

General Business Meeting  
Minutes  
February 27, 2009

**Call to Order:** by Karl VanHarn at 2:05 P.M.

**Meeting opened** with prayer by Karl VanHarn

**Minutes:** **MSP** approval of 09/12/08 General Business Meeting Minutes as published in the February 2009 Newsletter.

**Budget/Investment:** Robert Uken

- The proposed FY 2010 Budget and adjustments to the FY 2009 Budget was presented for discussion.
- The Committee discussed an informal request by FCPE to regions to manage regional investment accounts. The committee tabled this request to the fall meeting as it has several questions and needs additional information.
- Bob reported the Administrative Council discussed assessing satellites an annual accreditation fee of \$250 after being listed in the ACPE Directory for three years; the item was postponed to the September meeting.
- A Web-manager line item is included in the 2010 budget at \$300 a month. John Teer has served as interim web manager since December and is willing to continue working for the ECR. He is an honorably retired ACPE Supervisor and does similar work with other regions.
- Student fees will increase from \$55 to \$65 beginning January 1, 2009.
- National fees for ACPE Centers will be increasing in 2010.
- MSP** - the Regional Director's salary is designated as housing allowance.
- MSP** - adjustments for FY 2009 Budget and Projected FY 2010 Budget (Attached)

**Personnel Committee:** Karl VanHarn

- MSP** - that the title of the Regional Secretary be changed to Regional Administrator to properly reflect the duties of the position.
- MSP**-Regional Director's Job description and timeline. The invitation to apply, job description and timeline will be published March 13, 2009.
- **MSP**, Process for hiring a new Regional Director requires three (3) references.
- **MSP** that the Personnel Committee be given power to extend or change the timeline for the Regional Director hiring process.

**Nominations:** Lin Barnett

- MSP** Nominations be accepted as presented. (Attached).

**Accreditation:** Connie Bonner

- Annual Reports received and accepted  
SCEC with more info to come
- Lexington VA: accredited with no notations to move from satellite to full accreditation  
St Joseph Lexington accredited  
Complaint policies now need to be integrated into each Center's local complaint system with a process to bypass the local Center and go directly to the National

Accreditation Commission. A link will be on the ACPE web site on April 1, 2009 giving examples.

- 2010 Accreditation Manual is to be used for all present accreditation processes. The new manual goes into effect January 1, 2010.
- Education Placements are now officially permitted. These sites are places other than the actual accredited Center where CPE groups meet for educational purposes. These sites need a written placement agreement (contract) which also is to be included in annual reports.
- Inactive Center status will be extended for up to three (3) years in the 2010 Accreditation Manual.
- A creative process is now available for new forms of Centers.
- Accreditation teams will now be chaired by a nationally trained chair plus two persons from the Region.
- The LiveText computer program will be available on the national website for various usages.
- Ruth Alpers will be the new chair of the Region's Accreditation Committee when Connie Bonner leaves.
- Connie Bonner is moving to Clear Water, FL, on May 15, 2009.

**Certification:** Frank Impicciche

- Will resume seminars on supervision for SES's and their supervisors at upcoming regional meetings.
- The Committee discussed accountability for impaired supervisors.
- Three students denied requests at this meeting.
- Susan Harthon granted Associate in Richmond
- Bill Foster granted Associate in Orlando

**Racial Ethnic Multifaith:** Vickie Johnson

- Dr. Stacy Floyd Thomas will be the speaker at the next REM conference. The title will be "What's Going On?" The conference is February 4-6, 2010 in San Antonio, Texas
- The region granted 3 scholarships for the 2009 REM Invitational.
- REM is experiencing growing pains as it seeks to be more inclusive.

**Standards:** Joe Viti

- National committee received important feedback on proposed new Standards.
- Theology paper at candidacy level suggestion made by Ruth Alpers. Discussion followed and Region asks that national Standards Committee revisit this standard on theology. Viti to pass request on to national Standards.
- **Standards and Certification Commission.**
  - New Level II Outcome: **312.8** Demonstrate awareness of Spiritual Care Collaborative Common Standards. (This Outcome was modified to remove the confusion that those entering Supervisory CPE had to get certified by APC, NACC or NAJC to fulfill the requirement of meeting Spiritual Care Collaborative Common Standards).
  - New Certification Standard: **406.6** –Demonstrates Collegiality
  - Can Supervisory Education (Readiness) Students supervise? SES is limited to levels of practice.
  - Study document being prepared on supervisory faculty ratio to number of students supervised at one time.
  - Copy of the Standards report is attached.

