

30 March / 31 March 2018
ICP Board Meeting
Via ZOOM

MINUTES

1. WELCOME and Roll Call

Present: Jean Lau Chin, Natalie Porter, Anna Laura Comunian, Machiko Fukuhara, Ann Marie O’Roark, Nancy Sidun, Andy Simon, Josephine Tan, Michele Downey, Merry Bullock; Partial George Hu

Regrets: Swati Bajpai; Roswith Roth, Ada Sinacore, Joshua Wright

Jean Lau Chin said welcome to all for the call, and noted that the annotated agenda was helpful for organizing the meeting and materials. Also wanted to especially welcome George Hu and Swati Bajpai as new members of the Board.

2. Approval of the Agenda

The agenda was approved as noted.

3. Approval of the January 31 2018 Minutes

The minutes were approved as noted. They will be posted to the web.

4. President’s Update

Jean Lau Chin highlighted two areas: promoting membership and the upcoming June conference. Dr. Chin applauded Ann Marie for recording and promoting activities in the newsletter.

Added an update on the International Leadership Network will continue at the ICP2018 conference. There is ongoing research that anyone is invited to participate in and join.

Dr. Chin requested to write a statement for the conference website about the International Leadership Network to energize activities and to attract participants to the conference. To describe Leadership Network and articulate how people can participate.

5. Treasurer’s Update

Reviewed recent activities:

- Reallocated funds among . Operations about \$6000, convention about \$5000, and savings is close to \$100,000.
- Delighted that there is now an accounting system to track monthly income and expenses.

Secretary-General reviewed the current accounting system: all transactions are classified according to categories.

- IRS filings and corporation filings are up to date
- Have comprehensive membership files.
 - Main file – all those who paid dues in 2016-2018
 - Backup files – all those involved in come way
 - Orders for ICP@75 book
 - Conference Registration

- It was noted that all these information files are available; question of who has access to these files.
 - Membership file kept confidential Secretariat and Membership Chair
 - Regular report sent to treasurer
- It was agreed to develop a membership directory

6. Membership (Simon)

- a. Membership Update – (report) – basic information is in the annotated agenda. Currently as 82 paid members; 24 are new. This is about the same level as 2017.
 New offerings (webinar) has not yet occurred – no one signed up for the webinar.
 Membership file: as soon as someone provides information to ICP is contacted by the Membership Chair. However, there is one glitch – emails from the ICP website get tossed into people’s spam folders (these are the emails from Survey Monkey).
 We do not have a resolution for this but will ask EACH member to put the survey monkey email into their *contacts*

Action: we will send emails from the President to add icpincinfo@gmail.com and also the surveymonkey email to their contacts. Will also post this in the newsletter.

Simon has communicated with each potential area chair. The list on the annotated agenda is current area chairs. This will be posted on the web.

Post Area-Chair names and emails on the web

Report from Mail Chimp on messages from ICP on messages sent so far:

- ICP2018 elections email: 60.3% open, 14% clicks
- IPB 2018 Spring Editor: 47.8% open, 12.8% clicks
- Awards Deadline notice: 45.8% open, 4.5% clicks
- ICP 2018 announcement: 45.6% open, 5.6% clicks
- Webinar Action Research: 41.3% open, .5% clicks
- IPB 2017 Fall/Winter: 48.6% opens, 13.9% clicks
- Welcome to the list: 52.7% opens, no clicks

- b. Life Status (discussion item). Simon referred to S-G Bullock to address the item
 Refer to the annotated agenda.

On the membership roster members were listed as “permanent” or “life status” and some were paying dues and some not. Questions:

1. Clarification of life status category and criteria for life status
2. Clarification of permanent member status and dues status.
3. Additional item: is there a way to both collect dues and recognize long term commitment

History:

- Life Status: 25 years membership in ICP and over a certain age
- Permanent members were those who made a sizeable financial contribution in the past (1975-2000) to support the organization. Were told if they gave a large amount they would not pay dues again. Are a few of these on the membership rolls. Not clear what \$ amount was for this contribution.

Clarify permanent status with Harold Takooshian.

- Treasurer Gamache made a new category “Emeritus” to collect honorary members - wives of current members.
- Was some controversy about dues status of life status members and changed from year to year.

