

Association of Clinical Pastoral Education (Eastern Region)
Administrative Board Meeting Minutes
Healthcare Chaplaincy, Inc., New York City
October 1, 1999

Present: Ray Cooley, John Bucchino, Denise Haines, Greg Stoddard, Robin Franklin, Paul Steinke, Ken Burnette, Jack Gleason, Ann Devine and Jim Jeffrey

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

OPENING

Paula opened the meeting with a moment to check-in with committee members.

AGENDA

No items were added to the agenda.

CARE FOR MEMBERSHIP/CELEBRATIONS FOR REGIONAL MEETING

Paula will send flowers to Priscilla Denham and a gift to John Swift as an acknowledgment of their service to the Eastern Region. Jack Gleason and Glenn Jantzi will be acknowledged at the regional meeting because they are retiring. Jim Jeffrey will be acknowledged for his service as the regional director.

REGIONAL DIRECTOR'S REPORT

1. Jim reported that the Eastern Region has lost Bellevue as a CPE center and it looks like the same will happen with Hahnemann. Christ Hospital in Jersey does not know whether it can find someone and Overlook is actively looking for a supervisor.
2. Jim met with Mary Jean Metzger to find out what she is doing. She is active in parish work and is looking for a permanent job as an assistant. She is enjoying what she is doing. She wants to have a conference with Jim within the next month. Priscilla loves her new position in New Hampshire but the move has not been good for her son. Jim also went to Jeffrey Silberman's installation at Einstein in Philadelphia and Jeannes Hospital to attend a presentation of Joe Driscoll's. He reported that he likes when supervisors invite him to events.
3. One center had Jim come in and do an intervention with a student who was going to file a complaint. The student's need to be heard was met and he did not file the complaint. There is a another ongoing complaint that has moved into a regional review. Another region is actually doing the work because the situation

is complicated. A mediator was used in this instance but neither party was satisfied with the outcome.

REVIEW OF REPORT OF SELECTION COMMITTEE

1. The Board will make a recommendation to region for its approval. Paula got a good response by e-mail from members of the region.
2. There was some discussion of the value of an advisory committee. In the seven years that Joan Hemmenway was Regional Director she met once with a group to review her work. This was also true for Denise. Both of them thought that the latter was not enough. Jack reported that he would appreciate help. It was suggested that the administrative board appoint a committee. It was also suggested that the selection committee serve on the advisory committee. This group would include Cindy Strickler, Ralph Ciampa and Al Lumpkin (chair).

M/S/C The chair elect make a report from the Regional Director consultation committee to administrative board beginning Spring 2,001.

3. Someone in Atlanta decided that Jack Gleason's name would not be listed as the Regional Director in the new directory. Jim Jeffrey called Decatur and told them that Jack's name had to be included.

BUDGET PROPOSAL

1. Ray Cooley gave the budget proposal. The following issues were highlighted. Questions were raised about the income line for SOS. The Northeast's contribution should not be as high as \$4,000 due to decrease in the number of supervisory education students. The Executive Committee's expenses are up due to expenses for the Regional Director Search Committee. Certification Committee expenses are up due to increased activity. The History Committee's budget was changed from \$2,400 to \$2,500. The budget for the International Congress in Ghana will be budgeted for every four years.
2. Jack Gleason handed in a request for equipment and office expenses for his tenure as the Regional Director. After some discussion about what he would need, his request was approved.
3. Jack will be looking for a new auditor for 1999 closer to where he lives.

M/S/C Authorize Jack Gleason to purchase computer equipment not to exceed \$2,500 and the equipment is owned by the region.

M/S/C The budget was approved.

