

**EASTERN REGION ACPE  
Executive Committee/Administrative Board Retreat  
July 6-7, 2006  
Stony Point, NY**

**Thursday, July 6**

**Present: Steve Dutton, Cathy Bickerton, Greg Stoddard, Beth Glover, Carl Yusavitz, Emily Jean Gilbert, Jeffrey Silberman, Kathleen Davis, Nancy Anderson, Al Lumpkin, Jo Clare Wilson**

**Absent: Will Sieburg, Carlos Alejandro**

**Beth Glover, Chair,** called the meeting to order at 3:30 and welcomed everyone. She explained the purpose of the gathering as a time for building our leadership team, in order to envision the future direction and plan for the Eastern Region. The agenda was presented and modified by the group.

The group then spent time sharing thoughts and concerns regarding Joan Hemenway.

**Team Building:** Nancy divided us into 3 work groups for an exercise in team building and a beginning place to think about how we work as community. The 3 work groups will be utilized on Friday to discuss and initiate strategic planning for the region.

The group went for dinner.

**Friday, July 7,**

**Beth called us to order at 8:40.** The first item on the agenda was to discuss the recent action by the ACPE Board concerning centers who offer both ACPE and CPSP. The purpose of the discussion was to understand the impact and ramifications for our region.

As a region can we take the lead in handling this situation? Al suggested that we communicate with centers that are dually accredited and request that they declare which they wish to affiliate. The communication should be with hospital administrators. We accredit programs and not supervisors. We should include in the letter a clear invitation that centers would choose to be affiliated with ACPE. The letter should be signed by both national and regional accreditation chairs. We have an immediate decision coming on board with a site visit planned in the next few weeks. Should the letter come from the Executive Director with a historical perspective and a rationale?

Beth will work with Steve Dutton and Sue Asher to formulate a letter and a plan for communicating this action. And, they will work in conjunction with Teresa Snorton.

**A motion was made that the Region resolves to take action by 1. Contacting national accreditation and executive director to request guidance on implementing this decision within our region, and, 2. Delegate to Asher and Dutton the responsibility for making a pastoral response to our colleagues in dually accredited centers**

**Motion by Silberman, 2<sup>nd</sup> by Davis *motion passed unanimously.***

After a break we broke into work groups to work on an initiative using a formula of thinking in terms of vision, obstacles and resources. Make it specific to this region.

Reports from work groups: **MULTI-CULTURAL COMPETENCY**

1. ***Vision: Making CPE and Supervisory Process more accessible to students from multi-cultural backgrounds.***

- Develop a seminar –ER specific for multicultural/multiethnic/religious/class
- Develop a regional website for students to connect with one another.

2. ***Vision: Multicultural outreach to acpe centers***

- Depending on needs of centers
- REM needs to make a decision about specifically Christian or broaden their base
- Regional ad-hoc consultation committee
- Mini-CPE's for ethnic communities
- Waive student fees/giving scholarships for under-represented minority groups

3. ***Vision: (2<sup>nd</sup> objective from Multi-cultural objective in the Strategic Plan document) In 5 years our leadership would reflect diversity***

- Resources – develop curriculum that could be part-time, introduction to pastoral skill development focused on more conservative, Pentecostal students.
- Resource – Geisinger/Penn/Norwalk already have curriculum
- Offer a workshop at regional meeting about developing curriculum

Jeffery passed out list of alternative names for ACPE and asked for feedbacks.

Report from work groups: **CERTIFICATION**

1. **Vision:** Develop minimum criteria for theory papers and readers regarding expectations for both writing and evaluating papers.
2. **Vision:** Adding continuing education for training supervisors at SOS and regional meetings in supervisory education. (resources – places)
3. **Vision:** Advocate at the national level a consolidated vision of 3 tiered process which has standards and competencies which allow for different levels of supervisory function. Candidacy/associate/supervisory level 1, 2, and 3.
4. Create a supervisory education model that would address shortage of supervisors by drawing on APC BCC. Resources: 125 – 150 BCC yearly, common standards

in COMISS, have 2 who have done this already (Terry Culbertson and Kitty Garlid)

Report from work groups: **DIVERSE SETTINGS/ACCREDITATION**

1. Reach out to following communities to offer continuing education: Police, horse tracks, airport, and truck stops, industrial, etc.
2. Request CPE supervisors in Eastern Region to explore diverse settings for CPE in their areas
3. Expand the pool of supervisors to take advantage of diverse settings beyond healthcare.
4. Establish working group to build a data base of unusual CPE settings and experiences – identify history of what has been done regionally and nationally.
5. Create a CPE Center at NYC Port Authority Terminal. Resources: HCC, Lutheran Alliance, seminaries, Riverside Church, etc.
6. Utilize interim supervisor to create new centers.

**Afternoon Session**

The group met as a whole to discuss the following issues:

- Leadership structure and function of the Administrative Board/Executive Committee.
- Is there a way to reduce the number of meetings on both of those entities? (e.g. Use conference calls for the executive committee as opposed to meeting.)

**Work Group suggestions:**

1. Executive committee meet only in emergency situations, called by the Chair.
2. Administrative Board – annual retreat in new year, business meeting, and at regional met., meet prior to fall certification.
3. 1 board – decision making, reviewing, envisioning (1/1/2 days each) use vehicles of communication more effectively
4. 1 meeting in summer, beginning wed at dinner, all day Thursday and Friday until noon. Looking at governance manual we should be able to do all business. All other business done by executive committee by phone when called by chair. It would be good for regional admin. Board to meet with NE admin board at spring meeting -
5. regional directors need consultation committee, to negotiate contract, to evaluate and to consult with
6. We need a task force or work group to review governance manual and assess needed updates and changes by fall 2006 meeting (chair elect, plus 3 other members appointed by the board.

***Regional directors should be the ones who take “executive responsibility” for making sure the work is being done.***

A motion was made to have one meeting a year, in the summer, over an extended time period for administrative board and those designated on the exec committee meet only for conference call and when emergency arises. Made by Kathleen Davis and 2<sup>nd</sup> by Al Lumpkin. Friendly amendment is to include new chairs about to take office, along with current one. The purpose and function of the meeting is for decision making, reviewing business and envisioning future. ***Motion passes.***

(Suggestion for website that we have “the latest” space where we keep folks up to date about what is happening)

Break.

**Budget discussion:**

- **Tight or loose – chairs made to stay within budget or flexible?**
- **Excess of approximately \$80,000 – do we spend or save? Over 3 years, allocate \$20,000 each year for 3 years for regional projects?**
- **If so, how shall we do it? Al’s recommendation is that we go to Strategic Planning and ask what we want to do?**
- **Are we satisfied with what we have to spend? Or, as the region with the lowest student unit fee, should we raise it.**

***Motion that we spend \$20,000 for each of the next 3 years (starting in 2007 for projects that fit our priorities as set forth by the Administrative Board at our meetings.(Lumpkin, Stoddard)***

***Motion passed.***