Note from S-G: 80% of Permanent members have paid dues for 2018.

Summary (Chin): Honorary or Emeritus status is one that adds a complexity that is not necessary because do not pay dues. Can honor people in another way. Life and permanent status are distinctly different.

Begin with the assumption that everyone should pay dues. There should be a distinction or honorary for Permanent or Life Status members – recognition that are paying some dues. Recognize anything over and above as a contribution to ICP.

Note: there is a draft awards page: see

Question about current life status or permanent – should we be sending ICP materials when there is no contact.

Secretariat: Update list of permanent members, Life Status members. Agreed that the permanent members will retain dues-exempt. Life Status will pay dues. Do not ask for permanent to pay dues but if they do we will honor them on the web. Will work with Membership Chair.

Proposal: Going forward anyone who becomes a life member will still pay dues. Through 2018 Life Member dues payments are voluntary.

Motion: Any ICP members who apply for and receive life status will be required to pay dues. All current Life Status members will pay dues on a voluntary basis. Unanimously accepted

Secretariat: Add to proposed letters “all those who become Life Status” after 2018 will be required to pay dues; all those before are asked to pay dues on voluntary basis.

Add a definition of Life Status to the membership page (O’Roark will send)

7. ICPINC2018, Montreal (Porter)
 - a. Update on Conference Planning

Submissions closed March 16. There are a sufficient number of submissions. Working on the scheduling and presentations. Letters of acceptance will be sent to participants. Will be concluded in the next week.

There are still challenges in getting information about the program:

- Need information on Florence/UN Symposium: CHIN will provide

Jean Chin will send an abstract and participants for the UN symposium from information from Florence Denmark

b. Registration Process (Bullock)

Registration is open and works. Can register for the conference and the banquet. It is important to make hotel reservations. ICP has guaranteed 72 bed nights – this means at least 24 people need to register for the hotel.

c. Accommodations (Bullock): Note: the ICAP conference also has this hotel but at a different rate, but the dates for the room blocks do not overlap. It will be necessary to make two different reservations.

d. Note – registration also covers a continental breakfast.

e. Ann Marie noted that there is a liaison to ICP from IAAP who will attend board meeting.

Jean Chin to write to Janel asking for Board Member names and email so that ICP can reach out to them to attend ICP. Phrase this in the context of the MOU between IAAP and ICP.

Note from Josephine – also ask CPA to get word out to CPA members to attend ICP. Josephine noted that she has received no information about ICP from CPA channels.

Natalie Porter will ask Ada Sinacore to work more on communication about ICP via CPA channels.

Discussion: encourage ICAP attendees to come to ICP. Encourage to attend ICP. Note – there is a day rate to enable people to come to ICP for one day.

Porter began a discussion of “branding” ICP conferences as psychology and human and rights. This is the core of what ICP does and the conversation about psychology and human rights is receiving a lot more discussion.

Suggestion is to make ICP conferences explicitly have human rights as their core and in the title. This could be a foundation in the titles. For example – Psychology and Human Rights – how Psychological Science Can Inform psychology programs and outcomes – to be focus for 2019 and 2020.

8. ICP 2019

Idea is to hold the 2019 conference at a university; 2020 will be in Prague. Need now a planning group for working on 2019 and 2020. Would be helpful for Natalie Porter for people to volunteer to work on the conference committees and could also NOMINATE people to work on 2019 and 2020 so that there is a larger committee.

Ann Marie noted that Sandra Neil should be on the committee; Jean will talk with Sandra about this shift in focus. It was noted that among the submissions this year, there are many papers on human rights that could be integrated into the current HR forum. If the entire conference is a forum on human rights, this would allow for better organization and for an identity.

Noted: there is currently much discussion on how to bring Human Rights into all aspects of psychology that would promote an inclusive framework: psychology and human rights in curriculum, in research, in policy.

a. Call for Proposals for 2019, 2020

Action: Natalie to draft a write up of the proposal for a Human Rights focus to the 2019 and 2020 ICP Conferences.
This will be used to shape the 2019 and 2020 conferences and become part of a call for members for a planning group

Board input: this move will also aid in member recruitment and retention; human rights is in the ICP mission statement and new members explicitly comment on this as an attraction to ICP.

