

**Eastern Region ACPE Administrative Board Conference Call
March 27, 2009**

Present: Kathleen Davis, Chair; Annual Conference Com.- Carolyn Fleming Sawyer; Certification Com - Maureen Mitchell; Regional Strategic Planning –Martin Montonye; Standards – Keith Espenshade; Clinical Members – Claudia Landau; Nominating Com.-Jay Cooke; Board of Reps- Greg Stoddard, Ken Hayden; Treasurer, Budget & Investment - David Stickley; Regional Co-Directors- Jo Clare Wilson and Nancy Anderson; Secretary- Angelina Van Hise

Excused: Accreditation Com. – Steve Dutton; Ethics Com.- Ray Cooley

The meeting was called to order by Kathleen Davis at 10 AM.

The following reports were received and accepted with the following discussions:

1. **Accreditation Committee** – The written report was reviewed in Steve’s absence with the following highlights - In 2010 the Accreditation Commission will go to a new process for 10 Year Accreditation Site Reviews by implementing a plan to involve National Site Team Chairs. These national chair persons will be trained at the Fall Leadership Meetings. These chairs will be compensated with a small stipend and will be responsible to chair all site reviews with regional committee members making up the other site team members for each review.
 - Due to this change a workshop will be held at the bi-regional meeting October 11-14, 2009 to help members be prepared
 - JoClare will contact Steve to write an explanation to be included in the regional newsletter as well.

It is important to have in your student handbooks, either as a policy or insert, the three new complaints procedures located on the ACPE web site. The Process for Complaints Alleging an Ethics Violation, Policy for a Complaint against the Accreditation Commission and Policy for a Complaint Alleging Violations of Educational Standards all should be accessible to students and it should be made clear that a student can file these complaints directly to the Executive Secretary of CPE when alleging an ethics violation and the other policies, to the Chair of The Accreditation Commission, Rev. Karrie Oertli. We received all annual reviews with the exception of just a few and those have been cleared so the Eastern Region has 100% of centers annual reports received and accepted and affirmed.

2. **Certification Committee** – Maureen reported: Winter 2009 – Nationals Jay Cooke and Tammy Wooliver – granted CPE Supervisor; Lyn Mikulak and Young-Ki Eun – granted Associate Supervisor Status; Spring 2009 – Regional: Candidacy Status granted to: 5, Candidacy Status denied to: 2, Candidacy reversed to Consultation: 1, Candidacy Extension granted to: 3, Candidacy Extension denied to: 1, Readiness Consultation: 1, M.Div. Equivalency granted to: 1
Upcoming Dates – Regional: Fall 2009 – September 23 – 25 at Stony Point; Spring 2010 – March 24-26 at Tuscarora ?? Ray Cooley will move to Ethics and needs to be replaced on C-Committee. He is willing to be a co-opted member as needed. He did this for the recent meeting.
3. **Standards Committee** – Keith reported that the Certification Manual will include in the list of written requirements for the applicant to submit to each member of the committee for appearance for Supervisory Candidate Certification: “Theology position paper for consultation only” was approved by the board and certification representatives. Appendix 19 in Accreditation Manual has been shortened and will be guidelines rather than a checklist. There will be more explanation of

these changes. In regard to Standard 301.1 “faculty of sufficient size”, the committee recommends – Associate or supervisor – no more than 13 FTE in Level I/II, Candidate – no more than 6 students, supervisory ed – one faculty for every 6 FTE SES or Candidates. Check ACPE website for these study documents and address concerns to Keith or webmaster. *Congratulations to Keith* who will become new National Standards Chair and will need to be replaced on the regional level.

