to reduce the registration by \$20. The Northeast's participation in SOS has been diminishing. The region's contribution will be reduced to \$500 from \$1,000 in light of the latter.
- c. Though the region's current audit arrangement is satisfactory, a request was made for suggestions for other options.
- d. The region continues to accept contributions for the Susan E. Lyon Endowment Fund. To pursue other funding, a work group of regional persons with grant writing skills exists "on paper", and awaits activation by a coordinator not yet named.

6. ExNE Relationship

Further activity continued around the issue of having one regional director for both regions beginning January 1, 2005. The Administrative Board voted to further explore this idea. Al appointed an ad hoc committee comprised of John Pumphrey, Jo Clare Wilson, Peg Lewis and Ray Cooley in conjunction with Pat McCoy (Northeast Regional Director), Carl Yusavitz (Strategic Planning Chair) and Jack as an observer. During a teleconference in July the committee agreed to look at current Regional Director functions. Both regions will be asked to name perceived names. The committee concluded that there is no presumption of combining the two regions' functions into one position.

7. National Conference

Planning for the Regional Conference May 12-14, 2004 and the National Conference November 10-13, 2004 is going well. Members are being asked to budget accordingly so that both of the events are well attended by the membership.

EXPENSE ITEMS

1. Jo Clare made a request to region to underwrite the cost of her attendance, as representative of the region, at Maxine Glaz' memorial service.

M/S/C Provide the financial support to attend Maxine Glaz' memorial service as a representative for the region.

A recommendation was made that a letter go to Stu Plummer stating that Jo Clare is going as the region's representative to the memorial service.

2. Jeanes Hospital has overpaid student fees since 1994 because half units were inadvertently reported as full units. To rectify this discrepancy the following motion was made.

M/S/C Apply the overage from Jeanes Hospital to this year's student fees.

NATIONAL CONFERENCE REPORT

Joan Hemenway reported that the plans for the Portland conference are going well. There are two issues that she brought for consideration by the board. She asked that the Northeast and Eastern Region subsidize the McCutcheon/supper event. The subsidy would be in the amount of \$4,000. The second is a request for a \$7,500 subsidy for the Presidential banquet. The total of the request is \$11,500 with the Eastern Region responsible for two-thirds of the cost and the Northeast Region responsible for one-third of the cost. The workshops are going to be limited to a focus on the theme. The committee is asking for proposals. Mary Martha Thiel is overseeing this aspect of the event. The committee will be again during the Geneva Lake meeting.

BOARD OF REPRESENTATIVES REPORT

Harlan Ratmeyer and Cornel Rempel reported. Concern has been raised whether three unit residencies will be able to get Medicare passthrough. ACPE will continue to stay on top of this concern. There is no urgency on the part of the ACPE Board re-align regions. Regions do not seem to be interested in pursuing this as a remedy to critical mass issues across the organization. The Board continues to be supportive of regions as they work out these concerns. Al brought to the Administrative Board's attention that there is no clear policy about a supervisor losing credentials in relation to a felony conviction. However, there is a policy that addresses rescinding credentials for the sake of student safety. The board representatives will bring this issue to the ACPE Board.

ACCREDITATION COMMITTEE

Kathleen Ogden-Davis reported. Angie VanHise and Steve Smith have resigned from the committee. Two centers made requests for withdrawal of accreditation and the request was granted. Three satellites have been added. Since they have not had a site visit yet, they will not appear in the directory. Three centers were reviewed. One center was recommended for continuing accredited membership, one was recommended for continuing accredited membership with notation, one was recommended for candidacy and supervisory CPE, and the last was recommended for addition of supervisory CPE. The committee is requesting that the region's Administrative Board or Executive Committee send a reminder to Clara Mass and St. Barnabas to send student files to the national office. The committee is also requesting that the Executive Committee consider a more intentional inclusion of supervisory education students on regional committees.

