



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

SUMMARY OF PHONE CONFERENCE MINUTES

February 25, 2004

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

A. Development of On-line Policies & Procedures Manual

Board members have been sent a draft outline of an AMSP Policies and Procedures Manual. Dr. Cubic requested feedback from each board member, and she will update the manual accordingly.

B. Fiscal Issues

1. Current Collection of Dues. Dr. Tovian reported 113 individuals have paid 2004 dues. Discussion ensued about how to handle non-payers. Dr. Tovian was thanked for his efforts to maintain tighter oversight, and the Board agreed that non-payers should receive a reminder that their dues payments are overdue.

2. Changes to Dues Collection Process. There was discussion of the timeframe and process for dues collection, including ways to acknowledge receipt of dues payments.

[a] AMSP dues collection process will be modified to bring them into line with other APA Division 12 sections.

[b] Dues payment notifications will be sent as hard copy pending further development of AMSP website for on-line payment.

[c] Dr. Baker will review altering the website membership forms to allow current members to renew on-line.

[d] New options will be added to the dues statement that allow AMSP members to make tax deductible donations to the Bud Orgel Fund and an additional unnamed Endowment Fund.

[e] Ms. Peterson will send an electronic thank-you to dues paying members to acknowledge receipt of dues. New members will be alerted that they will receive a new membership welcoming package from AMSP.

3. Treasurer's Report. Dr. Tovian opened two banking accounts for AMSP. A checking that currently contains \$12,546.50 is for general operating funds. A savings account that currently contains \$700 is for donations to the Bud Orgel Fund and other special purpose accounts.

C. Membership Issues

Dr. King discussed the goal of increased membership and need for board members to increase recruitment efforts both formally and at the grass roots level. A recommendation was made to develop an information packet that will encourage academic health center and medical school psychologists to join AMSP.

The Board decided it is cost effective to send welcoming packets to new members and renewal information to existing members so as to sustain membership. Eventually, such information will be electronically. Ms. Peterson noted that other Division 12 sections send copies of backdated journals along with welcoming materials. Ms. Peterson will explore this option with Kluwer, the publisher of the Journal of Clinical Psychology in Medical Settings.

D. Web Site Update

Dr. Baker was thanked for his work in making the AMSP website informative and user friendly. He requested that board members review the website frequently and give him their feedback.

E. Awards Committee

The 2004 AMSP Awards Committee consists of Dr. Zimet (chair), Dr. Cheryl King, Dr. John Linton, Dr. Peter Monti and Dr. Rick Seime. Chair Dr. Zimet announced revised timelines for the Awards nomination process as follows.

Dr. Baker will put the call for nominations on the website, including a list of the previous awardees. Dr. Zimet will forward information about Awards Committee procedures to Dr. Cubic for inclusion in the AMSP Policies and Procedures manual.

F. E-mail policy & procedures

Dr. Baker indicated that approximately 80 individuals are on the AMSP list serve. List serve policy was discussed and the following decisions were made:

[a] AMSP will maintain one list serve

[b] Dr. Tavian will forward a list of paid members to Dr. Baker who will cross-reference this list with the members on the list serve. Dr. Baker will then advise the board of the number of discrepancies (i.e. # of paid members not on the list serve; # of non paying members still on the list serve), as a basis for further discussion of list serve policy.

[c] Members they will not be automatically enrolled onto the list serve.

G. 2004 APA Convention in Hawaii

AMSP program and activities for the 2004 APA Convention in Hawaii were reviewed. A complete description may be found on another page of this web site.

The Board reconsidered and reversed the decision made in San Antonio to have a 21st birthday celebration to honor AMSP founders. There was concern about low attendance given past attendance records when APA is in Hawaii.

H. Next AMSP Phone Conference

1. Date/Time

Next conference call – April 28 (4th Wednesday), 5:30-6:30 EST

Respectfully submitted:

Barbara Cubic, Ph.D., AMSP Secretary