

**Eastern Region ACPE Administrative Board Conference Call
September 23, 2008**

Present: Kathleen Davis, Chair; Paul Steinke, Chair-Elect; Accreditation Com. – Steve Dutton;,- 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; Secretary- Angelina Van Hise

Excused: Certification Com - Ken Hayden; Board of Reps- Greg Stoddard; Treasurer, Budget & Investment - David Stickley; Regional Co-Directors- Jo Clare Wilson and Nancy Anderson

The meeting began at 3:15 PM after “technical difficulties.” All present were welcomed.

1. Motion by Steve Dutton and seconded by Carolyn Fleming Sawyer: Accept the minutes of the June 19,20, 2008 retreat meeting. Vote: Unanimous.
2. Motion by Keith Espenshade and seconded by Peg Lewis: Accept the revised ***Governance Manual*** to be brought before next Regional Meeting in Richmond for approval. Vote: Unanimous. Thank you for your leadership on this, Kathleen.
3. It was decided that the Regional Personnel Committee, Chair Paul Steinke, will review applications and select two candidates to interview for the new position of ***Regional Registrar*** (*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. June 19,20, 2009 minutes*) Those interested should contact Paul. Kathleen will send out an email to the region with above the job description and contact information.
4. Board of Reps – no report
5. Accreditation: Accreditation will meet September 26th. The greatest concern is the assignments for 2009. There will be a total of (9) nine reviews in 2009, 3 five year review and 6 ten year reviews. (All Accreditation dates are on line at www.acpe.edu under Accreditation Committee. In addition we have only eight members when we are supposed to have 10. So, we are looking to find a few additional members. Anyone interested please contact Steve Dutton, 302-733-1843.
6. **Certification** – In the absence of the chair, it was reported that thirteen met committees in the region last week and 11 were granted their requests. (*This meeting occurred at Saratoga Springs Marriot Courtyard. This was to be a trial to determine whether or not to schedule the 2009 Regional meeting there. Those on the call who were present at the Certification meeting found the facilities and the town to be very welcoming and appropriate. It was reported that it was 6 hours driving time from Lancaster and 3 from NYC and much shorter from Albany.*)
7. Ethics Committee: Emily Jean reminded of the Richmond Pre-Conference meeting, “Speaking Courageously to Colleagues”, the dynamic behind most complaints in the past few years.

8. Annual Eastern Regional Conference Committee: **October 11-14, 2009** - Carolyn reported they are currently in discussion with James Nelson to be the plenary speaker; Marc Gallanteer who has done work with spirituality and addictions is being considered if Nelson can not make it. Two new members were requested of the Nominating Committee due to attrition.
9. Strategic Planning: Peg reported having trouble getting a meeting date but hoped to solve that soon, therefore, no report at this time.
10. Clinical Members: Claudia is working to update the clinical members list. Then she will forward the invitation from Theresa Snorton to Clinical Members to attend the Richmond National ACPE Conference where working meetings are planned with the clinical members to discuss relationships and needs in order to be a more integral part of the organization.
11. Personnel: The committee recently met but there was nothing to report at this time.
12. Nominating Committee: Harlan will wait for more information about the needs of the Accreditation committee and the Conference committee in order to bring names to the meeting in Richmond. No other known needs at this time.
13. Treasurer: no report
14. Regional Co-Directors: no report. (*Immediately following the meeting, Jo Clare sent the following report - At the Board Retreat in June, according to the minutes, a decision was reached to hold the Bi-regional Fall Annual Conference in Saratoga Springs, NY. The date that will work and not conflict with national leadership, and for which we have a proposed contract with the hotel, is Oct 12 - 14th. So, our question is do we proceed with the contract or do we need to have a more official vote? We cannot make very accurate financial comparisons of how the certification committee went until we have all the bills. From those of you who were there we know it will be a little more expensive but most folks really liked the place. So, do you want us to proceed with the contract?)*)
15. Grants: Deadline for grants to be submitted is in November. Kathleen will email a reminder to the region. Applications to committee consisting of David Stickley, Carl Yusavitz, Naomi Kalish.
16. Standards: Keith requested that everyone look at the Study Document on the ACPE website of the proposed changes to the 2010 Standards and give feedback before the Richmond meeting so they can be discussed at their next planning meeting there.
17. Next Meeting: **March 27, 2009 HCC, NYC**
18. Minutes respectfully submitted by Secretary Angelina Van Hise