

## **Notes for SSCP Board Call**

Time and Date: Thursday, October 11, 2012, 3:00 – 4:00 p.m. (Eastern Time Zone)

Board Members: Rick Heimberg (President, [heimberg@temple.edu](mailto:heimberg@temple.edu)), Michelle Craske (President Elect, [craske@psych.ucla.edu](mailto:craske@psych.ucla.edu)); Varda Shoham (Past President, [varda@u.arizona.edu](mailto:varda@u.arizona.edu)); Dave Smith (Secretary-Treasurer, [david.a.smith.367@nd.edu](mailto:david.a.smith.367@nd.edu)); Sherryl Goodman (Member at Large, [psysg@emory.edu](mailto:psysg@emory.edu)); Doug Mennin (Representative to Div 12, [dmennin@hunter.cuny.edu](mailto:dmennin@hunter.cuny.edu)); Lea Dougherty (Newsletter Editor, [ldougher@umd.edu](mailto:ldougher@umd.edu)); Sara Stasik (Student Representative, [sstasik@nd.edu](mailto:sstasik@nd.edu)).

Board Members Not Participating in This Meeting: Bunmi Olatunji (Member at Large, [olubunmi.o.olatunji@vanderbilt.edu](mailto:olubunmi.o.olatunji@vanderbilt.edu)); Kristy Benoit (Student Representative, [benoit@vt.edu](mailto:benoit@vt.edu)).

*I. Greetings*

*II. Review of/corrections to notes from previous meeting – Rick Heimberg*

Minutes of the September 17, 2012, Board Meeting at APS were reviewed (after the call by email ballot) and approved.

- a. The notes will be posted to the Website.

*III. Reports*

- a. Secretary/Treasurer - Dave Smith

SSCP TREASURER'S REPORT: October 11, 2012

BANK BALANCE

9/30/12: \$23,599.60

FINANCIAL HIGHLIGHTS

EXPENSES: None.

INCOME: Dues renewals (+210.00), Interest income (+\$2.12).

PENDING: Dues renewals (+\$300.00), Credit card server (-\$15.75, -\$2.25, -\$22.50), Stamps for renewal postcards (-\$448.00), Renewal postcards (-\$310.00), APS poster award (-\$100).

NOTES

Our awards largess has now overtaken our member recruitment / retention success, and our balance is running ~10% lower than prior years for this same time of year. Fall renewal season should push us back toward \$30,000, but by this time next year or the following year, we may start dipping below \$20,000 between the award-giving and dues-collecting seasons.

- b. Membership Issues – Dave Smith
  - Postcards have been sent as reminders for membership renewal.
- c. External Nominations Committee – (Bunmi Olatunji absent)
  - No updates at this time
- d. D12 Representative Report – Doug Mennin
  - No new information to add since the September 17, 2012 call
- e. Newsletter Report – Lea Dougherty
  - Deadline for submission is October 25<sup>th</sup>
  - Newsletter is expected to be published early November
  - The newsletter will include student submissions from dissertation awardees as well as other students, who have written on a variety of topics.
- f. Students’ Website/Listserv/Internship/Other – Sara Stasik/Kristy Benoit
  - 1) Listserv
    - a) Got students engaged in a listserv discussion on the topic of productivity and writing – traffic was up for a while!
  - 2) Newsletter
    - a) Kristy and Sara are writing a piece of work-life balance and solicited student input from the listserv. We received a very nice response from students, which also led to an SSCP student member offering to write a full piece on this topic for the newsletter – Andrew Smith, who is chairing a panel on this topic with the International Society for Traumatic Stress Studies will write an article on self-efficacy as it relates to work life balance.
    - b) Had many positive responses to a request for students to contribute to the newsletter and all have been in contact with Lea.
  - 3) Internship
    - a) Discussed with Lea plans for articles on the internship crisis from various perspectives. Sounds like these articles will start appearing in January issue – with articles from the student, academic, training director, and Canadian perspectives.

*IV. Old business*

- a. Distinguished Scientist Award
  - i. Decision that Board Members who nominated an individual for the DSA should not discuss the candidate (unless in response to a specific request by the remainder of the board) or vote
  - ii. The DSA Winner is Ian Gotlib

