

BOARD MINUTES

May 19, 2016

Attendance: Dr. Dahmann was were absent; all other members were present.

President's Comments: Teri Role-Warren kicked off the meeting.

Conflict of Interest Policy – Draft 6 was reviewed. Laura compiled comments/suggestions and sent Draft 7 to Dr. Greenwell for comments. It will be circulated to the Board, deemed final when issued to the Board.

Records Retention Policy –A draft was shared by Dr. Yaeger. No comments or suggestions were brought forth from the April meeting. Dr. Yaeger will revise and put in final format for publication to the Board. Cloud storage was discussed and this will be pursued as backup.

Both of the above were voted on, accepted by the Board and Motions carried.

Treasurer's Report: Cori Yaeger submitted the attached reports. The checking account balance remains low with workshop expenses, low workshop attendance (3/11/16) and high speaker fees. We continue to spend faster than we are bringing it in. Marketing toward new members remains a high priority. In addition, Ethics should be an offering every Spring since mental health providers need a certain number of ethics CEUs yearly.

OPA: Sarah Greenwell shared that the next board meeting is in June. The OPA conference went well as did Legislative Day. The interest in gaining prescription privileges remains a high priority and monies are being funneled in that direction. CAPP did not donate to Science Day this year and decided to take a year off from that obligation.

Public Relations, Social Media & Website: Joanne Gutzwiller shared information regarding the many communications with members getting them their login and password information to gain access to the member only section. She is getting positive feedback on the new website. A suggestion was made to have a written process for website upkeep.

Insurance Managed Care: Teri Role-Warren reported that she did not participate in the last meeting. Focus remains on developing a tool kit to be used as a template for therapist's progress notes designed to satisfy insurance company audits.

Membership Marketing: Mary Kelley shared a letter she'd redrafted based on the Board's input. This letter will be mailed mid-summer to newly licensed psychologists in our target area. Following an event when a new member attends, Mary will follow up with a phone call to see how they enjoyed it and thank them for coming. We will also offer a new member "hosting" to meet new people 15-20 mins. early to have a drink and chat so new members feel comfortable. We will mark new member's name tags to indicate they are newly joined. It was also suggested that new members be introduced at dinner meetings. Mary will be developing a ticket to include with the mailing inviting them to the fall dinner meeting as our guest.

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Social Committee: **Tom Heitkemper** indicated we have a shelter reserved at Mt. Airy Forest for August 28 from 3 p.m. on. It will be potluck style, members, spouses, families all welcome. Tom will do an evite to membership to get the word out. We will put a save the date in the upcoming newsletter. Laura needs to get email addresses to Tom.

Programs: **Gary Schneider** shared the following:

5/13 Workshop – went very well even with the late arrival of the banquet staff. Bob has sent the extra slides and Laura will get those to attendees.

9/19/16 Trauma Dinner Mtg – all set for this event.

10/7 Workshop – We've heard back from the CSWMFT board and they have requested additional information. It was discussed and agreed that the Hypnosis members will receive the same rate as CAPP members since they are a co-sponsor. Laura will need to receive a copy of their membership roster.

Spring 2017 – Eating Disorders – Dr. Role-Warren confirmed with Drs. Ann Kearney-Cooke, Ashley Solomon, and Anna Guerdjikova they have committed to be speakers at our full day a full-day workshop in the spring on 2017. A breadth of eating disorder topics for advanced audiences, focusing on clinically applicable strategies, possibly delineating the biological and genetic basis of eating disorders as well illustrative case studies, and current research regarding eating were discussed as workshop content. It was also suggested to have a checklist for members to consider “when am I out of my league, and when it is appropriate to refer the client elsewhere.

Dates identified were: 3/10 or 3/17 for the workshop.

Hoarding – Dr. Schneider will discuss with Dr. Renardi and Dr. Eiler-Sims the possibility to bring Dr. Renardi back in October of 2017 to present a workshop. This will be a full day workshop. Hoarding will remain the focus. Dr. Schneider will check dates (October 6 or October 13th) with Dr. Renardi. A preview the night before w/ Dr. Renardi that is open to the public will be explored. We would like to get media coverage and provide this as community service. Dr. Schneider will consult with other organizations known to do this to see how they accomplish. Churches or schools will be looked into for meeting space that is free of charge.

The board voted to increase speaker fees to \$1500 for a full day workshop beginning in 2017. If more than one speaker presents, the \$1500 fee will be divided amongst them. Dr. Role-Warren Motion, and the motion carried with no opposition.

The board also voted to increase the full day workshop fee to \$125 for members and \$150 for non members for a full day (6 hour) workshop beginning in 2017. Dr. Gutzwiller proposed the motion. The Motion carried with no opposition.

Future topics for dinner meetings and workshops were discussed:

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Mary Kelley suggested CBT-I insomnia treatment with Michael Perlis a psychologist with CBT-I expertise for our December 2016 dinner meeting. We do not have a second choice for December 2016 as the proposed speaker on anxiety by Dr. Brady isn't available. We wanted to have this topic as a dinner meeting to allow us to measure interest for a future full day workshop on this topic. December dates identified were 12/5 or 12/123. Whichever one isn't done in December 2016, we will target for early 2017. Dates for the Dinner meeting in 2017 were January 30th/February 13th.

Membership: **Patty Eiler-Sims** shared the application of Andrea Schultz-Duncan, PsyD. We need to obtain her specialty areas as she selected 20 rather than the 10 requested.

Other Business:

- Phone Duty – new schedules were shared with the group
- Newsletter Deadline – set for May 27, 2016.

The next Board meeting is **September 8 at 7:00 p.m.**

Respectfully submitted,

Laura Wilson, Administrative Assistant