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|  | Association of Psychologists in Academic Health Centers    *The Voice of Psychology in Academic Health Centers* |

**APAHC Board Meeting Minutes**

**Monday, February 6, 2012 5:00 – 6:00 P.M. EST**

**Present:** Drs.Alfiee Beland-Noble,Cynthia Belar, Cheryl Brosig Soto, Ron Brown, Barbara Cubic, Kim Dixon, Kelly Foran-Tuller, Bill Robiner, Kathryn Sanders, Laura Shaffer, Amanda Wheat

1. Call to Order: 4:03 PM
2. Approval of Minutes of January 9, 2012: Approved
3. President Report
4. Importance of revisions to the APAHC Officer’s Manual and Bylaws:
5. Follow-up on APAHC offering a no fee or reduced fee option for (a) retired members and APAHC offering (b) fellow status: Both are options according to APA. We would need to have membership vote to make a bylaws change. Discussion of other matters we need bylaws changes for. It would be preferable not revise the document frequently, so al changes should be put before the organization together. Other issues include committees, board members (e.g., *Grand rounds* editor, early career),voting processes. It would be helpful to make the bylaws address larger issues, and leave operational procedures for the Manual. Next steps are for Drs. Cubic, Robiner, and Schuman have started to work on it and can look at changes and then send proposal to the entire Board.
6. Promotion Primer – Drs. Christopherson and Butt will take the lead on beginning the process of developing a promotions primer for helping people to navigate the promotions ladder. This could be helpful for the early career members especially. It might be useful to include a section for women (e.g., family planning). They hope to get a draft by March or April. Drs. Melisa Moore, Barbara Cubic and Cheryl King will look at the first draft.
7. Nominations Committee: We need to put together a nominations committee and put out a request for nominations. Dr. Sanders will actually coordinate the election.
   1. The slate elected in Election Cycle B includes the Secretary, Division 12 Representative, and one Member-at-Large position.
8. Dr. Cubic requests input from the Board on the formation of two task forces:
   1. Diversity and Health Disparities*:* Alfiee Beland-Noble iswilling to lead.
   2. Following up to the AAMC’s *Behavioral and Social Science Foundations for Future Physicians:* Cheryl Brosig Soto is willing to lead.

The concept is how APAHC might facilitate connections among APAHC members, provide resources, how they can be woven into APAHC activities. It might be possible to make recommendations to AAMC (e.g., repository of information to have on the website). There might be recommendations also to the Membership committee of how to enhance diversity within APAHC. Each Task Force could have 4 or 5 members plus the leader. It could be helpful to add early career and possibly student members. It might be possible to survey members about their activities in this area what resources they would recommend. Email Drs. Cubic, Breland-Noble, or Brosig Soto with ideas.

IV. Treasurer Report and Financial Matters: Dr. Dixon

1. Financial update: The money has been moved, but there was a hold placed on it temporarily. She divided the money as it was in the old accounts. Membership checks are coming in. Barbara will also have access to the accounts after she signs on.
2. Endowment/tribute fund:
3. Finalization of report to Division 12: Report was finalized. Lynn will try to clear up the earlier accounting matter.

V.  Division 12 Updates: Dr. Hong/Lynn Peterson: Deferred.

VI.  CAS Update: Drs. Belar is preparing for the next CAS meeting. It might be helpful to see if an other societies are trying to get data. She will forward a copy of the agenda. She and Dr. Smith will be exploring ways of participating.

VII. Committee Reports/Discussion: Dr. Leventhal. Deferred.

1. Research Committee
2. Conference Committee: Drs. Shaffer, Schuman, and Amit Shahane, Breland-Noble.
3. Location: Hutton in Nashville; Date: January 31- February 3, 2013
4. Update on themes/programming/speakers
5. Title: “Applying the Science  of Psychology in  Academic Health Centers:Implications for Practice, Teaching, Research and Policy”
6. The Committee has been developing ideas for the program and a list of people to invite. Some key personnel from APA (Norman Anderson, Suzanne Bennett Johnson), as well as Danny Wedding and Susan McDaniels, somebody from the AAMC. Content will include training issues, competencies, national and international scientific developments; clinical topics: obesity, Motivational interviewing; ethics, diversity, health disparities, funding issues. Possibly invite Jason Satterfield. Possibly have outcome from the task force on behavioral science. Please send Dr. Shaffer suggestions.
7. Fund raising efforts are also underway to support the conference: Dr. Breland-Noble has contacted 10-12 APA Divisions and other groups. Might invite some people from the other divisions. Will see if APA has any possible funding. Will reach out to state psychological association(s).
8. Goal is to have as many speakers as possible committed by April.
9. Communications: Will have save the date communications on listserv and in *Grand rounds.*
10. Membership Committee (Dr. Wryobeck and Schuman were not able to be on call)

Membership Statistics

1. 2012 PAID members = 135  
   - 6 student members  
   - 8 **new** memberships (in later January) in response to our emails (@ 1.5% return (8/600); E-mails to psychologists at medical schools went out January 5,6,7,8; Emails to graduate school training directors (to forward to students) went out January 16,17,18  
   2011 members who have NOT paid 2012 dues = 60 (will receive reminders/invitations about 2012 dues). It would be helpful to have Dr. Wryobeck send out message he crafted to current board members to ask them to send it to colleagues. Discussion of strategies for boosting membership (e.g., social media, Linked In). Dr. Foran-Tuller will look into it. Request for early career psychologists and trainees to provide input into how to approach other early career potential members
2. Will recontact people with the additional information as it comes out re: conference, primer, *Grand rounds.*
3. Dr. Breland-Noble reported that in another organization, they gifted memberships, which resulted in other inquiries. If each of us gifted a membership or two, it might generate buzz and goodwill. In past John Robinson, Ph.D. donated 10 scholarships. Perhaps giving gift memberships to advanced graduate students will be better, or postdocs. We should look at whether we retained those gifted earlier. We may also want to recontact the attendees of the Early Career Bootcamp if they are not current members.

1. Publications and Communication: Drs. Cubic, Moore, Wryobeck
2. Journal/*JCPMS*: Dr. Cubic; March issue will be about the 2011 conference.
   1. Update on Editor Search: We have 4 applicants so far. Dr. Cubic has assembled a committee including Drs. Brown and Robiner.
3. Newsletter: Dr. Moore indicated the second issues will come out in mid-April. Please send her reports and announcements, and other information of potential interest. She is asking some individuals for pictures. The next issues will include an article in this issue about issue in the chronicle about promotion and tenure. Next issue after that will be October. It will discuss the Primer.

VIII. New Business: Dr. Belar sent out the request for feedback on competencies for psychologists providing health services. She will send out the link again to the listserv, e.g., interprofessional professionalism, biological background.

Next APAHC Board Conference Call**: Monday, March 5, 2012,** 5:00 P.M. EST

Respectfully submitted,

William N. Robiner, Ph.d.