**Board of Representatives:** Frank Impicciche

- The Board has 6 main strategic plan initiatives including: Organizational relationships, multicultural & international learning, contextual and pastoral education, development and fundraising, supervisory education and certification; and administration, governance and business affairs.
- Board members were encouraged to invite FCPE's representative(s) to regional meetings to share pertinent information regarding its operation and process.
- Journal of Pastoral Care: ACPE can no longer support the Journal of Pastoral Care alone but some money has been contributed for the short term. There are still issues to be worked out to consider if the Journal will continue in a new format.
- A copy of the Board of Reps report is attached.

**ACPE President:** Bill Scrivener

- Conversation between ACPE and APC has gone on but there has also been struggle to move us closer.
- Seeking for more visionary approaches.
- Much ongoing conversation at national level to pull together long standing issues and trust.
- Affirmation of ACPE President Elect, Sally Schwab, was voiced and cooperative work with current administration.

**Clinical Members:** Martha Amann

- September notification for set up of task force for Clinical Members.
- Billy Beverly elected as representative to the Board of Representatives from ECR.
- Small representation noticed at national conferences.
- "Why remain Clinical Member" - survey - email contact being initiated.
- At the next election it is hoped to involve more clinical members.
- What is wanted:
  - at SES level, require Clinical Membership.
  - much diversity in Regions at the level of involvement of Clinical Members needs to be sorted out.

**Regional Director:** Cal Brand

- [RD Annual report was published in the ECR March 2009 newsletter].
- A sad good bye to the Akron ACPE Center since the hospital will no longer support the program.
- Congratulations to the Lexington VA as a new Center.
- A couple other sites are also coming on line.
- Expressed thanks for service to the region by departing committee chairs/officers:  
Connie Bonner, Carl Buxo, Carol Green, David Koch and Bob Uken.
- Cal expressed his looking forward to his last half year as Regional Director.

**Fall Meeting-September 11-12, 2009, The Galt House, Louisville, KY.**

- Keynote Speaker will be Sr. Helen Prejean. She is the author of, "Dead Man Walking."
- John Gage and Will, his son will provide music.
- Brian Shields, Melanie Prejean Sullivan and Karl VanHarn will be presenting workshops.

**Adjourn 3:40 P.M.**

Respectfully submitted,  
David Koch

The Rev. David C. Koch  
Spiritual Care & Education  
915 N. Reynolds  
Toledo OH 43615

[dkoch@scec-cpe.org](mailto:dkoch@scec-cpe.org)

Attachments:  
Budget  
Board of Reps Report  
Nominations Ballot  
Standards Report

