

April 20, 2008 Board Meeting

AAGT Board Meeting

Present: Ann Bowman, Dan Bloom, Peter Cole, Marcy Stern, Ansel Woldt, Silvie Falschlunger, Robert DeVos., Talia Levine Bar-Yoseph, Phil Brownell, Bud Feder, and Brian O'Neill.

Apologies: Tine van Wijk, Sarah Fallon, and Peter Philippon

Absent: Jack Aylward, Marilyn Myles, and Morgan Goodlander.

PROPOSED AGENDA ITEMS

- A. Manchester Conference (Talia) including discussion about booking on website**
- B. RCP (Brian)**
- C. Treasurer's Report (Peter C)**
- D. E-newsletter (Marcy)**
- E. Communications (Dan)**
- F. Scholarship Fund (Bud)**
- G. Participation on Leaders List (Phil/Dan)**
- H. Discussion regarding should the conference conveners also be members of the board? (Dan)**

We need to bring the following to the Annual Meeting, which I am putting on the Bd meeting agenda:

Up until now, the convener(s) have been ex officio Board members.

Do we want to make these Board positions?

They are not now.

And the Board does not have the authority to make any ex officio Board positions (unless I am missing something in the By-laws).

I am open to the feedback that I am being too legalistic. (From my perspective, I am not. I know people who are, though. Want to meet them?)

PS : This is a different issue from discuss this with current, future, and past conveners. Their input is valuable.

THE NEXT BOARD MEETING TIME – May 18, 2008 –PLEASE CHECK TIME FOR THIS MEETING WHEN POSTED.

Welcome – all checked in. Dan served as the chairperson for this meeting.

Manchester Conference

In an email sent prior to the conference call, Sarah wrote:

Conference Report for April '08:

Publicity Committee:

The committee sent out a reminder to all members re the April 1st Early Bird deadline. Also to the conference database.

The Publicity committee has done their job so well that they were forced to hand in their resignations 3 months early! I want to congratulate them in this report for what has clearly been a fantastic degree of dedication and commitment to their work. This is a bigger conference than Vancouver, and has sold out much sooner – and in a part of the world which, we all accepted, posed a greater financial risk for AAGT. Well done, them!

Scholarship Fund:

From Bud:

12 people from five countries have been offered grants ranging in size from \$500 US to \$2200 US, for a total of \$12,000 US.

10 of the twelve have accepted and registered.

An eleventh has accepted, yet may not be able to attend due to visa problems. We may need to give him a deadline such as June 1, so that his grant [actually the \$2200 one] can be distributed to one or more of the five people who applied after the grants above were made. These five are on a waiting list and some of them have registered. Those who have not may not be able to come if there is no space at the time we offer them a grant, should we do so.

At the present our income for the fund is as follows:

\$8200 was on hand at the beginning of the year, most raised by workshops run by Peter P & me

Jack A and I are running a pre-conference workshop pro bono and should realize \$1300 after the room rental expense

donations during registering have amounted to \$1000

a recent general solicitation has realized \$600

three people have committed to me to donate a total of an additional \$900

Adding up those amounts [\$8200 + \$1300 + \$1000 + \$900] comes to [I kid you not] \$12,000.

So we are covered for the grants already made.

I expect more income [from people I will be hitting on, plus Charlie's auction if he agrees to repeat it, plus a couple of hundred from selling things ---used books, etc ---]and other tricks at the conference. I am not sure if will offer grants on expectation. I would like to discuss this on the conference call.

Process Groups:

From Bud:

Regarding the PG's, I hope you hear from Jack. We have met and he has taken on to send out a call for PGF's [process group facilitators]. There have been some technical problems though. We will need about 30 PGF's and have so far 3 signed up.

From Me:

I put out a call on the Members List for potential Process Group Facilitators to contact Jack. Some people contacted me instead (and I assume some wrote directly to Jack) and I forwarded their mails to his email address. I also copied the Members List announcement to Jack's account, in case he didn't take the list.

