**CSPP Board Meeting**

**March 22, 2014**

# In attendance: Allison Brownlow, Carlo Codato, Jill Delaney, Lois Fox, Elaine Hunter, Michael Kahn, Jany Keat, Dean Leone, Ira Moses, Ellen Nasper, Nancy Sachner, Wendy Stewart, Mickey Silverman, Ann Singer, and Rachel Torello.

# Absent: Anna Badini, Barbara Marcus, and Dale Ortmeyer.

# Vote to approve the minutes from our last meeting: Jany Keat

Ellen Nasper moved to approve the minutes. Mickey Silverman seconded, and the minutes were unanimously approved.

# Personal announcements: Jany Keat, Elaine Hunter

Jany announced that she will be leaving the Board at the end of her term due to relocating to Boston. The Board thanked her for her work. Elaine announced that Dale Ortmeyer will not be able to come to Board meetings any more and offered his resignation to the Board for this reason. Elaine is reluctant to accept the resignation, since he is so critical to the organization. This sentiment was shared by the Board, who agreed that it seems appropriate to make an exception to the general principle that attendance at meetings is a requirement of Board membership in this case.

# Registrars’ update: Carlo Codato

42 people pre-registered for the conference. Some of those pre-registered will be unable to attend due to services for Anna Badini’s husband. Elaine Hunter and Carlo decided last week that it would be appropriate to provide refunds to those people in these special circumstances, and the Board agreed.

# Website Committee update: Rachel Torello

Rachel raised the issue of the burden of having new members submit a CV as part of the application process, and reported that the Committee would like to change the application form to ask for the key information we have sought in the CV. This issue dovetails with the committee’s other considerations about what data we should ask of new applicants. Rachel presented some proposed new data fields for the membership application, drawn from the APA application and our own data needs (Appendix A). Some Board members were concerned that asking about analytic training seems elitist and proposed making this a more general question about what kind of advanced training, if any, applicants have received. Ellen Nasper and Ira Moses both noted that knowing more about the kind of training members have received might help in identifying conference topics of interest to our community. Michael Kahn wondered if we should maintain an option for applicants to email their CV, and Mickey Silverman noted that the information from a CV would be helpful for introducing new members in the Newsletter. Other suggestions were made about possible information to gather from applicants and provide in the membership directory, and the Board agreed that more time was needed to discuss these issues. Rachel moved to eliminate the CV requirement for new applicants and to collect relevant data through the application form, while the exact data to be collected will be further discussed. Dean Leone seconded this motion. Mickey Silverman opposed, Wendy Stewart and Lois Fox abstained, and the rest of the Board approved the motion. The Board agreed that paper copies of the new application form should continue to be made available for those who do not wish to join online.

# Long Range Planning Committee: Nancy Sachner

The Committee has recently finalized revisions to the 2008 policies and procedures (Appendix B). Nancy reported that, among other changes, this document now describes the responsibilities of each Board member, including elected and appointed officers. It also specifies that the President will keep the corporate book, and clarifies that all members of the Board are included in the Directors and Officers Liability Insurance policy of the American Psychological Association. References to the Early Career and Lifetime Achievement Awards were added. The listserve guidelines were also added. Elaine Hunter suggested we include annual membership dues and conference registration fees, including “Early Bird” rates in this document. It was noted that the Board has still not set an Early Career fee for conferences. Michael Kahn suggested that it be noted that the liaison to Division 39 provides feedback back to the Long-Range Planning Committee. Jany Keat suggested changing “young” to “new” in the description of the Early Career Professional Award. Jill Delaney moved to approve the new policies and procedures with these changes. Ellen Nasper seconded. The revisions, with the changes proposed at the meeting, were unanimously approved.

# Brochure Committee update: Elaine Hunter

Elaine presented the new brochures. The Board applauded Elaine and Anna Badini for their hard work.

