

Notes for SSCP Board Call

Time and Date: Thursday, April 26, 2012, 12:00 – 1:00 p.m. (Eastern Time Zone)

Participating Board Members: Rick Heimberg (President, heimberg@temple.edu); Michelle Craske (President Elect, craske@psych.ucla.edu); Varda Shoham (Past President, varda@email.arizona.edu); Dave Smith (Secretary-Treasurer, david.a.smith.367@nd.edu); Bunmi Olatunji (Member at Large, olubunmi.o.olatunji@vanderbilt.edu); Lea Dougherty (Newsletter Editor, ldougher@umd.edu); Kristy Benoit (Student Representative, benoit@vt.edu)

Board Members Not Participating in This Meeting: Sherryl Goodman (Member at Large, psysg@emory.edu); Doug Mennin (Representative to Div 12, dmennin@hunter.cuny.edu); Sara Stasik (Student Representative, sstasik@nd.edu);

I. Review of/corrections to notes from previous meeting.

Minutes of the March, 2012, Board Meeting were reviewed.

- a. Notes were approved.
- b. The notes will be posted to the Website.

II. Reports

- a. Secretary/Treasurer

SSCP TREASURER'S REPORT
April 26, 2012

BANK BALANCE

3/31/12: \$34,020.45

FINANCIAL HIGHLIGHTS

EXPENSES: credit card server (-\$17.25), Dissertation awards (-\$1,500.00)

INCOME: dues renewals (+\$240.00), interest (+\$3.82)

PENDING: Dissertation awards (-\$500.00), newsletter software (-\$141.00), dues renewals (+\$290.00), Distinguished Scientist Award plaque (-\$500.00), credit card server (-\$17.25), stamps for Div 12 (-\$64.00), Div 12 tax contingency (+\$500.00)

NOTES

Varda asked about the “Request for Funding Supplement from APA” : Rick Heimberg will ask Howard Garb about the meaning of this request and its significance. [Note: Having since done so, Rick has made some editorial changes to the affected months, February and April, on the Yearly Round Reminders]

- b. Membership Issues – Dave Smith
 - i. No news to report
 - ii. Reminder to encourage students to apply for membership, with a special rate of \$7.50 per student with groups of five or larger. Rick Heimberg will send a note about student membership to be posted on SSCPnet.
- c. External Nominations Committee – Bunmi Olatunji
 - i. No updates to report
 - ii. A request was made for the SSCP Newsletter to remind members to alert the Board to relevant awards or possible nominees.
- d. Students’ Website/Listserv/Other Issues – Kristy Benoit (Sara Sastik not present)
 - i. Listserv
 - 1. A new listserv has been established with a GMU email address (faculty sponsor = Patrick McKnight).
 - 2. Existing listserv members will be switched over to the new listserv, and all student members will be added automatically, with a clear opt-out option.
 - ii. APS conference
 - 1. Sara and Kristy will both be in attendance and are working on setting up a student social/networking hour – perhaps at a local pub.
 - 2. A request for funds to pay for appetizers/food at the student social event was approved by the Board, for a maximum of \$300. Dave Smith will arrange for pre-payment to the student representatives.
 - iii. Internship committee

1. Student representatives are aiming to produce a summary of the Round 2 Internship Survey before the APS conference (for presentation at the SSCP Meeting of Members).
- iv. Newsletter
 1. The student representative newsletter item, to be submitted by 5/1, will highlight student initiatives and student events at APS.
 2. For future newsletters, student members will be invited to submit pieces on relevant topical issues.
 - e. D12 Representative – Doug Mennin not present
 - f. Newsletter Report – Lea Dougherty
 - i. Reminder that items for the May issue should be submitted by May 1.
 - ii. SSCP events at APS will be highlighted in the newsletter, including those offering CE credit.
 - iii. For future newsletters, Varda raised the possibility of a column on the topic of clinical science career paths for recent graduates (within the last ten years). Rick noted that Bethany Teachman might be consulted on this as she is currently heading up a joint SSCP-APS initiative on mentoring for nontraditional clinical science career paths.
 - g. Student Dissertation Awards – Dave Smith
 - i. Three of the seven dissertation awardees will attend APS.
 - ii. Rick Heimberg will check with Howard Garb regarding the production of the dissertation certificates.