REVIEW OF REGIONAL STRATEGIC PLAN

1. Concern was raised about how the region uses and invests its finances. In response to this issue, board members thought that one approach might be to seek consultation from other regions. Greg Stoddard also will be asking his wife, who works in banking, about people the region might talk to in this regard.
2. Board members also thought that it was important to look at the strategic plan again and see where energy is. Jack brought in a document that reflected the three areas that the Eastern Region adopted as strategic priorities. 1) Maintain professional quality (excellence) while enhancing/improving community life, with implementation assigned to the Executive Committee. 2) Adapt and strengthen our bases, with further development and implementation by the Development Committee. 3) Develop the innovative and the cutting edge (mission), with further development and implementation by the Development Committee.
3. The board decided that distribution of funding for REM will be the responsibility of the Strategic Planning Committee. The funds will be distributed on a first come, first served basis and each student will receive \$200. It was suggested that George West, as REM representative, receive a letter reflecting this decision. Robin will follow-up on this.
4. Ken Burnette reported that a \$3,000 grant was made to a supervisory education student at the University of Pennsylvania Health System in Philadelphia.
5. The board made the following changes to the requirements for applying for a grant from the region. The applicant needs to include what are his/her plans for future funding. A cut-off date will be included on the application and grants will be given once a year. There will be an accountability piece to insure that funds are used for the suggested proposal.

M/S/C Accept Ken's report with the necessary changes.

M/S/C Support Strategic Planning Committee in decision to publish guidelines in next publication of newsletter with proposals to be in by February 1.

JOINT REGIONAL CONFERENCE REPORT

John Bucchino reported on the program for the fall conference. The following additions were made. The name of the chair for the Northeast Region, Don Bloom, was added to the Bi-Regional Report Update in the program. The special interest group meeting was taken out because it interfered with everyone being present for the business meeting on Friday, October 22. Al Lumpkin will do a session on the standards and George Hanzo is available to do a session about getting certified as a

chaplain. Time will be added during the banquet for recognizing service and retirements.

NOMINATING COMMITTEE

1. Paula will call Celsa to follow-up on where the Nominating Committee is in terms of names for committee vacancies.
2. Suggestions were needed for the Finance, Nominating, Conference Planning, Certification and Strategic Planning Committees. Jim Jeffrey agreed to serve on the Nominating Committee and Ann Devine agreed to serve on the Strategic Planning Committee. Paul Derrickson was suggested for Finance, Anne Baltzell was suggested for Conference Planning and Ken Hayden for Certification. Ray Cooley will follow-up on Anne Baltzell and Jim will follow-up on the others.

REGIONAL COMMITTEE REPORTS

Certification

1. Four people went up for a readiness appearance. Five people requested candidacy and all of them were granted. Five people requested an extension of candidacy and three were granted.
2. The Certification Committee is proposing a three year pilot project in which extension of candidacy becomes a two-step process. This is in the event that a candidate is denied a request for extension.

Accreditation

1. Accreditation reviewed files for St. Raphael's and St. Luke's. Lutheran Care Centers, where Ed Kopp is, added supervisory education.
2. Greg asked for help from members of the region to keep up with changes in centers, supervisors, etc. He also wanted to clarify that there is no fee for center reviews.

Clinical Members

The national representative sent out a survey to all clinical members in regard to how they see their role in ACPE and how they would like to be used.

Ethics

1. Jack submitted a report with the following issues. One complaint is being processed, and a complaint was averted, as noted under the Regional Director's report.
2. The Professional Ethics Commission is scheduled to meet November 10-13, 1999 in Atlanta.

3. It will be necessary to elect a new Professional Ethics Committee representative to fill Jack's unexpired term ending in 2,001.

NOMINATION FOR DISTINGUISHED SERVICE AWARD

M/S/C To move on Joan Hemmenway's name for the Distinguished Service Award.

ACPE 2,000 MEETING

1. Bob Anderson will be working on the birthday party and talent show.
2. Jim suggested getting nominations from the regional members and putting an announcement in the newsletter in reference to nominees for the CPE Leader Award. The nominations will be sent to Robin.

REGIONAL GOVERNANCE

Paula noted that the board has probably gone over the governance as much as it possibly can. It is time to put it through with the necessary corrections.

ANNOUNCEMENTS

1. Reminders about peer review should be done every year.
2. The next Administrative Board meetings will be on March 31 and October 6, 2,000. The next Executive Committee meetings will be January 14 and July 21, 2,000. The place will be determined after fall conference. The next regional meeting will be October 25-27, 2,000.

Meeting was adjourned as 2:30 p.m.

Respectfully Submitted,

Rev. Robin Y. Franklin
Regional Secretary