



## **LPA EXECUTIVE COMMITTEE MEETING**

Called to Order Saturday August 21, 2021 at 9:30AM

**Present:** Erin Ruether (online), Melissa Kunimatsu (online), Chris Leonhard (online), Chris Parkinson, Amy Henke, Paula Zeanah, Rich Niolon, Kim VanGeffen, and Courtland Chaney

- Introductions from everyone.
- Some technical difficulties experienced, but these were resolved by 9:53AM.
- Read LPA Purpose and Purpose of the Executive Council:
  - ◆ The purpose of LPA is to support and advance psychology as a science, as a profession, and as a means of promoting health, education, and human welfare.
  - ◆ The EC shall have general supervision of the affairs of the association between its business meetings, fix the hour and place of meetings, appoint all APA-established positions for association service, make recommendations to the membership, and perform such other duties as are specified in these bylaws. The council shall be subject to the orders of the membership, and none of its acts shall conflict with action taken by the membership.

## **OLD BUSINESS**

- **Minutes**
  - ◆ Minutes were sent out; KVG motioned to table approval until next EC meeting, PZ seconded, motion passed.
- **Committee Reports**
  - ◆ **Legislative & Governmental Affairs Committee – ER and AC**
    - It was an active year; HB 477 was signed into law, and we are curious to see what LSBEP will do now to implement new fees and such.
    - LGAC plans to develop a strategy to be more proactive rather than reactive when legislation arises, and asked that EC consider what authority the LGAC has to make decisions on LPA's position, and its ability to act for LPA; that is, to take a position and act on it as well, regardless of whether it means testifying or having lobbyists reach out to talk with legislators.

**◆ Professional Affairs Committee – Kim VanGeffen/Richard Niolon**

- KVG and RN continue to attend LSBEP public meetings via Zoom. PAC hopes to get back on track with a colleague assistance program, and apply again for the APA Organizational Development Grant. KVG will continue to monitor the executive director list serv.

**◆ Public Affairs Committee – Courtland Chaney**

- Current members include Stephanie Grant, Mike Chafetz, Laura Brown, John Otzenberger, and Ariana Miller
- The plan had been for one member to take over the chair position as Courtland moves to retirement, but that fell through. Now Courtland is thinking that Stephanie Grant would be good for the chair position. If EC approves, he will approach SG to be chair, and she can then pursue subcommittee chairs. Courtland would like to get more people involved in PAC so that there are more people participating for the future.
  - Courtland will continue to oversee Speakers Bureau Subcommittee.
  - The Disaster Response Network Subcommittee never seemed to get off the ground, likely because LPA members were reluctant to agree to be on a subcommittee with no clear commitment... as nothing is needed from them *until* a disaster actually happens. So, Courtland recommends that John Otzebnerger or Sonia Blauvelt take over this subcommittee and that it not be a standing subcommittee, but one that is activated as needed.
  - He recommended SG continue to chair the Diversity Subcommittee.
- There was discussion on sending out an org chart on the listserv to all members with an explanation of how people can get involved in LPA, as well as put this in the newsletter for folks.
  - MK suggested this and they discussed having outgoing chairs write something about their jobs, and their willingness to mentor new chairs.
  - It may be best for outgoing chairs to recruit on the listserv rather than have EC do it, as EC wouldn't be able to answer the kinds of questions the chairs would be able to answer.
  - ER has mentioned writing an EC orientation and policy book.

**◆ Communications Committee – Chris Parkinson/Melissa Kunimatsu**

- The biggest focus this year was rewriting the listserv rules and etiquette guidelines around the listserv. That took up a lot of time that was slated for the newsletter.
- The newsletter is still the big goal for Fall; perhaps simplify it to make it easier to write and circulate? They are moving to an e-newsletter format, which allows you to just write content instead of write *and* design. It could also be shorter and include links so you can quickly read it and click for more information if you are interested.

