

APAHC Board Conference Call Meeting Minutes

March 4, 2019 – 5 PM EST / 4 PM CST / 2 PM PST

Present on the call (**bolded** are voting members):

<input checked="" type="checkbox"/> Annie Bradford	<input type="checkbox"/> Laura Daniels	<input checked="" type="checkbox"/> Lauren Penwell-Waines
<input checked="" type="checkbox"/> Ron Brown	<input checked="" type="checkbox"/> Phil Fizur	<input checked="" type="checkbox"/> Bill Robiner
<input checked="" type="checkbox"/> Zeeshan Butt	<input checked="" type="checkbox"/> RoseAnne Illes	<input checked="" type="checkbox"/> Laura Shaffer
<input checked="" type="checkbox"/> Liz Cash	<input type="checkbox"/> Brian Isakson	<input checked="" type="checkbox"/> Amy Williams
<input checked="" type="checkbox"/> Molly Clark	<input type="checkbox"/> Leila Islam	<input type="checkbox"/> Joey Yost
<input checked="" type="checkbox"/> Donna LaPaglia	<input checked="" type="checkbox"/> Gerry Leventhal	<input checked="" type="checkbox"/> John Yozwiak
<input checked="" type="checkbox"/> Amit Shahane	<input type="checkbox"/> Michael Mejia	
<input checked="" type="checkbox"/> Wendy Ward	<input checked="" type="checkbox"/> Teresa Pan	

1. Call to order: 5:04 pm called to order.
2. Review of January 2019 minutes (attachment): Minutes approved by Board.
3. President's Items (Dr. Butt)
 - a. New initiatives and recruitment of volunteers: Thinking in terms of how to expand what APAHC does now to provide additional benefits for ourselves and potential members, either on individual basis or engaging/recruiting other non-board-member volunteers. Dr. Nathaly Desmarais recently approached Dr. Butt and Dr. Ward about starting a workgroup on psychologist faculty well-being. She submitted an announcement over APAHC listserv which has generated a lot of positive response and interest from membership. Dr. Butt has suggested to her holding an initial call to discuss how APAHC can help in ways that complement what other groups are doing. Dr. Desmarais will check back in after this call to inform on the results of the discussion. Dr. Ward clarified this is a topic interest group, not special interest group or workgroup, which implies group is part of the board and would require D12 approval.
 - b. Planned leadership transitions:
 - i. Dr. Teresa Pan is recruiting for Trainee Committee Chair and poised to make a selection from 3 candidates soon to enable her transition by June 2019. Plans to introduce chosen candidate on next board call.
 - ii. Both Dr. Heather Bruschwein and Dr. Amy Williams might be interested in taking over as Membership Chair once Dr. Laura Daniels transitions off.
 - c. Collaborative programming at APA (Dr. Ward): There have been 2 asks: one, a combined poster presentation with Section 9 in the hospitality suite. The plan is to pair APAHC research committee members with APA research committee members to review these abstracts. The second is Section 9 would like to develop collaborative programming with APAHC on assessment in medical settings. Section 9 is requesting that APA grant 2 hours for this without requiring that APAHC and Section 9 give up the 1 hour each that is allotted.
4. For Board Review and Discussion
 - a. APAHC budget (attachment; Dr. Shahane): Dr. Butt is hopeful this can be used as a guide going forward to allow APAHC to develop a formal budget for increased transparency and to guide future presidents on financial decisions. Dr. Shahane drafted a budget for 2019 based on data from 2014-2018. Estimates provided are conservative (income) or over-estimates (expenditures) to allow more flexibility for fluctuations that change cost, such as per-person fees associated

