



## **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 DECEMBER PHONE CONFERENCE**

**December 1, 2004**

**Present:** Barbara Cubic, Barry Hong, Cheryl King, Jerry Leventhal, Ron Rozensky, Richard Seime, Danny Wedding and Carl Zimet. **Guest:** Reuben Silver,

#### **Open Section**

##### **A. Review of agenda**

Prior to beginning the teleconference role call was taken and Dr. Leventhal discussed the planned agenda. Reuben Silver, planned co-author of our AMSP history, was also welcomed.

##### **B. Report from Administrative Officer**

Ms. Peterson could not be on the call but reported to Dr. Leventhal that she is working on the 2004 directory and Dr. Leventhal is assisting her to correct glitches she has encountered.

##### **C. Fiscal Issues**

Dr. Tovian was not available to be on tonight's teleconference call. In e-mail communication earlier to the Board Dr. Tovian reported the following treasury figures as of December 1, 2004:

Total Balance in Checking.....\$10,192.61

Total Balance in Savings..... \$ 794.28 (includes \$92.25 from (2) donations this mo)

In November the association received 60 checks for 2005 membership, \$1,288.00 was paid to JCPMS for Vol. 11, #4 (N=141 @ Paid), we received a fee from Oxford Publishers for a mailing list (\$150.00) and all other monthly bills were paid in full.

Dr. Tovian reminded the Board that he has not yet received any information about expenses needed in 2005 and he will need to start a budget for 2005. He will also start IRS tax forms for 2004. Dr. Zimet suggested that the organization consider whether some of the money in checking should be moved into a savings or interest gaining account. Dr. King reminded Dr. Cubic to submit estimates to the treasurer about the anticipated costs of the new member packet materials for 2005. Dr. Leventhal informed the Board that he would be sending a thank you letter to members who made donations to the organization.

**D. Status of Policies and Procedures Manual and Monthly Minutes**

The Policies and Procedures Manual is on the Board only section of the website for review. It was suggested that the addition of an index with internal hyperlinks would make it easier to use and update the various sections of the manual. Drs. Cubic and Baker will discuss.

**E. 2005 Directory**

The Board agreed that the ideal would be to have a quarterly PDF document of our AMSP Directory on the website for downloading so that it would be current. The Board agreed that a hard copy would not be mailed to members with the exception of a hard copy that would be included in the new member packets.

**F. Special Issue of JCPMS**

Dr. Leventhal reminded the Board that a special JCPMS issue is dedicated to including articles about our programming at the 2004 APA meeting. He has received and edited multiple articles and is still awaiting others. Dr. Rozensky reminded the Board that he needed the final versions of the articles by mid-January for them to make it into the June edition. Dr. Hong promised to have his first draft in my mid-December.

**G. AMSP/JCPMS/Springer Relationship**

Dr. Rozensky indicated that he has received the consent forms for publications from Springer but that he has not received any other feedback from the publisher at this point because they are in the midst of a transition. He indicated that he has made it clear that the association would like to remain posted on the status of the journal as decisions evolve.

**H. Programming for APA in 2005**

Dr. King indicated that the feedback from membership suggests that the following three topics are of most interest to the membership for our APA programming. The Board agreed that the following three topics were popular suggestions, but that that #1 and #2 would be the focus of our programs since more members expressed interest in these topics.

1. Medical Education and Psychologists (Behavioral/Social Sciences: IOM Report);
2. Salary Structures for Psychologists in Academic Health Systems (Propose a diverse panel/Prepared questions for them to address, followed by a discussant);
3. Behavioral Health Billing Codes (Current Status, Reimbursement Challenges, Advocacy)

Dr. King also discussed that these topics could become significant content for our national conference and requested input from the Board about individuals who could chair these programs. Discussion ensued about possibilities including involvement of psychologists who wrote the IOM report or representatives from the AAMC for #1 and for #2 to have a panel of psychologists to discuss diverse salary structures in various settings and then have a discussant who is in an administrative position (perhaps a psychologist at the Associate Dean level or one who has served as a chairman or vice chairman). Dr. Leventhal noted the importance of tailoring these programs to ensure that they will generate good articles for the Association's putative Journal, JCPMS.

