

MINUTES OF ANNUAL BUSINESS MEETING, SE REGION ACPE
Embassy Suite, Greenville, SC October 4, 2013

Call to Order

Brenda Green

Adoption of the Agenda

Approval of the Minutes: October 5, 2012

Received minutes without corrections.

Welcome to Guests and Supervisors new to SERACPE

Doug Dickins, AnMed – Anderson, SC

Robert Leathers, Ft. Gordon – Augusta, GA

Introduction of Newly Certified Persons

Woody Spackman

A special called committee will be convened for Dan Tatum to allow him to

Candidacy:

Patricia Symonette

Debbie Shields

Carrie Finegan

Extension of Candidacy:

Jenifer Bordenet

Rhonda Young Daniels

Lynn Duffy

Extension of Associate:

Ngan Ling Lung

Readiness for Candidacy:

Trey Morrison

Darrell Robinson

Mario Garcia

Anurag Mani

Thomas Corringan

Michael Gross

Full CPE Supervisor

Clay Fouse

Mary Catherine Cole

Associate Supervisor

Robert Freeman

David Hutchinson

Wendi Stineberg

Notes from the Committee Action Reports:

Details are important and all materials need to be in the materials presented. Supervisors please help SESs to go through the checklist to ensure all the appropriate documents are present and **READ** the documents. Symposium will be held in January 2014 for curriculum development for supervisory education with clear goals, outcomes, and methodologies. Cecilia Walker is the new chair of certification committee.

Recognition of ACPE National President

Robin Brown-Haithco

A new Executive Director has been hired, Teresa Snorton left in 2011. Staff retreat was wonderful. Jerry Williamson has done a wonderful job David Johnson supervised the hiring of the new ED process.

Actions:

From the Administrative Board

Brenda Perry Wallace

Actions taken:

- Motion to revise the governance manual section 7.3 to add a pool of 5 alternates for service at the discretion of the chair of accreditation.
Approved by consensus
- Motion to revise governance manual section 7.5 to add a pool of 10 alternates for service at the discretion of the chair of certification.
Approved by consensus
- Motion to receive and approve the governance manual as edited on October 4, 2013.
Approved by consensus
- Motion to receive the revised manuals of accountability, finance, and fees dated October 4, 2013.
Approved by consensus

The Administrative Board established the following emphases for the regional director (Jap Keith) in 2014. He will be a resource to the history archival projects and seminary faith group. Additionally, the RD is to serve on the ACPE Taskforce on relationship building between regions and ACPE, Inc.

Affirmed the reimbursement of travel expenses at current rates of \$.40 per mile for single occupant, \$.55 for double occupants, and \$.70 for three or more occupants, or airfare reserved at least two weeks in advance or whichever is least expensive; actual expense of lodging if the room is shared by two members of standing committees, or one half the cost of lodging for single occupants, and actual cost of meals for persons serving on standing committees.

Receive Treasurer’s Report

Olen Grubbs

See Attached Treasurer’s Report 2012 Annual Audit has been incorporated into the ACPE national audit. – Jim Taylor moved to accept report, Randy Shone seconded. *Approved by consensus.* Cash reserves pays for this meeting and Supervisory Symposium. John Hartman noted that some hospitalist are looking to charge s additional fee

Approve RANC Report

Rhonda Young Daniels

The following names were added to the slate previously sent to the membership to serve on the National Certification Commission replacing Ralph Garofano were Maurine Shelton, Robin Brown-Haithco, Martin Montonye. Miriam Needham moved to accept report, Wayne Maberry seconded. *Approved by consensus.* The National Certification Commission member is Maureen Sheldon

“Emerging Leader” Nominations idget are: Wayne Maberry, Stephen Robinson, Brenda Wallace Moved by Bridget Piggue, seconded Jim Taylor. *Approved by consensus.* The “Emerging Leader” is Stephen Robinson

RANC needs four persons to serve: David Hudgison, Rosalyn Curry, Beverly Ross, Vivian Smith-Fountain, Kenny Stanley, Debbie Shields. The RANC committee members are David Hudginson, Beverly Ross, Debbie Shields, Rosalyn Curry.

Adopt the proposed Budget for 2014:

Olen Grubbs

Motion by Jim Taylor and seconded by Amanda Jones. *Approved by consensus.*

Adopt in principle Projected Budget for 2015

Approved by consensus.

