

Administrative Board Meeting, Southeast Region ACPE
Oceanfront Clarion Resort Hotel, Jekyll Island, Georgia, March 12, 2008

Present: John Galloway, Amanda Jones, Peter Keese, Jap Keith, Woody Spackman, Phil Summerlin, Larry Wagoner.

The meeting of the Administrative Board of the Southeast Region, ACPE, was called to order at 2 PM on Wednesday, March 12, 2008 by Chair-elect Amanda Jones in the absence of Chairperson Irene Albritton. The agenda (yellow) was reviewed, amended and approved by consensus.

MOTION 1: To approve the minutes of the September 30 meeting, as these previously had been amended by consultation and agreement between Irene Albritton, Jap Keith, and the secretary. Approved.

REPORTS AND ACTIONS:

1. John Galloway, reporting for the Annual Conference/Continuing Education Committee, reminded the Board that the national organization is moving back to a Winter/Spring meeting in 2009. That being so, the AC/CE Committee recommends moving the annual conference of the SE Region to the Fall, beginning in 2009. A second recommendation is that the 2009 meeting be held at the Canterbury Retreat Center in Central Florida, northeast of Orlando, October 6-9, 2009. The AC/CE Committee already is at work shaping the program. Canterbury has limited sleeping space: there are 45 lodging rooms, each with sleeping space for two, and regional members who attend will need to share rooms. Prices are inclusive of meals. Discussion followed. The point was made that the region likely will meet at Hickory Knob State Park in the Fall of 2008 and again in the Spring of 2009 to get necessary committee work done. Jap Keith noted that conference registration will need to be done through the regional office, to ensure that the two-to-a-room plan works smoothly.

MOTION 2: That the SE Region change its regional meeting to the Fall. Approved.

MOTION 3: That the 2009 regional conference be held at Canterbury Retreat Center October 6-9, 2009. Approved.

2. Treasurer's Report (green): (a) Jap Keith had said in the previous meeting that we likely would need to take \$15,000 out the Endowment Fund to cover financial obligations. Only \$10,000 was needed from that fund. \$5000 was taken from reserves. "Student fees have held pretty steady." On the expense side, standing committees spent more than budgeted for the first time ever. Jap observed that "planning on how many you'll have at a meeting is a guess--an educated guess, maybe, but still a guess. It is the same with paying expenses. What you'll have to pay is a guess. Over the years, it's worked out pretty well." (b) Balance of All Funds (blue): Jap pointed out that the region had \$304,953 in total assets as of 12/31/2007. "We have not had any significant decrease in students or income, but we may take a dip in balance of funds this year, due to the economy."

MOTION 4: To receive the Treasurer's Report. Approved.

(c) Independent Auditor's Report (yellow): This was reviewed by the Board.

MOTION 5: To receive the Independent Auditor's Report. Approved.

MOTION 6: That mileage for this meeting be reimbursed at 50 cents per mile, or the cost of airfare, whichever is least; that lodging be reimbursed at actual expense if the room is shared, or at \$50 per night, single. Approved.

3. Budget and Investment Committee: The 2008 Budget, Amended and the Recommended 2009 Budget (pink) were presented by Woody Spackman. In discussion, Woody noted that the total 2008 budget had been changed from \$153,642 (as printed) to \$153,942 due to an addition of \$300 in Special Projects (5.0), changing that line from \$15,000 to \$15,300.

MOTION 7: To approve the amended 2008 budget and the recommended 2009 budget. Approved.

4. Mission and Development Committee: Larry Wagoner reported. The M&D Committee has received three project requests for the 2009 budget year: (a) Florida Consortium; (b) Racial, Ethnic, Multicultural Network; (c) Training and Counseling Center at St. Luke's, Atlanta. These will be processed in committee Thursday morning and proposals will be submitted to the Administrative Board and Budget/Investment. In addition, the M&D Committee will focus on special topics, concerns and projects to take to other committees to encourage research and experimentation.

Jim Stapleford and Jim Taylor, who had been occupied with other committee meetings, joined the Administrative Board meeting at this point.

5. Board of Representatives: Peter Keese commented on this report (yellow). He requested feedback from the Administrative Board regional members on what they see as "the future of CPE as we now know it." Peter voiced his concern about the need to find new CPE opportunities, new strategic directions and "new and different ways to market what we do." The future of CPE in hospitals, given the current economy and trends in health care, is not rosy. "If we don't find some new opportunities, it may not be long before our organization dies."

6. Woody Spackman reported on the "Mini-Summit" recently held in Kansas City. Discussion followed.

7. The nominating ballot from RANC, the Representation and Nominating Committee (blue) was the next agenda item.

MOTION 8: To receive the nominating ballot from RANC. Approved.

8. Jap Keith asked for focus on and feedback concerning the Business Meeting Agenda. Jap said that Art Schmidt would not be attending. Actions that need to be completed are the two changes to Policy and Procedure that were revised earlier: (a) "Accreditation Site Review Fees" (blue) and (b) "Accreditation Site Team Reimbursement" (blue-green).

MOTION 9: To approve these two policies/procedures and send them to the floor for ratification by the body. Approved.

9. At 4 PM, motion was offered to move to executive session to discuss the report of the Task Force to Review the Job Description of the Regional Director and Make Recommendations. Jap Keith left the room at this point. Larry Wagoner, Task Force chair, led the discussion.

MOTION 10: To move to executive session. Approved.

MOTION 11: To recess for the evening meal from 5:30 until 7 PM. Approved.

Discussion continued from 7 PM to 8:30 PM.

MOTION 12: To move out of executive session. Approved.

10. Task Force Report: The Administrative Board reviewed the document prepared by the Task Force. One correction was noted. The document was finalized on February 6, 2008, not January 28 (as printed). Woody Spackman raised the question as to why we were just now seeing the document for the first time, if it was sent to the Administrative Board chair in early February. Larry did not know the answer to that question, but "it was sent on February 6." Discussion on the report followed.

MOTION 13: (a) To receive the report of the Task Force, with appreciation. (b) To discharge the Task Force from further responsibility. (c) The Administrative Board now takes responsibility for the document, responsibility for continued discussion, revision and presentation to the regional membership. Approved.

A statement to the regional body in the next day's business meeting was crafted.

MOTION 14: To offer Jasper Keith a two-year extension of his current contract (which is scheduled to expire 12/31/2008). The two-year extension will expire 12/31/2010. The extension will provide the Administrative Board with the necessary time to refine the Job Description. Approved.

The meeting of the Administrative Board resumed at 8:45 AM on Thursday, March 13, 2008. Present were Amanda Jones, Miriam Needham, Woody Spackman, Jim Stapleford, Phil Summerlin, Jim Taylor.

11. The Board discussed the nomination for the ACPE Helen Flanders Dunbar Award.

MOTION 15: That the Administrative Board endorse this nomination unanimously.

Approved.

At this point, Peter Keese joined the board meeting.

12. Task Force Report: The Administrative Board reviewed, discussed and considered revisions to the document provided by the Task Force.

The meeting of the Administrative Board adjourned at 9:35 AM.

Respectfully Submitted,
Phil Summerlin, Secretary