Account	Actual	Actual	Actual	Actual	Approved	Adj	Projected		
Description	12/31/2005	12/31/2006	2007	2008	2009	2009	2010		
<b>REVENUE</b>	<b>Audited</b>	<b>Audited</b>	<b>Audited</b>	<b>Unaudited</b>					
Student Fees	\$49,694	\$54,346	\$49,214	\$58,080	\$50,000	\$59,000	\$59,000		
Accreditation	\$425	\$2,850	\$575	\$300	\$2,000	\$7,750	\$7,750		
Certification	\$3,250	\$2,300	\$2,075	\$2,425	\$2,500	\$2,500	\$2,500		
Feb Conference	\$9,320	\$10,618	\$9,815	\$10,386	\$10,000	\$10,000	\$10,000		
Sept Conference	\$7,046	\$8,017	\$7,291	\$7,980	\$7,980	\$7,900	\$7,900		
CPE Day	\$330	\$1,155	\$1,129	\$0	\$500	\$0	\$0		
Interest/Dividends	\$2,184	\$3,326	\$2,970	\$2,075	\$2,500	\$2,000	\$2,000		
Other/Center	\$8,250	\$8,000	\$7,750	\$8,250	\$7,750	\$7,750	\$7,750		
Unrealized Inc/Loss	\$330	\$300	-\$752	\$0	\$0	\$0	\$0		
<b>Total Revenue</b>	<b>\$80,829</b>	<b>\$90,912</b>	<b>\$80,067</b>	<b>\$89,496</b>	<b>\$83,230</b>	<b>\$96,900</b>	<b>\$96,900</b>		
<b>EXPENSES</b>									
February/Annual	\$13,427	\$14,275	\$13,324	\$15,009	\$14,000	\$15,000	\$15,000		
Fall Meeting/PCA	\$8,786	\$10,957	\$10,884	\$13,803	\$11,000	\$13,000	\$13,000		
<b>Total Conferences</b>	<b>\$22,213</b>	<b>\$25,232</b>	<b>\$24,208</b>	<b>\$28,812</b>	<b>\$25,000</b>	<b>\$28,000</b>	<b>\$28,000</b>		
Contingency Fund	\$125	\$1,875	\$2,836	\$2,000	\$2,000	\$2,500	\$2,500		
Depreciation	\$0	\$0	\$0	\$0	\$0				
<b>Committees</b>									
Accreditation	\$1,637	\$1,961	\$5,348	\$4,572	\$3,500	\$4,500	\$4,500		
Accr Chair Salary				\$4,991	\$5,000	\$5,000	\$5,000		
Admin Council	\$1,545	\$1,212	\$2,409	\$2,569	\$1,800	\$3,000	\$2,500		
RD Recruitment						\$4,000	\$0		
Budget & Investment	\$464	\$562	\$310	\$465	\$700	\$700	\$700		
Certification	\$6,307	\$6,043	\$6,751	\$9,005	\$7,000	\$7,000	\$7,000		
Clinical Members	\$441	\$435	\$448	\$280	\$500	\$500	\$500		
History	\$0	\$0	\$0	\$300	\$300	\$300	\$300		
July CPE Day	\$319	\$511	\$1,038	\$0	\$500	\$0	\$0		
LongRangeDev/Strategic	\$0	\$0	\$0	\$222	\$1,000	\$1,000	\$1,000		
Nominations	\$102	\$0	\$185	\$223	\$300	\$300	\$300		
Professional Ethics	\$1,600	\$0	\$1,000	\$26	\$1,500	\$1,500	\$1,500		
Program	\$509	\$255	\$114	\$0	\$300	\$300	\$300		
REM/Region	\$1,506	\$750	\$1,500	\$1,028	\$1,500	\$1,500	\$1,500		
REM/Invitational	\$0	\$0	\$5,000	\$0	\$0	\$0	\$0		
Research	\$0	\$0	\$500	\$500	\$500	\$500	\$500		
SIT/SC Event	\$1,155	\$817	\$939	\$628	\$1,500	\$1,500	\$1,500		
Standards	\$522	\$502	\$483	\$743	\$525	\$525	\$525		
<b>Total Committees</b>	<b>\$16,107</b>	<b>\$13,048</b>	<b>\$26,025</b>	<b>\$25,552</b>	<b>\$26,425</b>	<b>\$32,125</b>	<b>\$27,625</b>		
<b>Business Office</b>									
Director Salary/Housing	\$14,121	\$14,615	\$15,536	\$16,968	\$16,468	\$16,468	\$16,962		
Director Travel	\$3,404	\$3,288	\$4,179	\$3,070	\$3,800	\$3,800	\$3,800		
Director Dues			\$400	\$400	\$400	\$400	\$400		
Staff Salary	\$13,513	\$13,970	\$14,867	\$16,110	\$15,759	\$15,759	\$16,232		
Staff Travel	\$626	\$700	\$581	\$800	\$800	\$800	\$800		
Telephone	\$1,354	\$782	\$630	\$539	\$800	\$800	\$800		
Supplies	\$119	\$272	\$153	\$0	\$400	\$400	\$400		
Internet Provider Svcs	\$714	\$517	\$598	\$532	\$1,000	\$1,000	\$1,000		
Web Mgr Honorarium	\$0	\$0	\$700	\$1,650	\$1,200	\$3,600	\$3,600		
Printing	\$2,451	\$2,345	\$265	\$0	\$1,000	\$1,000	\$1,000		
Postage	\$2,348	\$2,308	\$805	\$454	\$1,000	\$1,000	\$1,000		
Acct Fees	\$1,120	\$2,271	\$1,365	\$571	\$1,200	\$1,200	\$1,200		
Auditor			\$2,250	\$2,250	\$2,250	\$2,250	\$2,250		
Liability Insurance/ACPE	\$986	\$1,025	\$0	\$0	\$0	\$0	\$0		
ACPE Gov't Surcharge		\$1,057	\$1,091	\$1,780	\$1,100	\$1,100	\$1,100		
Miscellaneous	\$0	\$0	\$0	\$0	\$300	\$300	\$300		
Merit Increase	\$0	\$0	\$0	\$0	\$0	\$967			
<b>Total Business Office</b>	<b>\$40,756</b>	<b>\$43,150</b>	<b>\$43,420</b>	<b>\$45,124</b>	<b>\$47,477</b>	<b>\$50,844</b>	<b>\$50,844</b>		
<b>Total Revenue</b>	<b>\$80,829</b>	<b>\$90,912</b>	<b>\$80,067</b>	<b>\$89,496</b>	<b>\$81,750</b>	<b>\$96,900</b>	<b>\$96,900</b>		
<b>Total Expenses</b>	<b>\$79,202</b>	<b>\$83,305</b>	<b>\$96,489</b>	<b>\$101,488</b>	<b>\$100,902</b>	<b>\$113,469</b>	<b>\$108,969</b>		
<b>Total YTD</b>	<b>\$1,627</b>	<b>\$7,607</b>	<b>-\$16,422</b>	<b>-\$11,992</b>	<b>-\$19,152</b>	<b>-\$16,569</b>	<b>-\$12,069</b>		
As approved by Budget & Investment Committee 2/26/09									
Approved by the Admin Council 2/27/09									
Approved by the General Business Meeting 02/27/09									



