

Association for Clinical Pastoral Education, Inc
Eastern Region
Administrative Board Meeting
The Healthcare Chaplaincy, Inc.
April 8, 2005

Present: Beth Glover, Al Lumpkin, Carl Yusavitz, Jo Clare Wilson, Nancy McCormack, Ted Trout-Landen, Sue Asher, Kathleen Davis, Emily Jean Gilbert, Jeffery Silberman, Ray Cooley, Johnny Bush.

OPENING

The meeting was called to order at 10 a. m. with Beth Glover presiding.

MINUTES

The minutes of our October 8, 2004 meeting were approved as read.

CHECKING IN

Board members shared personal concerns and celebrations and Beth led us in prayer.

AGENDA

The agenda was approved., with some changes made in the order.

REGIONAL DIRECTORS' REPORT

Activities and Travels: Our regional directors, Nancy and Jo Clare, reported on their activities and travels since January 1: They attended the Regional Directors Consultation in San Diego; Racial Ethnic Multicultural Conference (REM) in Miami; ER Executive Committee meeting in NYC; and the ER Certification Committee meeting in Mt. Bethel, PA, where they served as committee members as well as regional directors.

Back home at the office they amassed six boxes of files, set up email and updated the ER web site, installed Quicken and began writing checks and keeping books. Many long and rather tedious hours were needed for the office start-up. Two mini-newsletters have been mailed out via email through acpeer and are also available on our web site. These newsletters have received good reviews for the crisp way that they keep regional members informed. A hard copy newsletter is planned for late April or early May, for which they have some clever ideas that they believe will be fun. By their estimate they have responded to some 200 emails, many from potential students wishing information and various requests from centers and supervisors.

Change in Addresses: Regional members need to contact Meigs Ross for changes in their email addresses.

2005 Standards: Jo Clare reported that she and Nancy have a box of the printed and bound 2005 Standards should anyone in the region need a copy.

TREASURER'S REPORT

Al Lumpkin reported that as treasurer he co-signs checks for our regional directors' compensation and provides general oversight of our regional finances via his connection with the directors' quicken reports. He noted that the regional treasurer's duties are largely consultative.

Nancy McCormack and Jo Clare Wilson, as regional directors, keep the books and write checks. Nancy presented board members with detailed income and expense summaries and balances. She said that they continue to use the format developed by Jack Gleason and John Pumphrey, on whom they have relied for much appreciated assistance. Our regional finances appear to be in good shape.

Al questioned whether our CDs are currently the best instruments for our investments. He noted that PUT notes offer the same interest and, in contrast to CDs, are liquid - withdrawals take just two or three days.

GRANT PROPOSAL

The board considered a grant proposal from Paul Steinke on behalf of the Bellevue Chaplains CPE program. It was decided that further clarification on this proposal is needed before action can be taken. Al will call Paul to find out when the proposal needs to be worked on and he will then conference with members of the finance committee for a recommendation. The finance committee recommendation may be acted upon at our regional meeting in Tuscarora.

BOARD OF REPRESENTATIVES

Jeffrey Silberman announced that he would not be attending the Spring meeting of the Board of Reps because the schedule of the meeting conflicts with Passover. The ACPE office regrets the scheduling oversight. Jeffrey asked Cornel Rempel to represent us in his absence.

REGIONAL CONFERENCE

Registrations are low but should pick up for the East/Northeast Regional Conference scheduled for next month. An email inviting workshop sign-ups will be out soon. Some people from the Northeast say that they are not going to attend because of the travel distance. Ted Trout-Landen suggested that we might look into applying for APC continuing education hours. Jo Clare Wilson said that she will follow up on this idea with Bill Gaventa

CERTIFICATION

Ted Trout-Landen reported that the certification committee reviewed ten candidates at the Spring 2005 meeting, two for readiness, four for extension of candidacy (granted), three for candidacy (granted), and one for M.Div. equivalency (granted). Ken Hayden was elected chair-elect. Three of four of our regional members who met the national Certification Commission in Portland were granted Associate Supervisor status. They are Angelika Zollfrank, Dean Luther, and Sergei Petrov. The Fall meeting of the regional committee is scheduled for September 21-23 (8 PM on the 21st till Noon on the 23rd) at Stony Point NY. Declaration of intent to meet the committee with fee payable to the Eastern Region (by hard copy only) are due to the regional certification chair postmarked by July 8, 2005. Materials are to be in the hands of presenters by August 19, 2005. Tyler Dudley reports that all regional supervisors are in compliance with their peer review reports. Ken Hayden continues to coordinate with Deryck Durston (ACPE) the readers of position papers with requests for readers. Each region has four teams to read papers each season

of the year. Currently there are seven supervisory students in readiness, sixteen candidates, and six Associate Supervisors in the Eastern Region (although at least two Associates are in the process of moving or have moved to other regions). Finally, the APC has requested that we not use their process for equivalency. The ER Certification has decided to adopt on a temporary basis APCs guidelines for determining equivalency and will meet to consider equivalencies at the semi-annual regional certification meetings.