However, I haven't had any responses from Jack – and I did, later, ask him to confirm he was getting the emails from me. I still haven't heard anything. Bud – do you have a way of contacting him to ask? It would be a shame if people aren't being responded to after they've expressed an interest. (And could you let me know? Thanks.)

I also estimate that we need 20 groups, not 30. Can you confirm this, Bud? If we have 30, it would be 8 per group and if we have 20 it would be 12 in a group (both figures including leaders). I sent out the call for 30, as above.

PPC:

The issue of the lost proposals is now resolved. The Peer Review Committee reviewed them, and the PPC has weighed those presentations up using the same process they've used with all other submissions. They have contacted the presenters, and have informed them of the results.

Re pre-conference: Two presenters wanted to open their registrations to include those on their waiting lists. One presenter dropped out.

They have begun to consider allocation of rooms.

They are considering the possibility of adding other presentations to the program, as they have an extra room to work with.

CPC:

Anne Maclean has asked that we display the silk labyrinth wall-hanging she brought to Vancouver and presented to the membership in the opening ceremony. Family circumstances prevent Anne from attending this year and, of course, we have agreed to display it somewhere during the conference.

In a recent flurry of correspondence all keynotes and invited presenters have confirmed their bookings, and their (eventual, in one case) acceptance of terms.

Now Tali has cracked the Publicity, she has taken on board liaising with people about tables. Various interested parties have contacted her. Thanks, Tali.

APA: (From Ansel) We have received continuing approval from the APA to continue as a provider of continuing education for licensed psychologists with only one notation, namely that, "In your promotional materials do not imply that a program is approved. The APA Sponsor Approval System does not review or approve individual offerings." This notation is something we need to pay attention to in future promotional materials and needs to be stated instead that AAGT is approved to offer continuing education programs by the American Psychological Association.

Ansel is also in the process of completing the Annual Report for NBCC Approved Education Providers that is due on April 30th -- "a necessary task to maintain our providership for licensed counselors and a more demanding report than APA's." Thanks, Ansel.

Now we have numbers confirmed, the conference bags and contents have been ordered.

Name-badges are being looked into by Janice. Thanks, Janice.

Work-study: Janice Cousins is in charge of work-study. People have contacted her who are interested.

In negotiation with Peter C we agreed to fund an extra room for the duration of the conference. Initially, this was to help the PPC out of a difficulty with some lost proposals. However, we also agreed to offer them the room for further periods so we can provide more workshops. Thanks, Peter C.

Silvie is keeping, and managing, a waiting list for the conference. (Thanks, Silvie. I very much appreciate all the administrative pieces you are keeping hold of.)

Ongoing negotiations with The Thistle continue re general logistical matters.

Talia – are there any questions to answer?

Silvie – 12 people are on the waiting list. Question is should we give priority first to the members?

Phil – No as they had plenty of time to register.

Dan – do all board members agree?

No one disagreed.

Talia – we did send members advanced notice to register first as conference was filling up then we notified others.

Silvie – now they are kept in the order they were received. Folks from England will have a easier time to attend at the last moment.

Dan – should we look at geography?

Conference call members said “no” but agreed that we should notify members on the waiting list when there is space and give each person some time to respond before we move on to the next person(s).

Silvie – We are holding spaces for 26 spaces presenters who have not registered – 18 are presenters whom she does have names and 8 presenters whom she does not yet have names.

Dan – have all presenters confirmed they are coming?

Talia – need to give a deadline.

Ansel – need to contact each personally and ask them if they are coming and let them know that we are holding a space for them.

Silvie – will do this.

Bud – suggested that Peter P or Peter C send out invitations as they might get a more timely response.

Silvie – Also holding 3 spaces for scholarship folks.

Bud – Has given one of these folks a May 15 deadline to confirm.

There was a question from a member – who has names of the 8 presenters that Silvie doesn't have names for?

Phil – The PPC is deciding about these presenters as we opened some more presentation spaces. We have not confirmed yet with these folks so we don't have the names to give out at this time.

Questions – should we email or call.

Ansel – send out an email but if there is no response within two days then call them.

Peter C – will notify the 18 folks Silvie has on her list and asked her to email him these names.