## ACPE BOARD REPRESENTATIVE REPORT

Representative(s): Frank Impicicche & Marla Coulter-McDonald

### Submitted To the East Central Regional Meeting / February 27, 2009

The ACPE Board Meeting met from Thursday, January 29<sup>th</sup> thru Saturday, January 31<sup>st</sup> in Orlando, Florida at the Spiritual Care Collaborative Conference. Both representatives from the ECR were present and involved in the business of the Board. Highlights from the meeting consisted of the following:

1. The Board continues to focus on 6 main Strategic Plan Initiatives that are addressed by 6 standing work groups. These initiatives include: Organizational relationships, multicultural & international learning, contextual and pastoral education, development and fundraising, supervisory education and certification; and administration, governance and business affairs. Each work group gave reports that highlighted relevant information.
2. The Board passed a motion that the work group on Administration, Governance and Business Affairs recommend a process, a structure and a direction that aligns with the "mission" of ACPE and strategic plan to address the current and future financial, organizational and governance challenges.
3. The ACPE Executive Director, Teresa Snorton gave an excellent written and verbal report highlighting all of her activities and work involved since the last Board meeting. She shared that the ACPE/APC Joint Ethics process is working well. The FCPE has decided not to utilize the extra office space leased in Atlanta. They have instead leased space in Texas where the new Executive Director of the FCPE resides. Teresa proposed that the ACPE keeps the additional office space and pay for it through the Foundation's Capital Expense Account. Out of this came a long discussion regarding the relationship and processes between ACPE and FCPE.
4. The Faith Group Representative Report was made by Rich Gorman. The REB's are concerned because there is not a clear definition of what endorsement means. They have requested feedback from several cognate groups including the ACPE but they have not heard back from anyone. There are concerns that persons are shopping for endorsement in another faith community to avoid the requirements of their/or another faith group. The concerns raised by the REB's were referred to the Supervisory Education work group.
5. A large portion of our Board meeting was spent discussing and collaborating with members of the FCPE Board. The Executive team members all were present along with Howell Adams, who is a major supporter and contributor to Development and Fund Raising for ACPE. Each Board Representative was encouraged to arrange to invite members of FCPE to come to their perspective Regions to share pertinent information regarding the FCPE's

*As presented to Feb 2009 ECR general business meeting*

operation and process.

6. A Journal of Pastoral Care Publication report was read and given by Steve Ivy. Orlo Strunk has resigned as Editor of the Journal after 31 years as Editor. The new Editor is Terry Bard who has been Associate Editor for three years. The Journal was informed that the APC is withdrawing its membership. They were the largest member and this has significant financial implications. The long-term survival of the Journal is in serious jeopardy. The Journal Board took action to transition to an electronic journal by 2020 in an attempt to stay in business. Additionally, the board voted to inform JPC's Board that ACPE regrettably cannot carry ongoing debt associated with the publication of the Journal.
7. The Board voted that ACPE will request funds from FCPE for three purposes: (a) Regular allocations for program awards, (b) allocations for ACPE Operating Expenses for proposed budgets, and (c) Emergency Requests.
8. The Board further decided that the Membership of ACPE would be canvassed to ascertain important information to move forward regarding capital improvement initiatives of ACPE. There were four main directions to focus upon. They include: (a) to direct the Regional Representatives to inform members in their regions about current ACPE office space realities and needs and to share their excitement about the ACPE/FCPE visioning process. (b) to survey regional members concerning their opinions and desires relative to any capital improvement initiative, including ranking in order of priority. (c) to urge the regional reps to invite someone from the FCPE Board to visit the region and to give serious consideration to using a format similar to that used by FCPE with the ACPE Board in Jan 2009. (d) to direct regional reps to provide a written report of their proceedings and findings to the ACPE Board by October 31, 2009.
9. The Board voted that the ACPE maintain financial commitment to the publication "Journal of Reflective Practice" and distribution of the written reflections of our members on professional practice and; that we seek to explore opportunities for joint publishing with other cognate groups and that we strengthen cooperation with the editors of the Journal of Reflective Practice. A work group will be requested to follow up on this.
10. The Board voted to support the FCPE to apply for <sup>\$20,000</sup> grant with Arthur Vining Davis to provide CPE programs for healthcare professionals. If the grant is secured, the ACPE Allocations Subcommittee will select CPE Centers to participate.
11. The written report of the work group Organizational Relationships in Pastoral Care was submitted and accepted. The Board affirmed its commitment to participating in COMISS. The Board discussed how we can strengthen our influence with the "customers" (military, VA, the religious endorsing bodies groups, Seminary members, etc.). Marla Coulter-McDonald has been appointed to be the Representative to COMISS for Pastoral Care Week and also requested to be a networking advocate for ACPE with COMISS.