with membership. Other costs may ramp up or down, such as website maintenance fees, based on need. One challenge currently precluding decisions on funding requests are that budget operates on a 2-year cycle primarily because of conference costs. This estimate includes last 3 conferences (excluding New Orleans), with averages of \$54,000. These expenses influence how much income we need to bring in during non-conference years to offset deficits incurred after conference fees are paid. In the year leading up to the conference, registration payments cause budget to appear as though in a surplus, and one month prior to conference income increases. Every 2 years we gain ~\$2200 on average. Dr. Brown asked if any income from dues is used for conference and are all conference monies used for conference. Dr. Shahane answered it does typically work out this way, such that all dues pay for yearly operating costs, and conference fees pay for conference-related activities. Dr. Brown asked about keeping conference money in a separate account. Dr. Shahane remarked that this could potentially be done, though PayPal fees need to be separated. Dr. Butt inquired about savings accounts. Dr. Shahane commented there are 2 savings accounts, one of which holds >\$10,000, and a second discretionary account holds \$2200. Money is not typically spent from these accounts; one is thought to have been setup to receive donations. Dr. Butt mentioned best practices for organizational budgeting and saving, and questioned whether we meet those benchmarks, and if so do we have plans for the ~\$2000 we gain each year. Dr. Shahane responded that we need to decide what the ideal amount in savings should be to cover operating costs (e.g., 6 mos - 1 yr). Dr. Brown commented that given our low expenditures (e.g., office staff, rent) and low risk for lost income (e.g., dramatic drop in dues), we may not need any more than 10% of a year's budget in savings. Dr. Butt commented that if we want to start new initiatives which may require additional funds, we may consider doing some planned spending of reserve savings. Dr. LaPaglia reported D12 has taken some of their savings, invested it, and are making income from their investments to use for new initiatives. Dr. Ward added agreed that investment could be possible, either adopting a cautious approach or subcontracting with D12. She added that having a year of savings could be important if some catastrophic event occurs. Dr. Robiner added CFAS/AAMC participation expenses are higher than what is represented in the budget estimate, and the CFAS reps are working toward a new approach to the high costs associated with maintaining CFAS involvement. Dr. Ward mentioned others had suggested an honorarium for invited speakers to APA. Dr. Robiner mentioned prior honoraria have been split, such as with D38, to keep costs manageable and agreed with reserving funds for this. Dr. Islam commented Early Career Bootcamp costs have increased and would like the board to keep these costs in mind in future budgets to ensure ongoing sustainability, especially if size of bootcamp or number of speakers grows in future years. Dr. Shaffer added AV and Wi-Fi costs were higher this year than in years past, and that we might want to consider this an ongoing and rising future cost. Dr. Shahane stated once final costs for New Orleans are tallied we will have a better idea of anticipated costs. Dr. Ward is also interested in exploring pre-conference workshop expansion, which could charge additional fees to help offset costs. Dr. Williams added that a substantial fee might have to be charged in order to add to the conference bottom line, especially if food and beverage services are offered; this could amount to >\$100 per workshop. Dr. Ward commented that D54 has 8 half-day workshops with a charge for each. Dr. Ward asked for others to send any additional ideas regarding budget to facilitate plans moving forward. Dr. Shahane agreed and added that he would help with compiling proposals between now and next board call. Dr. Butt recommended proposals be sent to Dr. Butt, Dr. Ward and Dr. Shahane, and that proposals

should include ideas for cutting costs as well as generating income. Dr. Butt encouraged early requests for budget needs to ensure funds can be appropriately considered and earmarked. Dr. Shahane also invited others to raise any general questions about the budget in general.

b. Other Business (All):

- i. Dr. Butt stated committee reports for 2019 will be due in time for the June board call and for the December board meeting. Requests will be sent in advance of these board meetings. Dr. Cash will update the Google calendar reminders for 2019.
- ii. Dr. Shaffer asked about time for discussion post-conference, including concerns she had heard regarding CE surveys. Dr. Butt suggested we plan to schedule and devote conference call time for post-conference processing and discussion.

5. Next Conference: **Monday, April 1, 5 PM EST / 4 PM CST / 2 PM PST**