# Nominating Committee: Dean Leone

The committee is in the process of filling new positions. Rachel Torello has accepted the nomination for President-Elect. Nakia Hamlett has accepted the nomination for Recording Secretary. Carrie Christiansen has been approached for the Co-Registrar position and is considering getting involved with the Board in some way. We still have to fill the Corresponding Secretary position. Dean reported that we have added to our email outreach list, including Connecticut Valley Hospital, University of New Haven, University of Hartford, and Southern Connecticut State University. Dean is working on adding DMHAS. Michael Kahn will try to help with Connecticut Psychological Association. NASW-CT wants $99 for each email blast. While the fee is unappealing, it was noted that this email blast typically seems to elicit a few registrations. We may be able to post on the Clinical subgroup of NASW-CT without a fee. Dean asked Board members to send other ideas to him. The Board agreed that we should all recruit in all our professional activities. In this vein, Allison Brownlow will be presenting at the CMHC social work group next year. Carlo Codato will do one more NASW-CT email blast.

# Early Career Initiative Award: Michael Kahn

Please get nominations to Michael in the next few weeks so that the award can be conferred at the next meeting. Michael will do one more email blast. Pamela McGuire is joining the Early Career Committee.

# Division 39 conference – issues to raise with other local chapters: Jany Keat

Jany will be attending the Division 39 Section IV meetings in April. She will ask about possible access to the email list of CT-based members of Division 39 and how other local chapters handle their archives. Board members suggested the following other issues for Jany to raise: how chapters approach diversity issues; how they attract early career professionals; what are their major issues; recommendations for speakers and ways to increase communication among chapters about speakers; and sharing newsletters among chapters.

# Listserv guidelines reminder: Jill Delaney

Jill always responds privately to people who violate the listserv guidelines, by providing too much information about a referral, for example. The Board agreed that we should regularly send the guidelines out to remind people.

# Welcome and introductions to members attending the “Business Meeting”: Elaine Hunter

No members joined the Business Meeting. The Board discussed that it is rare that people attend these open Business Meetings and talked about other ways to integrate the Board more with the membership. Ira Moses suggested a free lunch after one of the conferences. Ellen Nasper suggested mini-meetings as a way to connect with members. Elaine reminded Committee chairs to reach out to the general membership for new members. Mickey Silverman suggested soliciting listserv dialogue about conferences through an announcement before each conference.

# Roles and responsibilities of each Board member:

Elaine reminded the Board to review and respond to the description of roles and responsibilities of committees and officers.

# Reminder: End-of-Year reports for May 10th meeting

# Wendy Stewart moved to adjourn the meeting. Michael Kahn seconded. The meeting was unanimously adjourned at 10:05 am.

*The mission of the Connecticut Society for Psychoanalytic Psychology is to promote and enhance the understanding and application of psychoanalytic thinking and practice. To this end, we provide educational opportunities, networking, and collegial support to our members and to other interested professionals.*

**APPENDIX A: Proposed New Data Fields for Membership Application and Directory**

First Name:

Last Name:

Email:

Office Address:

Office Phone:

Highest degree in mental health field:

Discipline:

Year degree obtained:

Institution where clinical degree obtained:

Are you a licensed mental health professional: Y or N

Licensure Type: (i.e. LCSW, LPC, APRN, LMFT, Psychologist)

In what state(s)?

Have you completed analytic training?

Where and When?

If currently in analytic training, where?

