

**Eastern Region ACPE Administrative Board Retreat
Stony Point Retreat Center, Stony Point , NY
June 19, 20, 2008**

Present: Kathleen Davis, Chair; Paul Steinke, Chair-Elect; Board of Reps- Greg Stoddard; Accreditation Com. – Steve Dutton; Certification Com.- Maureen Mitchell; Ethics Com.- Emily Jean Gilbert; Annual Conference Com.- Carolyn Fleming Sawyer; Regional Strategic Planning - Peg Lewis; Standards – Keith Espenshade; Clinical Members – Claudia Landau; Nominating Com.- Harlan Ratmeyer; Treasurer, Budget & Investment - David Stickley; Secretary- Angelina Van Hise; Regional Co-Directors- Jo Clare Wilson and Nancy Anderson;
Excused: Ken Hayden

(These minutes reflect a change to those originally posted in June. AVH July 9, 2008)

June 19, 2008 at 3:30 PM - Kathleen Davis called the meeting to order on the porch of Gilbert Sloane House on a beautiful summer afternoon. The agenda was amended and greetings and updates were shared. Claudia was welcomed as a newcomer to the full “in person” team meeting.

1. Clarify Strategic Planning Committee goals - Peg Lewis
After significant discussion, it was decided that the committee would work to identify the gaps between the national planning committee priorities and the way they are addressed or not within the ER. It was suggested that supporting and advancing the cause of high quality supervisory education and training be a focus.
2. Revision of the Eastern Region ACPE Governance manual
 - Committee chairs were charged with working with committees to update their portions of the manual and to recommend changes to Kathleen no later than August 31, 2008.
 - Kathleen would write a revised draft of the rest of the document, email to Executive Committee for discussion with conference call if needed.
 - Completed revision would be ready for October regional meeting in Richmond for presentation to the region.
3. Planning Calendar dates
 - Fall Administrative Board Conference Call – Sept 23, 2008 3 PM
 - Spring Administrative Board Meeting – March 27, 2009 10-3 HCC
 - Fall Conference Call – to be announced

The meeting was adjourned at 5:30 PM for dinner. Reconvene at June 20, 2008 9 AM on the porch.

June 20, 2008 9 AM – Kathleen called the meeting to order.

4. National Ethics Commission announcement by Emily Jean Gilbert
A workshop will be presented prior to the Richmond National ACPE Conference, “Speaking Courageously to Colleagues” and the regional members were urged to attend. More ethics cases revolve around communication problems and failures to confront before problems escalate. This workshop is design to address this. Emily Jean will actively promote within the region to encourage attendance.

5. Personnel Committee concerns - Paul Steinke
 - Concern that regional website needs to be upgraded and refreshed. The Pacific Region website was cited as a model. CORD's will discuss with webmaster.
 - New topic generated from the above discussion – late fees and ways to deal with supervisors who do not meet deadlines
 - David would develop a progressive late fee schedule for next regional meeting (10/08)
 - Concern for accountability of center student records if a center closes.
 - Chair of Accreditation will contact centers asking for files.
 - Greg will take to Board of Reps for discussion
 - Keith will take to Standards Committee for discussion

Consider more ways to welcome new supervisors to the region

 - CORD's would send a letter; small bio would be included in regional newsletter
 - **Motion:** by Greg Stoddard, **The Region pay all costs for certified supervisors to attend their first regional conference after moving into the region and this invitation be included in their welcome letter from the CORDs.** Seconded: Paul Steinke. **Unanimous approval.**

6. Annual Conference Committee – Carolyn Fleming-Sawyer
 - **Motion:** by Carolyn Sawyer, **A permanent registrar position be created to handle registration for regional conferences (SOS, WSW and Bi-regional Conference) and be compensated by the cost of free attendance at each conference plus \$200 per conference.** Seconded by Keith Espenshade **Unanimous approval.**
 - The registrar would be selected by the Executive Committee.
 - Topic for Fall 2009 Bi-regional meeting – Addictions. Steve Dutton will contact James Nelson hopefully to be plenary speaker based on new book, Thirst: God and the Alcoholic Experience, an integration of 12 Steps and Reformed Theology. Workshops would address other types of addictions.

7. Saratoga Springs – JoClare Wilson and Nancy Anderson
 - In an attempt to make meetings more fun and more pleasurable, the region will try meeting in a hotel/conference center. After determining the geographical center of the ER and NER as approximately Saratoga Springs, NY Nancy and JoClare spent time there checking out various hotels and the community. They recommended the Marriott Courtyard as best meeting the criteria they established.
 - Fall Regional Certification Committee will meet Sept 17-19, 2008 at Marriott Courtyard, Saratoga Springs, as a trial for future meetings.
 - **Motion** by Steve Dutton: **The ER use the Saratoga Springs Marriott Courtyard (depending on the rates) as the site for the Fall 2009 SOS and Bi-Regional Conference.** Seconded by Peg Lewis. **Unanimously approved.**
 - The Board decided to use one of unused regional \$5000.00 grants (Goal for grant: to foster supervisory education within the region) to pay room and board for all the supervisory students who attend SOS and/or (or both) the regional meeting.
 - With no National Leadership Meeting date available at the time of this meeting, the Board decided to work towards a regional meeting date of Oct 11-14, 2009 for the SOS and Bi-regional meetings. Jo Clare notified the national office of our decision and said they will drop those dates from the options for scheduling the Leadership meeting. She hopes that we will be okay as a result.

8. Nominations Committee – Harlan Ratmeyer
 - Appointed Tyler Dudley to fill out existing term of John Bucchino on the National Certification Commission due to John leaving the ER.
 - Point of Interest – Steve Dutton will find someone to fill the unexpired term of Bill Reynolds who resigned his position on the Regional Accreditation Committee.

9. Regional Grants – Kathleen Davis

These grants were established with two objectives in mind 1) encourage CPE in venues other than medical centers 2) encourage more multicultural students to come into CPE supervision. No grants were submitted in these categories. Some requests were honored with \$6000.00 remaining from 2007 grant budget.

Motion: by Peg Lewis **Continue to keep the same focus and objectives but expand the grants from a maximum of \$5000.00 up to \$7,000.00 to encourage more applications.** Seconded by Emily Jean Gilbert. **Unanimously approved.**

 - Kathleen will send out communications to encourage more applicants, explain the increase and give the deadline for applications of November 14, 2008.

10. Strengths of the Region (brainstorming)
 - Adequate financial resources
 - Centers located in multicultural communities
 - Regional directors
 - Retired supervisors that remain and function within the region
 - Supervisory education student training clusters
 - Bi-regional relationship with NER
 - Peer group attendance “culture” within the region
 - 5 year peer review process
 - Region has fun as a group – wants to continue through new meeting venues
 - SOS and planning done by both supervisors and students
 - Women Supervising Women conferences
 - Hard-working Certification and Accreditation Committees
 - HCC and the development of Plainviews newsletter for chaplains
 - Acpeer server as communication tool

11. Limitations and growing edges of the Region
 - Aging supervisors in leadership (and in general)
 - Succession planning lacks organization
 - Limited diversity in supervisors and leadership
 - No clear plan to cultivate more diversity within the region
 - Not interested or oriented toward data to support assumptions
 - Technologically limited
 - No visionary or development “group”
 - Competition between centers for students
 - Multiple “in-grown” relationships between supervisors, centers, peer groups, etc.

The meeting adjourned at 12 noon for lunch and departure. Kathleen expressed gratitude for folks attending and working well together as well as safe travel for all.

Respectfully submitted,
Angelina Van Hise
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 Recording Secretary