**I. Consultation Program**

Dr. King reported that the consultation program is now being utilized since she sent out an e-mail reminder to the membership. When requests are coming in, Dr. King is contacting the individual by phone and suggesting individuals who could serve as their consultants. Dr. King reminded the Board of the importance of being responsive to members who use the service to make it an asset to the organization. Current issues that have prompted individuals to use the service relate to career development decisions, salary negotiations and how to succeed in certain subspecialties. Dr. King underscored that consultation requests are being handled in a confidential manner.

**J. Planning for an upcoming AMSP conference**

Dr. Seime indicated that Jack Carr has forwarded him some more information about the possibility of Seattle, Washington as a venue for the upcoming conference. Dr. Seime indicated that he forwarded this information to the Board for consideration via e-mail today. Information about Gainesville, Florida is still being obtained as well. However, the Board discussed the ramifications of these locations as both are not central geographically. Washington, D.C. was also mentioned as an option because of the potential of some of the resources in the area although there might not be an AMSP member who is highly invested in setting up the conference in D.C. Orlando was also mentioned as a possible venue. Dr. Wedding and Dr. Seime will continue to move forward on the details of this national conference.

**K. History of AMSP**

Dr. Reuben Silver reported that pulling the AMSP history together has been difficult as there are pieces of missing information that detail our history. He thanked Drs. Leventhal, Seime, and Wedding for their assistance to date. He requested that the last three presidents consider writing out highlights of their presidency and that individuals forward information to him that he needs (e.g. missing minutes from past years). Dr. Silver indicated that he and Dr. Carr will ultimately prepare a draft for Board review.

**L. Paying for Board Member's Travel Expenses**

Given increased demands on Board members to travel to meet the goals of AMSP the Board had a discussion about what meetings would be funded and how funding could be maximized. Given the limited budget the following recommendations were discussed and will be discussed further before final decisions are made:

1. AMSP Board continues to meet at APA (no funding for Board members with the assumption that Board members would attend on their own accord for other purposes and would donate their time to the organization to attend the Board meeting);
2. AMSP Board continues to meet at the APA Midwinter Meetings (Board members who are funded for other purposes to attend will donate their time while Board members who are not attending the Midwinter meeting for any other purpose could petition for funding or partial funding for their expenses to attend the AMSP Board meeting);
3. AMSP must prioritize which other meetings (e.g. CAS, Leadership Conference, CCTC) we want representation at and develop creative ways to be represented. For example, if non-board AMSP members are attending a meeting for other purposes, we might approach them to serve a dual role and represent AMSP in addition to fulfilling their other agenda for the meeting or Board members would attend if another source is providing funding (e.g. APA).

**M. Bylaw Amendments**

The recommended Bylaw Amendments are attached to these minutes. Dr. Leventhal will write a pre-announcement to the membership about the key issues that the changes in the bylaws are addressing and then members will have an opportunity to vote later through Zoomerang. Dr. Leventhal will work with Dr. Baker to complete this process.

**Next telephone conference call will be on Wednesday, January 5<sup>th</sup>, 2005, 5:00-6:00 ET due to the holidays. Board members are also asked to hold open Wednesday, February 2<sup>nd</sup>, 5:00-6:00, in case there is need for quick phone consultation prior to the face-to-face mid-winter meeting.**

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

## **ATTACHMENTS**

### **1. AMSP Election AGENDA**

#### **A. Slate of AMSP Candidates for 2005**

- [1] Require screening of nominees to assure that everyone on the ballot understands that, if elected, they must actively participate in Board decision-making, AND do the work of the position for which they've been nominated. (Was discussed in August 2002, but no action taken)
- [2] Board as a whole must review and discuss all nominees, as well as actively encourage qualified persons to toss their hats into the ring. If current Board member is put forward as a nominee for a specific position, that individual recuses himself/herself from discussing nominees for THAT position.
- [3] Require foolproof on-line voting process, one to assure that every current member receives a ballot, votes are counted accurately, and no one votes more than once. (Jeff indicates we can do this)

### **2. AMSP BYLAW MODIFICATIONS TO BE PLACE ON BALLOT TO MEMBERS**

#### **AMSP Proposed Bylaw Changes**

##### **AMSP Bylaw Changes**

##### **AMENDMENT #1**

##### **Amends Article IV "Officers and Board of Directors,"**

##### **Section 1**

*Purpose: To change terms of office from 2 years to 3 years for Secretary, Treasurer, Division 12 Representative, and Member-at-Large positions.*

**Rationale:** Two-year terms are not adequate. Longer terms will assure better continuity and will enhance Board members' ability to accomplish the business of the organization. With respect to the term of the section's representative to Division 12, all other Division 12 section representatives currently serve 3 year terms. The proposed change will bring the term of Section 8's representative into line with that of other section representatives. This amendment has unanimous support of the Board.

