



Association of Psychologists in Academic Health Center

The Voice of Psychology in Academic Health Centers

APAHC Board Conference Call Meeting Minutes

August 4, 2017 at 9 AM EST

APA Annual Convention – SfHP Convention Suite

Present on the call: Drs. Zeeshan Butt (Voting Member); Kristine M. Diaz (Voting Member); Ronald Brown (Voting Member); Amit Shahane (Voting Member); Donna LaPaglia (Voting Member); Annie Bradford (Voting Member); Roseanne Illes; Laura Shaffer (Voting Member); Leila Islam; Wendy Ward and Gerald Leventhal.

1. Call to order (Zeeshan Butt): Meeting called to order at 9:07 am.
2. Review and approval of meeting minutes from last board meeting (All): July APAHC Board Meeting Minutes were approved.
3. Opportunity for open discussion regarding Presidential transition (All): With Dr. Schuman's resignation from the APAHC Board as President, Dr. Butt will begin his term as President immediately based on our bylaws. Discussion occurred regarding the resignation of Dr. Schuman to process the impact on the APAHC Board and APAHC organization. We agreed work remains to improve transparency, communication amongst Board and Committees and generate collaborative work to sustain the organization.
4. Results from officers' election and bylaws amendment votes (Kristine Diaz): Dr. Diaz reported 48 APAHC members voted for the election and bylaws amendment. A majority voted "yes" to approve the spelling and language changes to the bylaws and requirement for Division 12 membership for APAHC Board members. Dr. Shahane was re-elected as Treasurer. Dr. Molly Clark was elected Member-At-Large. A tie was held for the President-Elect position between Drs. Ward and Shaffer. Dr. Butt consulted with APA Legal Office for direction on how to resolve this issue. He was informed that a coin toss would need to occur since we did not use the HARE system for our election. Dr. Butt spoke on the phone with both candidates about the tie and performed a coin toss prior to our August Board meeting. Dr. Ward won the coin toss and will become the President-Elect. With Dr. Ward becoming President-Elect next year, she discussed having a current Membership Committee member to take her position as chair of the Membership Committee. Dr. Butt mentioned that he would like Dr. Ward to remain on the committee to help the individual transition into the position. He will consult with the Officers Manual and Bylaws for any conflict with holding both President-Elect and Membership Committee member. Dr. Butt suggested we consider revising our bylaws in the future to identify how to handle a tie in an election.
5. New editor for Journal of Clinical Psychology in Medical Settings (Zeeshan Butt): Search Committee consisting of Drs. Amit Shahane, Barbara Cubric, Zeeshan Butt and Jerry Leventhal



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reviewed candidates for the new editor position. Springer has identified Dr. Ron Brown as our next editor for the Journal of Clinical Psychology in Medical. Dr. Brown discussed working with Dr. Leventhal on transitioning into the position. Dr. Leventhal reported that there is currently a backlog of manuscripts being reviewed. Dr. Illes inquired about the Diversity Special issues. Dr. Leventhal reported that the manuscripts are being reviewed at this time.

6. Presidential Initiatives (Zeeshan Butt/All)
 - a. 2017 Priorities – Dr. Butt reported that his plans for the remaining year completing the following: (1) Obtain a clean copy of our newly voted on Bylaws; (2) Revise Officers Manual; and (3) Website Redesign and Launch. Discussion was opened to identify further organizational needs. The following were identified: (1) Ongoing discussions to improve as a Board both operationally and interpersonally; (2) Identify APAHC newsletter editor; (3) Identify CFAS appointment calendar for AAMC; (4) Create organizational structure tree with Board and committees; and (5) Create a conference budget. Re:conference budget – Dr. Butt reported that APA DSO has services to assist with conference planning. Re:CFAS appointment calendar – Dr. Shaffer reported that AAMC requested information on when APAHC appoints new representatives. She informed us that AAMC is amiable to work with our calendar. We agreed that CFAS appointments should run with APAHC calendar of offices and appointments (January – December).
 - b. 2018 Priorities – Dr. Butt reported that he will discuss his 2018 priorities at a later time.
7. Discussion regarding format and frequency of future Board meetings (Zeeshan Butt): Dr. Butt suggested that we consider changing frequency of our monthly conference calls and/or structure of our calls to better utilize our time. Suggestions were made to allow both process and organizational business to be met during monthly conferences calls. Interpersonal style of organization was highlighted as a strength, which would benefit from work to increase transparency and collaboration. Identified strategies included sharing committee updates via the listserv, allowing time on monthly conference calls to discuss any organizational concerns, holding less Board meetings in the year and half-day retreat at Annual APA Convention for the APAHC Board. Additionally, revisions to the APAHC Officers Manual and Bylaws were suggested. We agreed that the remainder of the year should be spent identifying changes to the organizational structure of our monthly meeting minutes.
8. Other business (All): None.
9. Executive session (voting members of Board only): Dr. Butt requested for non-voting members to adjourn from the Board meeting. Dr. Butt discussed the vacancy of the Past-President position with Dr. Schuman's resignation. Dr. Butt consulted with the Officers' Manual and Bylaws. The President can nominate a person for the position with Board approval. Dr. Butt has



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nominated Dr. Brown to remain as Past President. Dr. Brown agreed to remain as Past President with Board approval. A motion was put forth to appoint Dr. Ron Brown as APAHC Past President. Dr. Brown was appointed with unanimous Board approval to serve as Past President from 2018-2020.

10. Reminder: APAHC Board dinner: Friday, August 4, 2017 at 7pm EST at DBGB Kitchen and Bar, 931 H Street NW, Washington, DC 20001. (7 minute walk from the Convention Center) Reservation under "APAHC".
11. Next Board call: Monday, September 11, 2017 at 5 pm EST/4 PM CST/2 PM PST. Call Info: (800) 977-8002; participant code 778748#; moderator code 979266)
12. Meeting adjourned at 10:35 am.
13. Addendum: Dr. Butt notified the APAHC Board via email on August 7, 2017 that the APAHC Officers' Manual specifically states that the Membership Chair can be an officer of the Association. He requested that the August minutes reflect Dr. Ward will start her term as President-Elect, effective immediately, with a plan to nominate a new Membership Committee Chair position over the coming months.