



Association of Medical School Psychologists

The Voice of Psychology in Medical Schools and Academic Health Centers

Section VIII, Society of Clinical Psychology/Division 12 of APA

MINUTES OF THE AUGUST TELECONFERENCE

August 25, 2004

Present: Jeff Baker, Barbara Cubic, Cheryl King, Jerry Leventhal, Lynn Peterson, Richard Seime, Steve Tovian, Danny Wedding, Carl Zimet

Open Section

A. Review of agenda

Prior to beginning the teleconference role call was taken and Dr. Leventhal discussed the planned agenda.

B. Report from Administrative Officer

Ms. Peterson indicated that she had e-mailed her report to everyone for review today. The information relevant to this teleconference was as follows:

Approximately 12 hours of time was utilized in July which included work done by Lynn Peterson, as well as database management and upkeep by staff, conference calls and meetings. Our AMSP membership database shows 159 paid members for 2004, including three that have also paid for 2005. There have been 13 transactions done via the web site, both new and renewing members. The database has been modified and addresses and emails have been updated. Information has been sent to Dr. Baker for the web site, Dr. Tovian for the financial records and to Kluwer for the journal. Of the \$500 sent to the office early in the year, \$137.87 has been spent on supplies, stamps and copies.

C. Fiscal Issues

Dr. Tovian reported that we now have 159 paid members compared to 160 the previous year. This number includes 17 new members. AMSP has \$9,095 in checking as of today's date.

It was recognized that if AMSP had 17 new members this would mean that the organization lost 18 previous members. Drs. King and Leventhal asked Ms. Peterson to see if these individuals could be identified so that they could be contacted to determine why they had not renewed.

D. Status of Policies and Procedures Manual

Dr. Cubic has been collecting information from board members for the policy and procedures manual but several sections remain incomplete. Dr. Leventhal suggested that the draft version be placed on the "board only" portion of the website until others have the opportunity to make their contributions. Drs. Cubic and Baker felt a more viable alternative was to circulate another draft version to board members and then place it on the website in a more complete form. This will be done following the meeting and board members will be given a

month to provide information for their sections (the circulated version has details about who needs to contribute details for which sections).

E. Board Only Section

Dr. Leventhal thanked Dr. Baker for creating a “board only” section to the website for board members to exchange important information. The board discussed the best way to utilize this section.

F. AMSP/JCPMS/Kluwer Relationship

During the APA meeting in Hawaii Drs. Leventhal, Tovian and Wedding met with Dr. Ron Rozensky, editor of JCPMS, and Malcom from Kluwer to discuss our relationship with JCPMS. AMSP will make the JCPMS the official journal of AMSP. Dr. Leventhal discussed how this is both an opportunity for AMSP but also an obligation to contribute regularly to the quality of the articles. Dr. Leventhal indicated that he is in the process of defining the special issue for next year based on AMSP offerings at APA in Hawaii.

G. On-line Survey

We have had a significant response to our on line survey. Fifteen members expressed a willingness to be more active in the organization and Dr. Leventhal will draft an e-mail response to them to see how we can involve them constructively.

H. Update on AMSP History

Dr. Carr has agreed to help with the AMSP history writing but would like input from others. Dr. Leventhal asked for volunteers. It was suggested that past presidents could contribute greatly to this endeavor. Dr. Wedding agreed to work with Dr. Carr.

I. Consultation Program

Dr. King asked Dr. Baker to make some corrections to the Consultation application that is on the website.

K. Planning for an upcoming AMSP conference

Drs. Seime and Wedding indicated that no progress has been made yet regarding an upcoming AMSP conference. They indicated that they are still awaiting feedback from Jack Carr about whether Seattle might be a venue for the conference at low or no cost.

L. Future Fiscal Reporting

Ms. Peterson indicated that she would assist Dr. Tovian in preparing a budget for 2005. Dr. Tovian asked all board members to provide him with their expected expenses by year end. Discussion also ensued about how to earn the \$300 bonus offered through Division 12 for balanced budgets. Dr. Tovian is also in the process of planning how to prepare accurate 2004 tax data.

M. Travel Supplements

Discussion ensued about how to cover board members' expenses when attending meetings, conferences, etc. on behalf of AMSP. Board members provided information about sources of funding for their travel and any expenses that will not be covered by APA, Division 12, board members' institutions or other sources will be submitted to Dr. Tovian to include in the 2005 budget.

N. Elections

With an upcoming slate needed for elections a discussion ensued about how to maintain continuity best on the board while allowing for new membership and new ideas. The idea of having some of the offices staggered was discussed (e.g. electing a treasurer one year for a 2 year term and a secretary the next year for a 2 year term). It was pointed out that to this some of the current officers might need to serve three years. This topic will be discussed further at the next conference call.

Next telephone conference call is on September 22 (4th Wednesday)

Respectfully submitted:
Barbara Cubic, Ph.D., AMSP Secretary