ACCREDITATION

a. Report

Sue Asher reported three center withdrawals (Lutheran Service Society of NY; Avery Heights in CT, Calvary Hospital in NY); and three satellites (Lutheran Care Ministries to add Upstate NY University Medical Center; UPa to add Ft. Dix NJ; Robert Wood Johnson to add Bellevue Hospital). Lehigh Valley (PA) is adding Supervisory CPE; Norwalk (CT) Hospital has achieved accredited membership; and Penn Foundation is accredited for Levels I and II CPE. Five Year Reviews: Hartford Hospital, Hospital of St. Raphael, Valley Hospital, Lutheran Care Ministries, Geisinger Hospital, Lancaster General, St. Luke's Bethlehem. Ten Year Review: Christiana Care Health Care System to offer Level I and II CPE. Postponements: For Ten Year Review, Stamford Hospital, Wellspan Health and Overlook Hospital; For Five Year Review, Catholic Health East. New York Presbyterian Hospital has received a notation for failure to submit materials by a March 31 deadline. VA NY Harbor Healthcare System's Candidacy is cited for multiple deficiencies. All center annual reports are received and affirmed, with the exception of Cooper Health, which was cited as out of compliance for failure to submit an annual report.

b. Governance Issue

Our governance limits the accreditation chair to one term while the national policy is that the regional chair serve for two years on the Accreditation Commission. After discussion it was *M/S/P to amend our governance manual to permit the regional accreditation chair to serve two consecutive terms, to be presented to the regional membership at our Spring regional meeting and then again in the Fall, in accordance with our regional by-laws.*

2006 REM CONFERENCE

Johnny Bush reported that the theme for the 2006 REM Conference will be, " Engaging Our Stories and Themes of Race, Ethnicity and Culture." The conference committee is working on a hotel for the meeting (somewhere in the NY area). They anticipate more registrants than is normal, as many as 300. Email Johnny with any suggestions at Johnnycbush@aol.com. There was discussion concerning (1) scholarship money for REM (can be applied for in advance of required payment) and (2) additional fiscal support from our region since we are the host region. *It was M/S/P that the Finance Committee be directed to raise the REM budget for fiscal 2006 to \$3000. and that the individual scholarships be raised to \$300., which can be applied for before the required payment.* Johnny Bush, on behalf of his planning committee, will present a grant proposal to the Executive Committee of the region asking for additional financial help with the 2006 REM Conference. Upon receiving the proposal the Executive Committee will teleconference and then present a recommendation to the region.

STANDARDS

Cathy Bickerton would like to know any glitches we may find in the 2005 Standards document. There was discussion of the usefulness of a regional Standards Committee since all Standards business is done at the national level. It was *M/S/P to present to the region a drafted change in our governance to reduce the regional Standards Committee to a chair and a vice-chair, to be accomplished in accordance with our regional by-laws.*

ETHICS

Emily Jean Gilbert reported that currently there are no complaints of ethics violations in the region.

Jo Clare Wilson will talk with Ann Underwood (ACPE Legal Consultant) to invite her to come to our region this Fall or next Spring to offer a program on the new Ethics process. It could be a day and a half meeting and perhaps meet at Mercy Center (CT). Jo Clare will also invite the Northeast Region to join in. She will report back at our next board meeting or, perhaps sooner, at the next executive meeting.

NOMINATING

Ray Cooley reported that we lack one nominee for Strategic Planning. Potential nominees were discussed. After discussion regarding the importance of including SITs and Clinical members on our committee, it was agreed by consensus that Clinical Members (pending review by our by-laws) may serve on any committee except for certification. Anyone in supervisory training who has had at least a readiness consult is eligible is eligible for a committee nomination, except for certification, accreditation, ethics and standards committees. Ray will present our recommendations to the region this Spring for their information and discussion.

STRATEGIC PLANNING

Carl Yusavitz reported that his committee has affirmed the Administrative Board recommendations: (1) that the committee consider itself as a regional development committee; (2) that it concentrate on developing stronger ties with seminary and denominational reps; (3) that his committee explore ways ACPE and CPSP might work together more collegially; and (4) that it create ways to reach un-CPE trained chaplains in the region. Carl presented a detailed plan to contact seminary and denominational reps. It was *M/S/P to adopt the Strategic Planning Committee's plan to contact seminary and denominational reps and to charge the Regional Directors with the duty to carry out the plan.*

ADJOURNMENT

We adjourned at 2:30 PM.

Minutes Submitted by Ray Cooley, Acting Secretary.