Reports/Recommendations from Standing Committee:

Annual Conference/Continuing Education – Stephen Robinson

The SERACPE meeting is going to be at Epworth by the Sea in 2014 with the theme: Race Relationship so that the SE Region can be the leader. Where and when in 2015 Charleston, SC Embassy Suites prices will be comparable to Greenville, SC. October 2016 is still to be determined.

Accreditation – Wayne Maberry

Accreditation report received as presented.

Certification – Elwood Spackman

See above report.

Standards - James Taylor

There are six standards on the ACPE website. Taylor stated the revised ACPE standards are on the ACPE website.

- 1) Distance learning is being done in the region. Issue to think about is how to meet the growing need with the way of technology and how do we address the issue of 2 days meeting site visits,
- 2) Distance learning definitions of terms
- 3) Medical ethics competency standard to provide outcome requirements,
- 4) Student peer group size of 3 and what needs to happen to maintain 3 participants in the group,
- 5) Peer reviews with requirements,
- 6) Supervisor to Student Ratio used in counting 13 students at any one time

REC - Sharon Garlington

Robert Freeman, Chair and Sharon Garlington, Secretary; also serving is Timothy Parks. Confirmed the wishes of the committee by consensus.

History - Rhonda Daniels

DSA and the Emerging Leader. Next chairperson is Jonathan Ball. Ed Wilder is converting VHS tapes to DVDs that will be added to the SE Region's history stored in the Pitts Library at Emory - Atlanta, GA. The history committee is requesting that each center give a one to two page history of their center to include but limited to: name of center, address, type of center, levels of CPE offered, significant persons, dates, factors in development, program funding sources, and any unique features. Please forward this information to Jonathan Ball or Ed Wilder. The goal of the History Committee is to interview all the retired CPE supervisors and to add their stories and personal journeys to the history files to be uploaded to DropBox or emailed to Jonathan Ball or Ed Wilder. Also, Ed Wilder "Book of Remembrance" will be added to memorials on SERACPE website for person to provide information celebrating the life of former CPE supervisors who have made their final transition.

Mission and Development - Harvey Rogers

Awarded the per the budget report. No one received the complete wish list but some funding was awarded.

Peer Review - Tolly Williamson

Williamson provided that there were 21 persons due for peer review; all met meetings except 2 persons. Five or six of the 21 persons are retired or inactive. Next year there will be 17 persons up for peer review. Others supervisors reviewed at other locations were six

in Atlanta, Hickory Knob, Orlando, Indianapolis, Sewanee, and Greenville. Only two persons on the committee came to this meeting, changes are expected to occur that came from ACPE standards. Four persons due peer reviews were retired or inactive and no review was needed. Based on new standards from ACPE the designated person to the SERACPE Peer Review Committee will be the chairperson. Other regions will be modeling themselves after the SEREACPE.

Seminary/Denominational Relations - David Nowlin

Nowlin stated that the committee is revamping. They are emailing the seminaries and sending out emails to the membership to obtain a list of seminary and faith group schools and possible contact information in surrounding areas. John Hartman resigned and Mario Garcia was elected to serve on this committee.

Reports:

Report from ACPE Bd of Rep - Amanda Jones & Bill Baugh

See Report attached to meeting minutes.

Report from Clinical Member Representative - Sharon Garlington

Two clinical members, two day discussion on what is a clinical member is .

Report from Annual Fund for ACPE Foundation - Peter Keese

Would like a 100% participation regardless of the size. Capital campaign

Receive Report of Regional Chairperson - Brenda Green

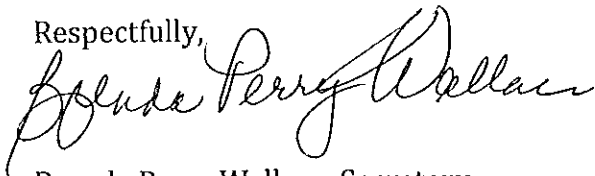
Great deal of appreciation to Stephen Robinson for the work he did to make this a successful continuing education meeting at the last minute. Thank you for your patience and for helping me to get ready for this first meeting.

Receive Regional Director's Report - Jap Keith

See Report attached to the meeting minutes. Programming of annual conference include clinical members so that clinical members could serve on committee members.

Adjournment

Respectfully,



Brenda Perry Wallace, Secretary