- One issue is sending out the newsletter on the listserv only, *or* having the listserv and another option for members who do not subscribe to the listserv. CC will look into options.
- Another big goal is maintaining the website and blog for the public readers. This means recruiting writers/bloggers. It also means CP will train MK on how to maintain the website until LPA can get an admin assistant to take this on. This would also mean RL wouldn't have to update the website on membership matters, and could just write the content instead.
- The last website company didn't help us really; as a result, we want to have the knowledge/skills needed for basic maintenance within LPA.
- We would like to rotate having EC members write blogs, and we got a number of new members this year who might also be interested.

◆ **Treasurer's Report – Matt Holcomb**

- MH is not here today but sent his report in advance.
- After discussion, people noted that the information really organizes our expenses, but there was still some confusion among EC over whether this is first and second quarter or just second quarter. Also some confusion as Matt mentions fiscal year in the report. The budget is *calendar* year budget, not a *fiscal* year budget, and the budget gets approved in December based on the prior year's projections.
- Currently \$80k in checking and \$20k in savings.
- The grant KVG secured continues to support LPA. Of note, the letter notifying LPA we are renewed comes at end of March and the money shows up and is listed in the second quarter income statement.
- Matt broke down the LPA expenses... see report.
- There were some questions about the budget for conferences.
  - Is that supposed to be in this budget, or in a second one? It is a separate budget that LPA manages to be sure it is "revenue neutral." LPA has to "break even" on the conference, as LPA is not making money off continuing education, but spends some of its money to get good speakers as a service to our members.
  - Having the conference budget transparent to EC would let LPA be sure it is revenue neutral (which is our job as EC members) and support KVG in applying for grants. It would also help us track expenses over the years to be able to ballpark expenses for new conferences, as well as track what costs are increasing over time. This would also help in planning costs for in-person vs online conferences.
  - Liability issues are easier to manage if we all know what is happening with that part of the budget. It could be that one continuing education *would become a*

source of LPA income, and planning for that would require having these kinds of conference costs numbers available to the EC.

- The EC will ask MH to investigate, gather these numbers over time, and present on them.
- Lee and Janet Matthews set up a foundation to help LPA fund speakers for the future. There was some discussion of being clear about the sources of income for future conferences, and being sure we are financially sound and not dependent on grants and such.
- There was some discussion on whether we need an *executive director vs volunteer members* who support LPA.
  - Not having an executive director has gotten members to be more invested, but EC also needs more support to complete the workload of EC.
  - There was some concern too over a "DIY" approach when we rely on volunteer work. Having an executive director would make it easier for new people to be oriented because new leadership has to invest in figuring out lots of things rather than leading. Further, you try to have the executive director take on duties rather than hope that the expertise needed for those duties will be among volunteer. Further concern was raised over relying on volunteer knowledge when members may be here and then phase out their involvement over time, meaning we lose that expertise.
  - Relying on volunteer expertise also means a lot of "reinventing the wheel" and being worried about liability for people who take on a leadership role in LPA.
  - If not an executive director, then at least an admin assist could manage our paperwork and the cloud where we would save all kinds of things. For example, say your lost your conference certificate; who could you speak with to get another copy? An admin assist at least would mean we had someone to store these things and to pull them up when needed.
- ◆ **Convention & Education Committee**
  - The chair position is vacant.

## NEW BUSINESS

### • Appointment of Chairs

- ◆ Legislative & Governmental Affairs Committee - Clifton Mixon will co-chair with Erin R.
- ◆ Public Affairs Committee - CC will talk to SM about chairing Public Affairs.
- ◆ Professional Affairs Committee - will continue with RN and KVG.

- ◆ Membership & Member Services Committee - RL affirmed he will stay as chair.
- ◆ Communications Committee - MK will be chair and CP co-chair.
- ◆ Convention and Continuing Education Committee – Chris Leonhard and Nathan Brown affirmed they will be co-chairs.