NOMINATING COMMITTEE

Emily Jean Gilbert reported. She handed out the ballot for the upcoming election. Denise Haines was added to the ballot for the Eastern Region Conference Committee. The committee will be working on clarification of classes for elected officers.

PROFESSIONAL ETHICS COMMITTEE

Denise Haines reported. She expressed concern that the Ethics Committee is being used for supervisors to work out their anger with one another over issues around professional ethics. She reported that the National Association of Jewish Chaplains is working on a code of ethics for its rabbis. Currently the committee is looking at a paper review of a complaint.

CERTIFICATION COMMITTEE

Ted Trout-Landen reported. The committee reviewed 12 candidates during the fall 2003 meeting. There were five for readiness, two for extension (one was granted, one received a first denial), four were for candidacy and all were granted and one was a consultation before meeting the Certification Commission. Four people from the Eastern Region will be meeting the Certification Commission in Lake Geneva. The next meeting of the Regional Certification Committee will take place March 3-5, 2004. Most supervisors are in compliance in terms of peer review. Those who are not still have an opportunity to respond. The process will be changed to a July/June year timeframe for easier tracking and compliance. Peg Lewis oversees this process. Ken Hayden, who is serving as vice chair of the Certification Commission, has coordinated position paper readers. There are four teams and they read papers for different seasons during the course of a year. The national office is pleased with this arrangement. An ongoing issue is dealing with the suspension of supervisory credentials for Israel Kestenbaum. Concern was raised about tracking a student between the times s/he is certified as a candidate and appearing for associate. It was suggested that students get asked to send in a letter that outlines what they are doing and where they are.

Ted will take care of this. Discussion continued about having readiness meetings take place on a sub-regional level.

FINANCIAL REPORT

John Pumphrey reported. He handed out a report of the region's income and the budget for 2004. Several motions were made in relation to discussion of budget items that occurred in the earlier part of the meeting. Those motions are as follows.

M/S/C Accept the 2004 budget as presented and recommend it to the region for ratification.

M/S/C Revise the financial procedure manual to reflect a three-year limit for budget errors.

M/S/C When the Executive Committee determines that the region should be represented at any event it will delegate one. The region will cover the expenses of the officer or delegate in such an instance.

REGIONAL CONFERENCE COMMITTEE

Bill Gaventa could not be present but he sent in a report. He is working with Mary Beth Hayes from the Northeast Region. The working theme of the conference is around personal and professional ethics. The plenary speaker is Arthur Frank. Ann Underwood will also take part in the conference. She is the consultant to the Ethics Commission. There are already for workshops planned and there is a call for more. The conference will take place in Portland so that East and Northeast members would be familiar with the area for the national meeting in November. Bill's report also included an estimated budget. Discussion took place regarding Bill's suggestion that centers might want to contribute money to help underwrite the cost of conference. Bill's center has contributed \$200. The Administrative Board agreed to support Bill's efforts to get sponsorship for extra money and the region will also support the conference.

STRATEGIC PLANNING COMMITTEE

Carl Yusavitz reported. He noted that there is still a lot of energy among members to work but committee members admit that they are feeling less sure of their purpose since they gave up the funding aspect of their responsibilities.

ENDOWMENT FUND

Martin Montonye reported. The Administrative Board decided that in creating an endowment it would be important to be clear to the membership and donors that money could be donated to honor anyone. The fund would be called the Eastern ACPE Region Endowment.

M/S/C The Endowment Fund would support Eastern ACPE Region programs. The income will be used for Eastern ACPE Region education including lectureships, tuition and conference expense for students.

SETTING DATES

The Administrative Board meetings for 2004 will take place on April 2 and October 8.

REGIONAL DIRECTOR SEARCH COMMITTEE

Al will appoint a committee to begin the search for the next Regional Director. Al will announce this at the meeting in Geneva and talk to the committee members beforehand. He asked that Administrative Board members e-mail suggestions for names of people to serve on this committee. The search should begin January 2004.

Meeting was adjourned at 2:30 p.m.

Respectfully Submitted

Robin Y. Franklin

Secretary