III. Old business

- a. Board Members attending APS
 - i. Eight of 10 Board members will attend the Meeting of Members.
 - ii. Five Board members and three companions will attend dinner on Saturday. DSA Winner Bill Pelham and companion have been invited, but have yet to respond. Specific planning for venue underway.
- b. SSCP Events at APS

- i. Clinical Science Forums, 1:30-5:30pm on Thursday, May 24
 - ii. Opening Ceremony for APS (includes SSCP DSA Award Presentation), 6:00-7:00 on Thursday, May 24
 - iii. Annual Meeting of Members 8-10 AM on Friday, May 25
 1. The agenda remains to be established
 2. Submit reports if you are not going to be at the meeting, but please do so by Friday, May 18, and in good detail. If you are attending the meeting, then reports can be brought with you.
 3. The Board members on the call agreed to invite Tim Strauman and Kelly Wilson for the 'internship matching situation' as a topic of discussion
 - iv. There are more posters than usual to be judged for the Poster Awards this year. Possibility of requesting supporting paragraphs from students to be reviewed in advance of the APS meeting and for students to be required to submit a two-page summary next year.
 - v. SSCP DSA Address 3:00-4:00 PM on Friday, May 25
 - vi. SSCP Presidential Address 4:00-5:00 on Friday, May 25
 - vii. SSCP Poster session on the 11:30-12:30 on Friday, May 25
- c. The following approach to Board calls over summer months was proposed by Rick Heimberg and approved by Board Members on the call
- i. "Meetings" will be planned for June, July, August only
 - ii. Regularly scheduled conference calls will resume in September. Rick will circulate a new Doodle spreadsheet in August for the remaining months of 2012.
 - iii. Rick will issue a call for reports to be submitted on the 10th-15th of the month.
 - iv. Reports should be submitted (unless there is nothing to report) by the 23rd of the month. Requests for information or input on any matter should also be submitted at these times. These should be circulated to all Board members. If preferred by the members of the Board, reports/requests can be submitted to Rick who will then circulate.

- v. There will be no formal Board call, but there can be email discussion as needed. If there is no discussion by the end of the month, then we will consider the business of the month concluded.
 - vi. No formal minutes of these summer meetings will be compiled.
- d. Creation of a new award for Outstanding Mentor. Rick Heimberg raised the following issues for discussion:
 - i. How shall we define an outstanding mentor? One suggestion was to list general areas for evaluation as a candidate, including: number of students granted extramural awards during graduate training; number of graduate students who have entered academic or leading clinical scientist career positions; average number of graduate student publications; etc.
 - ii. How will nominees for the award be identified?
 - iii. How will nominees for the award be evaluated and a winner determined?
 - iv. Should this process be conducted by a committee?
 - 1. Who should be on this committee?
 - 2. What is the number of committee members?
 - 3. How many committee members should be Board members?
 - 4. How many committee members should be student members of SSCP?
 - v. How should the award be publicized to the membership (including the student membership)?
 - vi. When should the award be given?
 - vii. Should there be a financial award that is a part of this?
 - viii. Should there be a plaque?
- e. SSCPnet issue – Examination of By-Lays and the Objectives and Guidelines for SSCPnet did not reveal that specific action should be taken, and none was.

IV. New business

- a. Treatment Guideline Panels (Obesity and PTSD) – The APA is calling for nominations. Michelle Craske over-viewed the approach taken by APA for developing the treatment guideline panels (she is a member of the APA Steering Committee for Practice Guidelines). Further discussion of nominations will be taken up by the External Nominations Committee with further discussion to take place at APS or by email discussion by the Board -
- nominations are due by June 18th.

Respectfully submitted,

Michelle G. Craske
President-Elect 2012, SSCP

Yearly Round Reminders
Key: Item (person responsible)

Recurring throughout year

Newsletter submission and publication dates (Newsletter Editor, President, Secretary/Treasurer)

Liaison to APA Science Directorate reports

Monthly Board call

January

Transfer of office - Jan. 1

Submit tax forms to Div 12 office (deadline early in Jan) (Secretary/Treasurer)

Attend Division 12 meeting (Div. 12 representative)

Send reminder to renew membership (Membership Committee)

Send reminder on deadline for submission of posters for APS; determine which posters are accepted (SSCP representative to APS program committee). Website notifies submitters of their acceptance/rejection. Students need to be SSCP members to submit poster – Howard

February

Order plaque for Distinguished Scientist Award winner (to be given at APS or APA) (Secretary/Treasurer). If it's done this month, the order will be complete in time for either the APS or the APA meeting.