- iii. First-time nominees will be carried over for consideration for the DSA next year
- b. Elections for 2013 SSCP Officers – Varda Shoham
  - i. Slate of candidates for each office: two candidates have been nominated for each office with the exception of Secretary/Treasurer
  - ii. Status of slate for Secretary/Treasurer: Dave Smith has agreed to continue in his role as Secretary/Treasurer until June 2013 if needed to make sure the position can be satisfactorily filled; Dave Smith will continue to search for candidates for this position
  - iii. Elections should be held in October
- c. 2013 Program Chair for SSCP/APA selected – Michelle Craske
  - i. Hours allotment: 3 hours have been allotted; Joanna Arch (Program Chair) is scheduling one symposium and one individual presenter
- d. Discussion of issues raised by APA resolution and subsequent discussions
  - i. The ad hoc committee met to discuss ways of responding to the resolution
  - ii. The decision was to endorse sending a message to the membership regarding the resolution – using the version that Rick Heimberg generated with minor edits
  - iii. The decision was to plan ways of being more pro-active within APA (e.g., identify individuals to assume positions within Division 12, or as council representatives, or as liaison to the Board of Scientific Affairs); these actions will be discussed in another ad hoc meeting.
- e. Development of mission statement for SSCP within APA
  - i. Nomination of candidates for DIV12/SCP offices? – Discussion deferred until next meeting
- f. Membership Chair as a Board position? Because Dave Smith will be on the Board through 12-31-12 as Secretary/Treasurer, we can consider this issue over the next few months.

V. *New business*

None at this time

Respectfully submitted,

Michelle G. Craske  
President-Elect 2012, SSCP

## **Yearly Round Reminders 7-30-12 Update**

*Key: Item (person responsible)*

### **Recurring throughout year**

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

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 full and student members to renew membership (Membership Committee in conjunction with Secretary/Treasurer; Student Listserv Facilitator or Student Reps to send a general reminder to the student listserv)

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

### **February**

Order plaque for Distinguished Scientist Award winner (to be given at APS or APA)  
(Secretary/Treasurer)

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)

Constitute committee for Lawrence H. Cohen Outstanding Mentor Award so that evaluation of applications for the award can begin immediately after March 1 (President)

### **March**

March 1 – Deadline for receipt of applications for nominations for Lawrence H. Cohen Outstanding Mentor Award

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

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

Select winner of Lawrence H. Cohen Outstanding Mentor Award (Committee)

Notify Winner of Lawrence H. Cohen Outstanding Mentor Award by end of month, asking him or her to send his or her social security number and home address to secretary/treasurer so payment can be processed; (b) nominators of unsuccessful candidates; (c) SSCP membership about the selected Awardee (President)

Order plaque for Lawrence H. Cohen Outstanding Mentor Award (to be given at APS or APA) (Secretary/Treasurer)

## **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 (membership committee in conjunction with Secretary-Treasurer)

Remind “lapsed” student members to renew for current year (Student listserv manager, student representatives)

## **May**

APS – 1) 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,” including all student co-authors on these posters. 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-\$1,500.

2) Present SSCP Distinguished Scientist Award (optional) (President)

3) Present Lawrence H. Cohen Outstanding Mentor Award (optional) (President)

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

If the Annual Meeting of Members is conducted at the APS convention, SSCP Dissertation Award Winners are presented their certificates during that meeting. If winners are not in

attendance, their certificates are mailed to them (Dissertation Award Committee Chair or President)

Check SSCPnet subscribers against membership list and unsubscribe persons who have not paid membership dues (Secretary/Treasurer, Chair of Membership Committee, with Listserv Manager)

Update student listserv – remove those with lapsed memberships and those who have graduated from the listserv (Student listserv manager, student representatives)

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.

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

## **June**

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

## **July**

No action items

## **August**

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

APA – 1) If the Annual Meeting of Members was not conducted at the APS convention, SSCP Dissertation Award Winners may be presented their certificates during the Division 12 Awards Presentation/Social Hour. If dissertation award winners are not in attendance, their certificates are mailed to them. 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. (Dissertation Award Committee Chair, SSCP Representative to APS Program Committee or President) (see December)

2) Present SSCP Distinguished Scientist Award (optional) (President)

3) Present Lawrence H. Cohen Outstanding Mentor Award (optional) (President)

Call for nominations for following year's 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 Dissertation Awards Committee). NOTE: Students need to be SSCP members.

Call for nominations for Lawrence H. Cohen Outstanding Mentor Award (President)

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; Secretary/Treasurer reminds Membership Committee)

Discuss/decide whether to hold the next Annual Meeting of Members at APS or APA.

## **October**

Elections (Past President)

Notify candidates and members of outcome (President)

Call for submissions for student posters at APS (President)

First reminder to full and student members to renew membership (Membership Committee; Sec/Treas. sends current database to Membership Cmte.; Student Listserv Facilitator or Student Reps also send general reminder over Student Listserv)

Selection of Distinguished Scientist Award Winner (Board)

Notify (a) winner of Distinguished Scientist Award, asking him or her to send his or her social security number and home address to secretary/treasurer so payment can be processed; (b) nominators of unsuccessful candidates; (c) SSCP membership about the winner (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 Dissertation Awards Committee, with/without Board input, depending on number and quality of submissions).

Announce Student Dissertation Award winners to winners and membership (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-Elect, Division 12 Representative)

Reminder to full and student members to renew membership (Membership Committee in conjunction with Secretary-Treasurer)

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