Silvie – will let Peter C know the 18 names.

Dan – please use the emails as an invitation to step further into the conference.

Dan and Talia – both encourage a deadline.

Phil – the program planning will contact the 8 presenters that have not been notified.

Dan – we need everyone to register so we can firm up the program.

Phil – PPC may also be the better way to invite all the folks (all 26) to sign up and register.

Members agreed.

Silvie will send Phil the names and he will contact Mae to help with this. The deadline for the 18 known presenters will be May 1 and for the next 8, they will be given a bit more time to confirm.

Treasurer's Report

Peter C sent a report to the board regarding AAGT's current finances. This will be available to the members on request.

Peter C filed taxes and will send Phil info re: the conference income/expense.

Phil and Peter C talked about actual dollar amounts and so far all looks promising.

Members congratulated Peter C on a good job with the treasurer's report and responsibilities.

Scholarship Fund

Bud – agreed with Sarah’s report (see above) and he is waiting on acceptances from those who were offered the scholarships. \$12,000 was the monetary goal for the scholarship fund and that is what we have now with probably more money to come in. There is one person who has a large scholarship award but he is having trouble with his visa. If he cannot come, this money will be available to others. We don’t mention scholarship folks names though they are sometimes much more public about this.

Process groups

Ansel asked Bud about process groups for Manchester.

Bud – A call for leaders has been sent out via an announcement written and emailed by Sarah. Bud will see Jack this week and also will talk about improving communications with him and the membership (eg responding to emails, etc). We will need 30 people to be process group leaders as we have 20 groups and some will need/want co-leaders. We have about 5 folks volunteered at this time.

Robert said he and Petra are considering volunteering as process group leaders. He was encouraged to contact Jack about this.

On-Site Assistance for Convener and Committee Chairs in addition to Work Study

Ansel – discussed the needs for a more thorough analysis of the on-site assistance that will be essential for Sarah, our Convener/Coordinator; stating that the demands of this job are critical to the conference's success and far surpass the abilities and responsibilities of Work Study assistants. This includes the need for a full-time Associate Administrator throughout the conference. We need to consider having Sarah find someone in Manchester to do this and be paid. He also said another assistant will be needed for the first two days to help with registration, answering questions, logistical details, unforeseen on-site problems, selling things, and to relieve Sarah and the full-time Associate Administrator as necessary (i.e., while eating, bathroom breaks, etc.) as the registration area cannot be left unattended..

Bud – also suggested having someone at the end of the conference to help with CEUs.

Ansel concurred with this being very important, including help with collecting and collating conference evaluations, packing things up, etc. on Sunday when the conference ends.

Silvie – need someone from the local community to assume this role. In Vancouver when there were questions regarding registration information, etc, the paid person communicated those questions to Silvie while the conference was happening. This was very helpful and Silvie was able to act as a liaison with that person. One of the issues that happened had to do with processing credit card information and Silvie was able to work with the registration person to get this done.

Board agreed to pay two persons to serve as a registration coordinator and overall conference coordinator (who also coordinates workstudy persons, etc.) This was not in the budget but we need to include this. Sarah and Peter P will be asked to find these local persons.

RCP Report

Brian facilitated an RCP conference call and is acting as leader for this group since Tine stepped out of this role. Peter P was also on the call as was Cathy Grey, Cathy sent out a survey for ideas for Philadelphia and is already taking up the ball and running with this. Brian enjoyed the call and noticed it is geographically wider spread than when he participated in previous years. He will be the RCP process group leader for the committee in Manchester as they will have their own process group. There will be another call in May before the conference. He will be the leader for the RCP until Manchester and then they will decide about this.

Silvie – will send an RCP list to Brian.