In what setting do you currently work? (select all that apply)

Private Practice

Community Mental Health

Hospital

University Counseling

Educational/Academic

Not currently employed

Retired

Have you at any time been convicted of a felony, sanctioned by any professional ethics body, licensing board, or other regulatory body or by any professional or scientific organization?:

If yes, explain:

Populations Served

Children

Adolescents

Adults

Older Adults

GLBT

Services Provided

Individual Psychotherapy

Group Psychotherapy

Couples and Family Therapy

Psychoanalysis

Psychological Testing

Neuropsychological Testing

Addiction Treatment

Counties Served

Fairfield

Hartford

Litchfield

Middlesex

New Haven

New London

Tolland

Windham

Forms of Payment Accepted

Self-pay

Sliding fee scale available

Out-of-network provider

Aetna

Anthem/Blue Cross Blue Shield

Cigna

Connecticare

Healthy CT

Husky

Magellan

Medicare

**APPENDIX B:**

**Connecticut Society for Psychoanalytic Psychology**

**Policies and Procedures**

**Revised March 9, 2014**

1. The Responsibilities of **The Executive Board** Members are as follows:

 **Elected officers:**

1. The **President** functions as the chief executive officer of the Society; chairs meetings of the members and of the Executive Board; appoints committee chairs; and implements such actions as may be decided upon by the members of the Society. The President shall present at each annual meeting of the Society an annual report of the work of the Society, serve as ex-officio member of all standing committees, and see that all books, reports and certificates are properly kept or filed as required by law.
2. The **Past President** serves as a consultant to the current President and to the rest of the Board, based on his/her experience as President. In addition, he/she might be asked to serve in place of the President in the event of the President’s or President Elect’s absence or unavailability, and discharges those duties that may be assigned from time to time by the President and/or the Executive Board.

c. The **President-Elect** serves in place of the President in the event of the President’s absence or unavailability, and discharges those duties that may be assigned from time to time by the President and/or the Executive Board.The President-Elect shall, in the event of the absence or inability of the President to exercise his/her office, become Acting President with all the rights, privileges, responsibilities and powers of the President. He/she also chairs or appoints a chair of the Nominating Committee, which shall select a slate of officers for the following two years and conduct an election.

d. The **Corresponding Secretary** manages the membership renewal process; facilitates publication of the new Directory; and such other duties as may be assigned, from time to time, by the President and/or Executive Board. It is the Corresponding Secretary’s duty to file any certificate required by a statute, federal or state.

e. The **Recording Secretary** records the minutes of the business meetings of the Society and of the Executive Board and such other duties as may be assigned, from time to time, by the President and/or Executive Board.

f. The **Treasurer** is responsible for the fiscal affairs of the Society and such other duties as may be assigned, from time to time, by the President and/or the Executive Board.

g. The **Regional Representatives** plan study groups, mini-meetings and regional events of educational interest regarding psychoanalysis and psychodynamic psychotherapy in their respective regions, in collaboration with the Clinical Conference and Education Chair (in order to avoid content and/or scheduling conflicts).

i. The study groups are to be small in number (4-8), informally meeting at a member’s home or office, with the members deciding among themselves what books, papers or clinical presentations they wish to undertake. A member may be dropped from the group if a conflict arises which isn’t resolvable.

ii. Mini-meetings are also planned by the regional reps. The invited speakers present material in their area of expertise with considerable discussion of those present. The number of professionals attending will be determined by the Regional Rep. Publicity for the meetings will extend to CSPP members in the region and to members from other regions, if space is available.

iii. Another important duty of the regional reps is to welcome new members of their region to the organization through such actions as: calling to welcome them and to determine their interests; informing them of society and regional activities; and offering to meet them at a clinical conference. The Reps will report regularly to the Board about all activities in their region.

iv. Persons who are not members of CSPP are welcome to attend mini-meetings and study groups (space permitted) as an outreach and recruiting effort, at the discretion of the Regional Representative. The person would be asked to become a CSPP member after attending 1-3 meetings. The Executive Board may be consulted if a conflict arises in a study group or mini-meeting.