**Note: deleted text with strikethroughs and new text noted in brackets, capitalized.**

##### **1 PROPOSED REVISED LANGUAGE**

##### **ARTICLE IV**

##### **Officers and Board of Directors**

Section 1. The Officers of the Association shall consist of a President, President-Elect, Past- President, a Secretary, a Treasurer, a Representative to the Society of Clinical Psychology, and two Membersat-Large. These officers constitute the Board of Directors for the Association. All officers shall be members of the Association. ~~and shall serve for two-year terms of office~~ [TERMS OF OFFICE FOR THE PRESIDENT, PRESIDENT-

ELECT, AND PAST-PRESIDENT ARE FOR TWO-YEARS. ALL OTHER OFFICERS SHALL SERVE FOR THREEYEAR TERMS OF OFFICE]or until their successors are duly elected and installed or appointed by a vote of the Board of Directors of the Association to fill the balance of an unexpired term. Officers in the Presidential track may not serve consecutive terms in the 6-year cycle of that track and other officers of the Association may serve no more than two consecutive, ~~two-year~~ [THREE-YEAR] terms in the same office.

## **AMENDMENT #2**

Amends Article V “Elections”, to add Section 1 defining election cycles, current wording for Article V would become Section 2 of Article V Purpose: To move to an election cycle with staggered terms that will assure greater continuity. Currently, except for Presidents, the terms of all Association officers and Board members begin and end at the same time. Continuity suffers because the great majority of Board members leave the Board at the same time. This amendment staggers the terms of office by creating two groups that join and exit the Board in different years. Group A includes the Treasurer and one Member-at-Large, who will stand for election in the same year. Group B includes the Secretary, Division 12 Representative, and the second Member-at-Large who will stand for election in the following year. The 6-year cycle for electing AMSP is not changed by this amendment.

*Rationale: Currently there is one election cycle that has all the officers, with exception of President, changing at the same time. The only continuity on the Board of Directors is through the 6-year presidential track. Staggered terms will assure greater continuity. The Board unanimously supports this amendment.*

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### **PROPOSED REVISED LANGUAGE**

#### **ARTICLE V**

##### **Elections**

[SECTION 1] THERE ARE THREE DIFFERENT ELECTION CYCLES. THE TREASURER AND ONE MEMBER-AT-LARGE (GROUP A) ARE THE SLATE OF OFFICERS ELECTED IN ELECTION CYCLE A. THE SECRETARY, DIVISION 12 REPRESENTATIVE, AND OTHER MEMBER-AT-LARGE (GROUP B) ARE THE SLATE OF OFFICERS ELECTED IN ELECTION CYCLE B. THE THIRD ELECTION CYCLE IS THE 6-YEAR PRESIDENTIAL TRACK IN WHICH THE PRESIDENTELECT FIRST SERVES FOR 2 YEARS IN THAT OFFICE, THEN FOR 2 YEARS AS PRESIDENT, AND FINALLY FOR 2 YEARS AS PASTPRESIDENT.] [SECTION 2]. In November in the year preceding election, the Secretary shall mail to the members a Call for Nominations for new officers to fill the seats on the Association’s Board of Directors. Nominations shall be by letter or email letter stating the nominee’s qualifications for office and confirming the nominee’s willingness to serve if elected. A copy of the nominee’s curriculum vitae shall accompany the nominating letter. Nominations shall close six weeks subsequent to the Call. In January of the year following the Call for Nominations, the Board of Directors shall prepare a slate of nominees and mail election ballots to the membership. The slate of nominees shall consist of no fewer than two, but no more than four, individuals for each office/position from all individuals receiving

nominations in descending order of the number of nominations received. In cases of ties, order will be alphabetical. The ballots will be mailed to the membership on or about April 15th. Election will be by a plurality of votes cast and received. Election results will be announced at the annual meeting, and new officers will begin their term of office on **January 1** of the year following election.