

Association for Clinical Pastoral Education (Eastern Region)
Administrative Board Meeting
The Healthcare Chaplaincy, New York City
Friday, October 6, 2000

Present: Paula Teague, Jack Gleason, Cornell Rempel, Paul Steinke, John Pumphrey, Harlan Ratmeyer, Al Lumpkin and Robin Franklin

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

OPENING

Time was taken for members to check-in with one another.

AGENDA

The 2004 Conference and Salary Survey were added to the agenda. It was approved as amended.

MINUTES

M/S/C to approve minutes from the March 31, 2000 meeting as presented.

REGIONAL DIRECTOR'S REPORT

1. Pastoral Concerns

Jack noted that there are a lot of transitions going on in the region overall. There are members who are coping with health issues, new jobs and moving to new homes. He has been in touch with the administrator at Christiana Hospital to talk with them about CPE in light of John Pumphrey's move to Einstein in Philadelphia. He talked about his own transitions as he adjusts to his new position as Regional Director and expressed thanks for the help he has received from the membership. Lastly in this time of change he has had more time to look at the region's finances. He is finding that money is being used for ministry but that we also need to remember that the money is not limitless. The region had a number of unexpected expenses.

2. Web Page

The web site has had 993 hits since it went into operation in March. It is working well and there are no sites under construction.

3. REM

The Strategic Planning Committee will be responsible distributing the scholarships for the REM Invitational. A \$350 scholarship would provide for 21 people. If a student has a hardship and being reimbursed creates a problem, the can contact Jack.

4. Other Issues

- a. Jack has been frustrated with the lack of response from the seminaries. There has also been no response from the people in Puerto Rico. The history book for the region now has an insert

correcting the original one that was written regarding CPE in Puerto Rico. Celsa is satisfied with the correction.

- b. Jack helped resolve the complaint of a student. They were both satisfied and his intervention helped the student not to move to the more formal procedure.
- c. Jack would like to buy the computer equipment in 2001. He suggested paying 2/3 of the cost of the price of the equipment. John Pumphrey will review Jack's request and suggestion.

M/S/C Commendation for and acceptance of the good work that Jack has been doing on behalf of the region.

5. Regional Recognition – Annual Meeting

Greg Stoddard will be recognized for his work on the Accreditation Committee and Ken Burnette will be recognized for his work on the Strategic Planning Committee. Both will also be moving to new positions. Al Lumpkin will be stepping down from his position on the national Strategic Planning Committee.

6. It was suggested that the job description of the Regional Director get changed to a contract that would outline what s/he does. In that regard the following motion was made and accepted.

M/S/C The Administrative Board is directing the Regional Director's consultation committee to review and modify the contract of the Regional Director for approval by the Administrative Board.

DISTINGUISHED SERVICE AWARD

The discussion of names for 2001 was tabled.

REGIONAL INCLUSIVENESS

Jack and Paula have been having discussions with people in the region. Some have talked about not feeling included or not attending meetings. They thought that we might look at how we could be more inviting. The leadership group will make three calls to people and ask them about their involvement in the region. People will also be asked how they feel about the association, the region, their observations and their needs. Jack will be responsible for dividing us up and letting us know whom we will call.

NOMINATING COMMITTEE

1. Martin Montonye handed out the ballot and everyone who is on it has been asked if they are willing to serve.
2. Concern was raised about the six-year term of the Accreditation chair. At this point, a person serves a three-year term as chair-elect and a three-year term as chair. Other concerns were raised about the lack of guidelines in the Governance Manual around partial terms and who can serve on what committees. For instance on what committees can supervisory education students serve? Al Lumpkin and Martin will work on a draft for the Governance Manual to address these concerns. The drafts will be presented to the Administrative Board in March.

TREASURER'S REPORT

1. John presented the region's budget for 2001. After some discussion, the following motion was made.

M/S/C To receive and approve budget to be voted on by the region.

2. John also presented a draft of the Budget and Investment Manual. After some discussion, the following motion was made.

M/S/C To approve the draft of the Financial Procedures Manual as a working document. The Administrative Board recognizes the authority of the Budget and Investment Committee to maintain and revise the Financial Procedure Manual subject to review every year effective October 6, 2000.

CERTIFICATION COMMITTEE

1. Paul Steinke reported that the Certification Committee met 18 candidates. In order to carry out the business of certification, 12 people had to be co-opted. The results were Readiness: 4, Candidacy: 7 (4 passed, 3 did not), Consultations before National: 2, Extension Associate: 2 passed, Extension Candidacy: 2 passed and CPE Supervisor: 1 passed. The spring meeting will be held at Tuscarora on March 7 – 9. Intent to meet the committee must be in by January 7 and materials must be in by February 7.
2. Paul noted the large number of candidates that are presently in the certification process. There will be five people going up for certification as Associate Supervisor in November. Three for the first time, one for the second time and one for the third time.
3. Those candidates who are CPSP certified seeking certification as an ACPE supervisor would be looked at by ACPE standards.
4. Paul noted that fee to meet the regional committee has been changed to \$150. Meeting the committee for a readiness consultation remains at \$100.

M/S/C All fees for meeting the Regional Certification Committee be \$150 except for readiness, which is \$100. We affirm the decision made for a new fee schedule made by the Certification Committee in September.

5. Paul noted that there is a new Certification Manual. He raised the concern that students would not be able to supervise until they are certified as candidates. The standards need to be clearer about candidacy and a person is able to do at that level. Those candidates who do not get extensions get put on probation and meet with the regional committee again in six months.

ACCREDITATION COMMITTEE

1. Jack Gleason reported for Greg Stoddard. The report from the March 10, 2000 meeting was distributed noting the business of the committee. Greg led the committee in a 90-minute session in which he discussed updates in Accreditation, Standards and practices for Site Visit Teams. Annual reports for the centers in the region that were handed in on time were reviewed and accepted. Six centers were reviewed. Five of them were approved and one is waiting for a Regional Reviewer to look over the center's materials and make a report. Four Satellite programs were also approved.

STANDARDS COMMITTEE

Al Lumpkin reported about concerns regarding CPE peer groups. A student peer group has to have three people in order to have a viable program. How that is carried out is where the ACPE needs to do some work. If a person is involved in the program, s/he has to be totally involved in the process. Some people also want those who are involved in the particular program to be working towards ACPE credit. Another concern has to do with centers providing peer groups for supervisory education students. According to the standards the center does not have to provide a peer group.

ANNUAL CONFERENCE

Robin Franklin reported regarding the upcoming conference. She reported an outline of the schedule including the plenary speaker, who is Dr. Margaret Kornfeld, a panel discussion and several workshops. She talked about the hard work that the committee has done and that things are as ready as they can be. She raised some concerns about how the conference is budgeted and how the leadership for the conference is worked out.

CLINICAL MEMBERS

Ann Devine has resigned as the Clinical Member representative. Ann has also left Valley Hospital and is working at another hospital in the New Jersey area.

2004 CONFERENCE

This conference will be done in conjunction with the Northeast Region in Portland, Maine. Sarah Lawrence Lightfoot was suggested as a possible speaker. She is a professor of sociology at Harvard.

SALARY SURVEY

Some discussion took place about how to conduct a survey to get an idea of the salaries that ACPE supervisors are making. The following motion was made in this regard.

M/S/C Ask Jack to put a salary survey in the Newsletter and send out in the mail requests for the amount of money supervisors are making.

The meeting was adjourned at 2:30 p.m.

Respectfully Submitted,

Robin Y. Franklin
Eastern Region Secretary