**Motion:** CP motioned to appoint Dr. ER and CM as Legislative & Governmental Affairs Committee co-chairs, Dr. KVG and RN as Professional Affairs Committee co-chairs, Dr. RL as Membership & Member Services Committee chair, Drs. MK and CP for Communication Committee co-chairs, and Dr. CL and NB for Conventions and Continuing Education committee co-chairs.

All were in favor, 0 opposed and 0 abstentions, so **motion passed**.

- **Vacant Position**

- ◆ PZ is now EC vice-chair and so there is an open slot for an EC Director.

## EXECUTIVE SESSION

- Entered 11:10AM, exited 11:31AM.

## LUNCH

## OLD BUSINESS

- **Committee Reports**

- ◆ **Membership & Member Services Committee – Randy Lemoine**

- One goal this year has been to increase membership.
  - For example, in the past there was a reward (\$25) for members who referred a colleague who joined, discounts for newly licensed people (reduced joining fee from \$175 to \$100) and recent graduates, and academics who might not be licensed. Those who join in Fall membership drive are covered for the next year, so they do not have to turn around and pay membership fees again in January.
  - RL proposed thinking about the reduced new membership fee for next EC.
  - This would lead to revising the flyers and info on why join LPA (even if you are not practicing). They might poll graduate student members as well to see what they need from LPA.
  - Maybe buy a list of new licensed people from LSBEP and invite them to join... LSBEP may be able to provide a list for a fee, but names of people licensed and

beginning the licensing process are in board minutes, so buy the list to get the professional contact info and the minutes to identify who is new...

**Motion:** CP motioned to authorize RL to spend up to \$200 to purchase licensee data from LSBEP.

All were in favor, 0 opposed and 0 abstentions, so **motion passed**.

- Last year there were 50 people who did not renew LPA, but with outreach it was reduced to under 25. So they plan to do this again in January.
- RL also talked about a way to have a fully electronic system for joining and a way to process, say, a September joining at a pro-rated fee and then pay the full/regular renew in January. Right now, you pay full fee both times and it is likely a disincentive to join any time except January...
  - CP noted he has raised this before, and the website's new software could do it. PZ asked how many people renew late, meaning how many people would this benefit. There was some discussion of whether people might skip renewing in January, and then renew for half price in July when a conference is coming.
  - CP asked for monthly join and renew reports to use our own data to decide about this. CC suggested at least making this matter clear.
  - MK noted that a way to have rolling renewal that auto-renewed for you in 12 months after you joined. However, this is against bylaws. Making this happen would require a change to the bylaws, and would change the budget process as you would not be able to predict exactly when your income would arrive.
- There was some discussion about advertising the membership drive sooner, and after getting more data, EC will revisit this.

◆ **Public Affairs Committee – Courtland Chaney**

**Motion:** CP motioned to appoint CC as interim-chair of public affairs until new chair is appointed.

All were in favor, 0 opposed and 0 abstentions, so **motion passed**.

## NEW BUSINESS

● **Organizational Chart Review**

- ◆ Current organizational chart was reviewed, with attention given to making sure names, chairs, committees, committee duties, and subcommittees were correct.
- ◆ Some of the committee activity description (talent development, measurement...) could be removed from the description of Organizational Development Advisory Committee.

- ◆ Some language (e.g., discussion of the ethics subcommittee) could be removed from the description of Professional Affairs as well. KVG will write up something to briefly explain the Colleague Assistance subcommittee.
- ◆ Language about an LPA journal should be deleted under the description of the Communications Committee, as the LPA website will be the formal way to communicate to members and the public.
- ◆ The Convention and Continuing Education Committee, as well as the Membership & Member Services Committee and some other ad-hoc committees were formed as-needed around conventions, and so we may not need them as standing committees until we can have on-ground conferences again. For example, the Continuing Education Committee was formed as an ad hoc before we had zoom.
- ◆ Chairs reports should document who is on their committees as well, as this counts toward CPD (and that would be a selling point for chairs to recruit members to chair subcommittees) so it needs to be documented.
  - Of note, interest groups are not standing committees so they don't count toward CPD. However, there is a rural telehealth interest group and the chair is appointed because the interest group is connected to APA plans.
- ◆ ER suggested a subcommittee could review what else needs to be updated in the org chart.