Request \$500.00 tax contingency from Lynn Peterson at Division 12 office. This could be done in other months, but Feb-March is modal. (Sec-Treas or Div. 12 rep)

March

Select judges, including at least one Board member for student poster awards APS meeting (end of May) (SSCP representative to APS program committee)

Confirm that poster presenters are SSCP members (SSCP representative to APS program committee)

April

Confirm receipt of Division 12 \$500.00 tax contingency that was requested in February and follow-up with Div 12 if necessary (Secretary-Treasurer)

Remind “lapsed” members to renew for current year (Secretary-Treasurer)

May

APS – select Student Poster presentations awardees (SSCP representative to APS program committee and selected reviewers). The winner(s) receives \$200 and “Distinguished Contributions” receive \$100. A year complimentary membership in APS is also awarded to “Winner(s)” and those making “Distinguished Contributions.” The number of such awardees is at the discretion of the reviewers, with the limitations that there is at least one winner. The total amount of cash awarded has varied from \$500-\$1,000.

Check SSCPnet subscribers against membership list and unsubscribe persons who have not paid membership dues (Secretary/Treasurer and /or President with Listserv Manager)

Meeting of SSCP Board and Members at APS convention (optional)

Begin consideration of nominees for open Board positions (Past-President, Nominations Committee, Board)

Consider putting together a 1-page document for distribution by Division 12 at the APA meeting: Front side = SSCP events at APA, back side = brief description of SSCP and membership information (President, or designee)

June

Call for nominations for open Board positions (Past-President).

Appoint a nominations committee (President in consultation with the Past-President). The Past-President serves as Chair and the remaining members typically are two full members and one graduate student member.

July

August

Meeting of SSCP Board and Members at APA convention (optional)

SSCP Dissertation Award Winners are presented their certificates during the Division 12 Awards Presentation/Social Hour. If they decline to travel to the APA Convention, then winners of the SSCP Student Posters Competition can receive their certificates at this awards presentation ceremony. Awardees can present posters at this meeting. (see Dec)

Call for nominations for Distinguished Scientist Award (President)

September

Select APA Program Chair and start work on program for upcoming year (President-Elect)

NOTE: Find out number of hours allotted from Lynn Peterson or D12 Rep.

Nominations for offices determined (Past-President and Nominations Committee)

Attend Div. 12 meeting (Div. 12 rep)

Select Chair of Student Dissertation Awards Committee (President)

Call for nominations for Student Dissertation Awards; November deadline (President or Chair of Student Dissertation Awards Committee). NOTE: Students need to be SSCP members.

Recruit new graduate students as members; contact DCTs of Academy Programs and on CUDCP listserv to encourage them to have their new students join SSCP (Membership Committee; Sec/Treas reminds Membership Cmte.)

Discuss/decide whether to hold the next Annual Board/Members meeting at APA or APS.

October

Elections; notify candidates and members of outcome (President)

Call for submissions for student posters at APS (President).

First reminder to renew membership (Membership Committee; Sec/Treas. sends current database to Membership Cmte.)

Selection of Distinguished Scientist Awardee (Board)

Notify (a) selected awardee of Distinguished Scientist Award, asking him or her to send his or her social security number and home address to sec. treasurer so payment can be processed; (b) nominators of unsuccessful candidates; (c) members of selected Awardee (President)

November

Deadline for Student Dissertation Awards nominations

Collect schedules from Board members and determine time for monthly Board meeting calls in new year (President-Elect)

Submit Div. 12 year-end report (Div. 12 rep)

December

Selection of Student Dissertation Award winners (Chair of Student Dissertation Awards Committee, with/without Board input, depending on number and quality of submissions).

Announce Student Dissertation Award winners to winners and members (President)

Invite the Dissertation Award winners, in order until one accepts, to present a poster at the Division 12 Social Hour, which comes with a \$100 award from D12. If none are going to APA, invite APS poster competition winners and then Distinguished Contributions, again in order until one accepts. If there still are no takers, invite the SSCP student reps. (President-Elect)

Submit APA Program (major time blocks only; details due in mid-late January) (President, Division 12 Representative)

Reminder to members to renew membership (Membership Committee)

Prepare tax forms for Div 12 office (due early Jan) (Secretary/Treasurer)