Discussion regarding should the conference conveners also be members of the board? And Participation on Leaders List

Ansel – does anyone have a list of responsibilities for the convener and other On-Site administrators and conference chairs? Tali and Ansel have been trying to help Sarah assemble a task list of on-site things to anticipate during the conference. This is not only important for the Conference Convener/Coordinator, but also the On-Site Administrator, Logistics Chair, Program Co-Chairs, Finance Chair, Work Study Coordinator, On-Site Associate and Continuing Education Chair. This information was collected following some of our conferences, the last times being by Brian after St. Petes and I believe again by Bea after Vancouver. If anyone has this information on the functions, duties, tasks performed, issues to anticipate, etc. please send it to Ansel, as he and Nancy are assembling a list with the input of Sarah, Tali and any others who can help.

Talia – this would be a very good and beneficial for the next convener. This would be more helpful for Cathy than being on the board list.

Phil – in what capacity would this person join the board – as an observer or voting member?

Dan – are board meetings closed?

Brian – no but do need to have a smaller number for the board to be able to do their business. We were also able to do check ins with smaller numbers.

Dan – got an email from Cathy saying she would be glad to join the leaders list.

Talia – opinion is that the next convener would benefit from being on the CPC emails. Smaller amounts of emails and information which are more pertinent for the next convener than the leaders list information.

Dan – The convener's opinion would be a part of the decision making process if they join the board.

Phil – uncomfortable with letting anybody join the board.

Dan –The board is set by the By-Laws of AAGT. He asked again if people considered our meetings to be open. Stated that he thought that anyone could attend a board meeting and join a discussion.

Ansel – we have been open to inviting people in like Silvie who are not elected board members.

Brian – also invited Bea and Warren in.

Phil – and those people were invited to come in.

Brian – yes, there is a gate keeping process.

Dan – the bylaws say only the elected members can vote.

Brian – yes people we have invited in have been very respectful on the calls.

Dan – Proposed we discuss the issue at the annual meeting regarding if the conference convener should also be a member of the board.

Brian – don't really need to do this as we can chose to invite folks in – says this is in the by-laws.

Dan – asked Brian to double check this in the by-laws.

Ansel – is a board meeting the same as a conference call? This seems more like a conference call not a board meeting.

Brian – yes the board meeting is actually once a year and these are calls.

Talia – Cathy is forming her committee – so how is this decided?

Dan – yes we have always give the conference convener leeway to form a committee.

Talia – until Ansel and Dan joined, Talia was the only person on the current CPC who was not connected with Peter P. Also we should have someone who was on the last CPC on the next.

Brian – we have done this but it has been more behind the scenes. Also – the leadership of the CPC influences this – how much input they ask from AAGT members, the AAGT board and the previous CPC members.

Ansel – I agree that this has been the case.

Dan – Cathy is reaching out to folks who have done the NY conference and in Philadelphia.

Talia – yes we should formalize this a bit. If things had been passed on from the previous CPC this would have helped Talia tremendously.

Brian – when he took office, the board conference calls and the committee conference calls were huge. So the numbers of members on the calls were reduced.

Ann – Gave support for Talia's experience on the current CPC and her opinion regarding what will most helpful to the next conference convener. She supported having the next conference convener join the CPC list rather than the board/leaders list if this would be the most helpful.

Talia – has done many conferences but has found learning the AAGT experience has been very confusing. If I had been the next convener, I would have learned a lot by being on the previous CPC list.

The participants gave lots of support to Talia for all her work. The publicity committee has been very successful.

Dan – have we also addressed the issue of participation on the leaders list?

Brian – Responded by saying that in the past, different chairs of the committees were brought on the list in addition to the conveners. This has added a bit to the confusion.

Communications Committee (Dan) and E- Newsletter and (Marcy)

Dan – The communications committee has been focusing on helping give support to Marcy for the newsletter development and building more of a web presence.

Marcy - A draft copy of the newsletter has been delayed due to her physical problems. She will send a mock up and get ideas. She plans to send out the Newsletter on May 1. Silvie will send out the e-copy and Charlie will send out hard the copies. She needs communications committee to read and

give input. Look of the old newsletter will be maintained but logistically it is a bit difficult to get done.

Dan – communication committee intends to support her and this process.

Brian – if we list all the things people do then we will have a hard time listing all the intangibles – Marcy, you are inspiring and indicative of what people do in this volunteer organization.

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