**Appointed officers:**

1. The **Committee Chairs** have a major role in determining the effectiveness of their committee meetings. The Chair appoints members of his/her committee and informs the Board of all appointments. It is expected that each Chair have a committee of a least one other person or more to share ideas and actions taken. The Chair may have none except him/herself, but in that case the reason must be given and accepted by a majority vote of the Executive Board. The committee can meet in person or by conference call or email but it is strongly encouraged that at least one meeting a year should be in person. The President is ex-officio on any committee. The committees are:

	* 1. **Membership Committee**: The Membership Committee shall be responsible for receiving, considering and acting upon applications for membership in the Society. The committee’s recommendations will be presented to the Board and applicants will be notified of the Board’s decision. The Membership Committee shall be responsible for forwarding new members’ information to our database manager, listserv manager, and Newsletter Committee chair. The membership files of the Society shall be maintained by this committee for three years.

* + 1. **Clinical Conference and Education Committee**: The Conference and Education Committee shall be responsible for arranging the clinical conference programs and various other educational programs of the Society.
		2. **Newsletter Committee**: The Newsletter Committee shall be responsible for producing a newsletter and distributing it to the membership and interested parties.
		3. **Early Career Initiative Committee**: The ECI Committee shall be responsible for eliciting interest in CSPP from students, residents, interns, and other early career professionals, and offering them mentoring support as needed.
		4. **Finance Committee**: The Finance Committee shall be responsible for monitoring our income and expenses and for making recommendations to the Board.
		5. **Long Range Planning Committee**: The LRP Committee shall be responsible for assisting the Executive Board in developing its objectives and meeting the needs of the membership.
		6. **Website Committee**: The Website Committee shall be responsible for managing and updating the website.
		7. **The Nominating Committee**: Every two years, the Nominating Committee, chaired by the President-Elect, shall be responsible for soliciting nominations for the Society’s elected officials, proposing a slate to the Board, sending election ballots to all members, tallying the ballots, and announcing the winners.
1. The **Section IV Representative to Division 39** functions as the liaison between the Board and the national organization. The rep makes every effort to attend (or appoint a designee to attend) national Section IV meetings and report back to the Board. The rep also informs the Section IV Chair and other chapter representatives of CSPP activities by attending meetings and contributing periodic reports to the Section IV newsletter.

c. The **Liaison to Western New England Psychoanalytic Society** functions as a bridge between the Board and WNEPS. He/she also serves as chair of the Joint Program committee, which brings the two societies together to collaborate on developing a clinical conference of interest to their members.

d. The **Historian** provides the President and the Board with a historical perspective on current issues that the Board is facing, and advises the Board concerning the By-laws and Policies and Procedures as they effect current Board functioning; andmaintains an Archive (see A-7).

e. The **Registrars** process registration applications for each clinical conference. One of the Co-Registrars is responsible for receiving all clinical conference registrations, and may be required to receive registrations for other events as well. He/she also keeps track of attendance at events by creating spreadsheets and sign-in sheets for events and assumes primary responsibility for the registration table at conferences and other events. He/she also reports registration numbers and any relevant information to the CSPP Board.

The second Co-Registrar is responsible for securing Continuing Education credits for social workers and psychologists attending CSPP conferences and related events. This requires him/her to complete the application process for NASW-CT and APA Div. 39. As part of this process, he/she is required to correspond with representatives from both organizations. He/she also works with the CSPP Treasurer to ensure proper payment for CE credit. Additionally, this individual creates the evaluations to be completed by attendees, as well as the certificates of attendance to be distributed at the end of the conference. This Co-Registrar is responsible for consolidating and communicating the results of conference evaluations to the Board.