4. **Regional Grants** – David Stickley reported that three grants were selected from the six submitted by committee that included David, Bob Anderson, Angie Van Hise. They were approved by the board as Albany Medical Center African American initiative to develop community relations - \$5000.; RWJohnson – Initiate SES training for a Spanish speaking student - \$7000; Silberman proposal for development of shared resources within region for Supervisory Education with ethnic minorities - \$3200. These were approved: 11 Yes, 2 abstentions. A proposal by J. Bush was forwarded to Strategic Planning to bring back for consideration to the Adm Brd at the June retreat. Copies were emailed to all board members for their consideration before the retreat.
5. **Strategic Planning** – Martin took over this position at Peg Lewis’s request due to her heavy schedule. He brought forward four areas for the board consideration at the retreat. For information contact Martin for a copy of his report.
6. **Board of Representatives to National ACPE:** Ken and Greg spoke to the report with the following emphasis: Regions are asked to invite someone from FCPE to visit the regions regarding annual giving and donations beyond annual giving. We need to make a decision on this for our October EXNE meeting . *JoClare and Paula Teague both FCPE Brd Members will be asked to present at this meeting.* The membership was not clear that money already given prior to Feb. 28, 2009 was designated for the operations and overhead of FCPE. The annual fund campaign is to underwrite the operations cost of FCPE. The current amount was \$116,000 which will be matched by Howell Adams. The ACPE (through the Board of Representatives), determines the priorities beyond operational needs. For 2009-10 the priority is program allocations as determined after the 2009 Spring Board meeting.
7. **Nominations** – Jay Cooke clarified with the group upcoming needs and terms of office for those going off committees this year. It was requested that Keith Espenshade especially help Jay understand the role of Regional Standards Chair as his committee recruits for that position.
8. **Clinical Members Rep** – Claudia reported that she is working toward the development of an online survey of clinical members’ demographics, needs, etc to support them and the region as well as hoping to develop a continuing ed program for clinical members. She also announced her upcoming marriage. *Congratulations, Claudia.*
9. **Ethics Report** – none given
10. **Annual Conference** – October 11-14, 2009 - Carolyn reported the topic for the meeting will be understanding alcohol and other addictions. There is a need for related workshops or other workshops. The site will be Stony Point since Saratoga Springs will not be able to meet our needs.
11. **Budget& Investment Committee** - David and Nancy reported our Net Worth to be as follows: **As of 2/28/09 Cash and Balance Accounts** - ER Checking \$28,211.03; Money Market (A)

\$27,489.71; Money Market (B) \$52,295.48. **Total Cash and Bank Accounts = \$107,996.22; Investments - DSA-C Fund - \$11,312.34 Total Assets = \$119,308.56**

\$10,000 was donated to FCPE as instructed by the region at the fall meeting. Money Market funds will soon be moved to FCPE with respect given to the current US financial crisis. Up to six months of cash needed to support our working budget would remain in reserve the checking account and B&I would determine the amount to be sent on to FCPE as agreed on by the region.

12. **RD Report** – Jo Clare and Nancy reported on comings and goings: Beth Glover and Meigs Ross took over the helm at New York Presbyterian; Martin Montonye returned from the Northeast to the Eastern Region taking a position at HealthCare Chaplaincy and John Buchinno left us to take a position in the Northeast region. We welcomed Randy Shoun from the Mid-Atlantic Region joining Ralph Ciampa at HUP. And joining the ranks of those living the life of retirement was Kathleen Davis as she stepped down after 11 years from Hartford Hospital. Beginning with the end of November and into early winter we said goodbye to several significant voices in our organization with the death of John Thomas, Arabella Young, Carl Towley and Art Lucas. This year included the mega gathering with our collaborative organizations at the Spiritual Care Collaborative in Orlando, FL.; our Annual Fall Conference in Richmond, VA in October. We now make the change back to a spring meeting which will occur in 2010 in Kansas City, Kansas. Thus, our annual ExNE conference will move to the fall and we had hoped to be able to do this in Saratoga Springs, NY but due to their delay in construction we will return to Stony Point. We were able to support 11 students attending the REM meeting in January at the Spiritual Care Collaborative. They have contributed reflections on their experience which are in the forthcoming newsletter.
13. **Other concerns** – One ethics complaint within the region related to plagiarism in a theory paper; WSW seems to be finding new life with upcoming meeting on June 12-13 with site to be named soon; ongoing concerns with updating our regional website. Jo Clare and Nancy are working to bring about some staff changes and the region will be canvassed for those with possible interest and talent.
14. **The meeting ended** at 11:45 AM. Jo Clare will continue to secure a date and place for Adm Brd Retreat in July 2009. The Brd will be expected to reply quickly to proposed dates when canvassed.

Respectively submitted,

Angie

Angelina Van Hise,
Recording Secretary
March 27, 2009