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

**APAHC Board Meeting Minutes**

Monday, November 7, 2011 5:00 – 6:00 P.M. E.S.T.

Present on call: Drs. Cynthia Belar, Alfiee Breland-Noble, Cheryl Brosig, Barbara Cubic, Kim Dixon, Cheryl King, Jerry Leventhal, Melissa Moore, Bill Robiner, Kathryn Sanders, Catherine Schuman, Laura Shaffer,

1. Call to Order: 5:03pm

 II. Approval of Minutes of October 2, 2011: Approved.

1. President Report
2. Focus of APAHC’s most essential functions and opportunities- postponed discussion for a later Board call.
3. Suzanne Bennett-Johnson’s Task Force: Drs. Cathy Schuman and Kitty Sanders will participate on APAHC’s behalf. Other APAHC members will also be participating (e.g. Drs. Justin Nash, Barbara Cubic, Susan McDaniel).
4. 2012 Section Officers & Committee Chairs We still need a new trainee representative for January. Please send any recommendations to Dr Robiner.
5. Dr. Robiner thanks the Board for the flowers and well wishes related to his surgery which have facilitated his healing.

IV. Treasurer Report and Financial Matters: Dr. Dixon

1. Financial update: still fiscally strong.
2. Endowment/tribute fund: An announcement describing the fund was in the ***Grand*** *rounds.*

V.  Division 12 Updates: Dr. Hong/Lynn Peterson not on call. Deferred. Dr. Robiner will work on annual report. Dr. Dixon will work on financial reporting.

VI.  CAS Update: Drs. Belar and Smith. Deferred. However, Dr. Belar discussed recent developments at BEA and CCTC addressing new competencies.

VII. Committee Reports/Discussion

1. Conference Committee: Drs. Shaffer, Schuman, and Amit Shahane
2. Location: Chicago- Conrad Hotel was the best financial deal. However, see discussion below for details about changing location due to the weather.
3. Dates: Jan 31-Feb 2, 2013- Discussion ensued about Chicago in the winter and potential for travel difficulties being a barrier for participants. Reviewed spreadsheet from Drs Shaffer and Schuman. The Hutton in Nashville seemed a viable alternative during the winter.
4. Programming/speakers: Integrated Primary Care Theme with focus in areas of clinical, research, training, as we have done at past conferences. Would balance with other topic areas of interest. Would want to make sure that there are other interest areas addressed (e.g., child and neuropsychology) and some topic areas (e.g., childhood obesity) might cross over interest areas.
5. Process for establishing continuity for conference chairs: Discussion about whether to have 3 co-chairs: past chair, chair, and chair-elect. This may be a lot to ask of people in terms of work commitment. Alternatively, we will have 2 co-chairs who groom another committee member to become a chair for a future conference. This will likely make it more manageable and attractive to conference committee members and chairs.
6. Membership Committee: Drs. Schuman & Wryobeck (was not be able to join call because he was AAMC)
7. Membership: Starting the renewal process this month. Will send out membership renewal reminder to membership this month and ask that they consider sharing information about APAHC with colleagues. So far, there are 53 (new and renewal) members for 2012; 16 new members since September); 3 student members 64% of these are Division 12 members.
8. Kelly Foran Tuller and Josh have created an email list that will be going out to training directors etc. to encourage student membership.
9. Development of AHC Psychologist Contact List: Update: Dr. Wryobeck is seeking volunteers to work on the medical school psychologists database project. There are currently lists of psychologists being worked on (or completed) for about 30 medical schools (not quite 20% of schools). We had about 8 members volunteer to create a list for their school. We still need some APAHC board/committee persons to submit from their institutions.
10. When people renew and join, they should strongly be encouraged to input the data for their profile on the Membership page.

* 1. Publications and Communication: Drs. Cubic, Moore, Wryobeck
1. Journal/*JCPMS*: Dr Cubic: An announcement for a new editor was disseminated with candidates to contact Janice Stern of Springer. Some inquiries have been received.December issue will be focused on APAHC conference.
2. Website: Dr. Wryobeck-
	1. The newsletter is available on the website and announcements about it have been sent out on the Division 12 listserv.
	2. Dr. Jerry Leventhal requested space for the research committee on the website. He asked Dr. Wryobeck about the potential to develop a page within our site devoted to the research and having a private page available to the research group to download documents. This is a possibility.
3. Newsletter: Dr. Moore. First e-news letter went out to rave reviews and has been used to inform psychologists about APAHC. Drs. Cubic and Robiner sent out an email to psychologists in their institutions with an attached copy of the newsletter encouraging their participation in APAHC. It is an excellent vehicle for marketing APAHC and could be helpful with increasing our membership. Dr. Robiner encouraged board members to forward the newsletter to psychologists at their institutions.
	1. Quality control question. Dr. Robiner noticed that some of the photographs appear odd on some Mac computers (i.e., like photographic negatives) he has used to access it, but not other computers. Has anybody else noticed any difficulties?

1. Research committee: Dr. Leventhal.
	1. We are trying to set up a meeting with Hershel Alexander, Director, Faculty Data Systems and Studies for the AAMC for December. Dr. Robiner or Cubic and Teresa Edenfield will plan to join Dr. Leventhal.
	2. A phone call with Drs. Leventhal, Cubic and Robiner reviewed Dr. Leventhal’s plan for activating the Research Committee. Dr Leventhal sent out a proposal for the activities/scope of the Research Committee, which he reviewed on the call. He will re-distribute with some revisions based on discussion with the Board. Please send Dr. Leventhal feedback and comments by next Monday Nov. 14th.

VIII. Next APAHC Board Conference Call**: Monday, December 5, 2011** @ 5:00 P.M. E.S.T.

IX. Adjourn: 6:05pm

Respectfully Submitted,

Kathryn A. Sanders, Ph.D.