1. The Executive Board should be limited to no more than 20 members.
2. Regular attendance at Board meetings is expected, except in cases when personal or family medical issues preclude regular attendance. If a member is unable to attend, appropriate arrangements to give committee or officers’ reports should be made.
3. Board members are strongly encouraged to attend all Clinical Conferences.
4. Board members are expected to actively participate in their elected or assigned roles. Officers are responsible for fulfilling their functions as specified in the By-Laws. Committee chairs are responsible for setting a yearly agenda for their Committee (approved by the President), submitting a yearly budget, requesting needed funds**,** working with members of the Committee to achieve goals, recruiting from the membership at large to participate in committee work and making regular progress reports to the Board. All members of the Board will submit an end of the year report to the President. The report will include accomplishments of the previous year and goals for the future.
5. No formal exiting process for Board members is in place at this time. It is recommended that the incoming President poll the current Committee Chairs regarding their interest in continuing in their positions. Incoming Presidents have the power to appoint new committee chairs and liaisons in consultation with the Board. However, it is recommended that Board members continue to serve in their positions as long as they demonstrate continued active participation and to remove themselves when they no longer can make a reasonable commitment. A Board member may submit his/her resignation to the President in writing, giving sufficient time for the President to appoint a new member to the position. If the President or other Board members feel that a fellow member is not fulfilling his/her responsibilities, the President or his/her designee will discuss the issue with the member in question. If the majority of theBoard decides that it is appropriate to ask the member to resign in writing**,** this decision will be considered final.
6. The President will maintain a Corporate Book which will include the By-Laws, Articles of Incorporation, Policies and Procedures, and any other legal documents of the Board.
7. The Board will maintain an Archive which will include all Society documents not contained in the Corporate Book (i.e. Board meeting minutes, Listserv Guidelines, copies of newsletters, etc.) The purpose of the Archive is to protect the Society’s history, record successes and processes of the organization and to be of concrete help to future Boards.
8. A majority of Board members present and voting will constitute a legal quorum.
9. All members of the Board are included in the Directors and Officers Liability Insurance policy of the American Psychological Association.
10. The Board will vote to designate a recipient of The **Lifetime Achievement Award** to a member who has provided outstanding leadership and contributions to the Society. The award will be given at the discretion of the Board when there is an appropriate recipient.
11. The Board will vote to designate a recipient of **The Early Career Award** by inviting nominations from the membership. This award is designated for recognition of a young mental health professional who displays initiative, interest and the promise of accomplishment in the fields of psychoanalysis and/or psychoanalytic psychotherapy. Such recognition can be in the form of clinical work, research, teaching, and/or scholarly writing.
12. Books and announcements by members and presenters which are relevant to the field may be displayed at the Clinical Conferences.
13. Members who join after May 1st do not have to pay for membership until the next calendar year’s renewal period (which runs from 9/1-12/31).
14. All members of the Society are encouraged but not required to join Division 39.
15. Newsletter announcements of educational activities relevant to CSPP’s mission may be included at the discretion of the Editor.
16. Confidentiality requirements regarding clinical case material are in effect at all Society sponsored events.
17. The **Listserv Guidelines** are:
18. To ensure confidentiality, requests for referrals must be limited to:
* The type of expertise sought
* The geographical location of services sought
* The particulars of an insurance provider (if a specific insurance company is needed)
* The age and gender of the patient, if necessary
* Any other patient information and/or descriptors must be GENERIC and kept to an ABSOLUTE MINIMUM.
1. Responses to such a request should be sent directly to the sender (Click “Reply to Sender”, rather than “Reply to All”). This is called “backchannelling”, and any further communication between the sender and the responder(s) should be backchannelled, rather than communicated through the Listserv.
2. The relative merits of a specific therapist should not be discussed in an open forum, but may be communicated by backchannelling.
3. **As a non-profit organization, we are legally prohibited from engaging in for-profit activities or engaging in any form of political endorsements. Furthermore, the APA forbids posting full text articles**, so if a member has a publication to share with other members, they need to provide the link from which the article can be accessed. Members may not promote anything from which they receive commercial benefit (such as selling a book on the Listserv), but they may announce their new book, article, presentation, etc. on the Listserv.
4. In order to provide our members with a sense of community within CSPP, the Listserv is open to any matter that may be of interest to the general membership, other than confidential information. Acceptable topics include announcements or recommendations about conferences, books, articles, films, etc. Also fine are requests for office space, cleaning ladies, private items/theater tickets for sale, etc.