**Motion:** PZ motioned to accept the Organizational Chart as amended today.

All were in favor, 0 opposed and 0 abstentions, so **motion passed**.

- **LPA Administrator Position**

- ◆ Reviewed job description for EC approval prior to posting.
- ◆ Duties and responsibilities looked good, as they are general but not overwhelming. EC may add something about helping with conferences, and familiarity or willingness to learn software such as Wordpress. EC may add communication skills, and ability to work independently and collaboratively.
- ◆ Where would this be advertised? If at college campuses, LPA may get more turn over... but if generally advertised as a clerical position, a clerical person might stay with it longer. However, the job is only 8 hours a week at this point, and unless we are committed to guaranteeing a certain number of hours, we are unlikely to get someone committed to the job and LPA.
- ◆ There was some discussion about pay. \$15 an hour is not necessarily the kind of pay that you can get for a BA/BS. Even if it is changed to require an associates degree, \$20 an hour is better. There was discussion about the position coming with a bank of hours that LPA would commit to, and after those were used, LPA could decide to cover more or to revise the position.

**Motion:** AH motioned LPA offer compensation at \$20, and post the job description contingent upon Treasurer's approval.

All were in favor, 0 opposed and 0 abstentions, so **motion passed**.

- **Legislation Discussion**

- ◆ Deferred until next EC

- **Letter To Moore**

- ◆ LPA has been asked to also sign a letter asking that District Attorney Moore no longer process juveniles in adult courts. The question is whether the Legislative Committee or the EC could sign a letter purporting to represent LPA without a meeting and discussion by members?
- ◆ Another question would be whether an LPA member could sign such a letter; as citizens, of course they could, but the question is whether they can identify themselves as a member of LPA, which could appear to mean they represent LPA.
- ◆ Perhaps LPA should say on the listserv that LPA is not taking a stand on this current matter at this time, but members are free to take a stand but not to identify as if they represented LPA.
- ◆ The EC does intend in the future to take stands on these kinds of issues as part of our ethical and professional duty to the public, and we plan to discuss with membership our criteria for taking these kinds of stands in the future (for example, taking a stand on matters that are rooted in clear and replicated science).
- ◆ MK also suggested having one process for when LPA writes our own letter vs when LPA signs someone else's letter.
- ◆ ER noted that science is part of the decision, as well as when a fellow professional organization (LSPA) asks for our support in their professional work. Some cases require LPA to take a stand quickly if LPA's opinion is to matter at all...
- ◆ The Legislative Committee can discuss it and recommend to EC at next EC meeting a position and a reason to take that position. EC may sign for LPA on this one issue then. The process for this kind of issue in the future will be discussed next EC meeting, and be formalized in the future.

- **Review of Bylaws**

- ◆ This might be good for the ODAC to look at... when and how do we regularly review bylaws and discuss revisions that need to be proposed to membership?
- ◆ CC noted that review of organizational charts at the start of every year would be good. This is like the basic strategic planning that businesses do every three years.

- **LA President's Goals**

- ◆ Work to ground the organization and committee work in science



- ◆ Increase membership with respect to academics, as well as early career and student members, as a way to keep membership growing and connected to each new generation of psychologists in LA.
- ◆ Improve sustainability of LPA by smoothing and documenting processes, and improving the transition of new people into leadership positions.
- ◆ EC discussion agreed with the grounding in science, the onboarding of new people, being more effective, and administrative support.

**Meeting adjourned at 1:34PM.**