## HUESTON WOODS CONFERENCE

NOMINATIONS FOR OPEN POSITIONSOFFICERS

TREASURER 2011  
SECRETARY 2011

JAMES WRIGHT  
Frank Nation

BUDGET & INVESTMENT CHAIR 2011  
2011 (REPLACEMENT)  
2012  
2012

JAMES WRIGHT  
Denis Kenney (R)  
DAVID HURST (2)  
VACANT

CONFERENCE PLANNING

2012  
2012

KAREN MORROW (1)  
VERSEY WILLIAMS (1)

NOMINATING CHAIR

2012  
2012

LIN BARNETT (2)  
KATHY NININGER (2)  
SUSAN HARTHON (2)

ACCREDITATION CHAIR – (REPLACEMENT)

2010 – (REPLACEMENT)  
2011  
2012  
2012  
2012  
2012  
2012

RUTH ALPERS (R)  
DAVID KOCH (R)  
RHONDA GILLIGAN-GILLESPIE (R)  
VICKIE JOHNSON (2)  
FRANK WOGGON (1)  
BOB MC GENNEY (2)  
SUSAN HARTHON (1)  
CAROL GREEN (1)

CERTIFICATION

2010 – (REPLACEMENT)  
2010 – (REPLACEMENT)  
2012  
2012  
2012  
2012  
2012

BARBARA MEANS (R)  
TED HODGE (R)  
FRANK CIAMPA (2)  
CAL BRAND (1)  
STEVE IVY (1)  
PHIL WILLIAMS (1)  
Susan Kyser

STANDARDS

2012  
2012

YOKE LYE-LIM KWONG (1)  
HENRY UY (1)



**Standards Committee Report  
ECR/ACPE Regional Meeting  
February 27, 2009**

Thank you to all the members of the ECR and the Regional Standards Committee for all the wonderful, thoughtful feedback that the National Committee received to the past two study documents that helped to guide our work.

**1) Submission of the Theology Paper at Candidacy:**

Student must submit the Theology Paper for review at this time. (See Part Two, IV,D) The paper will be reviewed apart <sup>from</sup> the review for Supervisory Candidate status; whether the paper passes has no bearing on the decision to grant or deny Candidacy status.

What is confusing about the way this Standard reads is that it appears that the Theology paper is not an integral part of the Committee Appearance Process, and it begs the question about who has the final word on the Theology paper, the Candidacy Committee or the ACPE Readers who review the Theory Position papers?

Now the motivation behind requiring the writing of the Theology paper at Candidacy is to speed up the certification process for the SES.

So the Standard was rewritten at the national meeting in Orlando to read:

*Submission of Theology Paper at Candidacy*

*Values Endorsed: theology paper presented as discussed; passing paper belongs to Readers, not subcommittee (clarity of responsibility); feed back from regional Certification Committees that voting on the paper would have been time consuming and added challenges to subcommittee; students' process is still accelerated because paper is completed earlier.*

Include in the Certification Manual in the list of written requirements for applicant to submit to each member of the committee for appearance for Supervisory Candidate Certification;

"Theology position paper for consultation only."

-approved by board and certification representatives.

**2) SCC Common Standards**

Positive feedback by and large to include:

Standard 312.8 (added to Level II Outcomes

"Demonstrate awareness of SCC Common Standards."

- SCC Common Standards will be included as appendix to Standards
- Approved by the Board

**3) Collegiality**

Positive feedback by and large

Standard 406.6 – Demonstrates Collegiality – "collaborates with colleagues, respecting their own dignity, gifts, and personhood while honoring one's own."

*As presented at the Feb 2009 General Business Meeting*