9. Nominations and Elections

a. Nominations and Elections Report (Fukuhara)

Machiko Fukuhara referred to her brief report. The Board agreed that the election for DAL should be according to the current bylaws and custom: to fill two vacancies.

b. Ballots will be sent to all paid ICP members.

Online Statements (see <http://icpweb.org/about-icp/87-candidates-for-election-2018.html>) - please send comments to the Secretariat.

c. Ballots and Election cycle

Ballots should go out at the latest at the beginning of April – send out ballots at the end of the first week in April.

Machiko will send shortened statements to Bullock. These will be posted and sent to candidates for their approval. Ballots will be sent out April 6. Test ballots will be sent to Board members

10. Bylaws Revision

a. Summary of proposed ICP changes (report)

There is a brief statement in the latest IPB to anticipate an article about the bylaws in the next newsletter. There is a report in the annotated agenda that summarized proposed changes to the current ICP bylaws (or variation of these bylaws) with those proposed by Silverstein. It was noted that this comparison may be inaccurate in places because it is not clear which version of the current bylaws is current.

Secretary-General reviewed proposed changes. And asked the Board to vote on each of the specific proposed changes.

p. 10 annotated agenda:

1. Addition of 3 DALs to the current Board. Current are 6 DALs. Revised are 9 DALs.

Discussion: Question of the rationale for adding three new people. Were 4 for many years, then fewer because it was difficult to get nominations. Rational for more: broader global representation in the leadership of ICP.

Pros: more people involved in ICP to enrich representation.

Cons: logistical to get larger group coordinated when it is currently a struggle to get the current Board to the table at one time.

Discussion: how to ensure that the goal of broad representation is achieved? Question of whether there should be an attempt to specify representation. In the language as stated, there is no statement about representation or diversity.

Suggestion: change the bylaws to use the terminology of “up to” to ensure representation.

2. Elections:

a. Officers elected by the members (same as now), uses terminology “or otherwise chosen”

b. President elected the board, from members on the board

Discussion:

Concern is that the Board elects members and from Board members is a danger of the Board getting insular;

Question of whether there is a rationale for this change? O’Roark – the thinking was that it has been very difficult in getting someone to stand for president, and often the incoming president has no experience on the Board. Idea was that it was necessary for someone to have been on the Board for at least one term before becoming president. This is using the IUPsyS procedure for picking president. Note: in the IUPsyS it is the assembly that chooses the president (which is the representative of the members). And the president does not need to be a Board member.

Suggestion: qualifications for president is having served at least one term on the Board. There was a comment that the name of the association is “council” which suggests all the members should be involved in decision making

Suggestion: wording is that nominees for election must have served at least one year in a leadership position in ICP

3. Addition to financial statement: ICP may reimburse its members for services (this is housekeeping from earlier decision)

4. Change in Categories of Members

Add two new categories: Professional Affiliate, and Associate

Criteria for Professional affiliate are clear – professionally trained person, not eligible for full member. Criteria for Associate are general and vague (“friend” of ICP)

Current definition: recognized as psychologist in your local context and active for at least 2 years.

Questions: dues implications? Would need to charge the same for Professional and Associate as for Full, by country category.

Note: Associate category was for spouses or significant others of members; have always paid the same in dues as Full members.

Suggestion: Remove “associate” member category because criteria are vague. Professional Affiliates retain to include people interested in organization but make privileges clearer.

5. Listing of Standing Committees

Major changes are:

- Structure for Area Chairs and membership Committee
- Finance Committee is explicitly defined (note current practice is done for expediency; need chair of finance committee to be an officer. Better practice for Treasurer to be Chair of finance committee.

Suggestion: Keep Treasurer as Chair; Include President and President-Elect. Add member outside the officer group to serve as check on the actions of the finance committee. If the function is to be a “check” can include as a member on the Finance Committee. Original intent was for the finance committee to advise on investments, and to oversee the award monies to be sure they were escrowed and used as supposed to be used.

Action: Proposal from Current Finance Committee for how Finance Committee should be constituted and scope of action.

Discussion of other proposed new standing committees: suggestion that is more efficient to put fewer restrictions in the bylaws and add others to a handbook. Rather put in the bylaws that the Board will review the list of standing committees each year and confirm or change them.

6. Procedures for approving new members, reviewing old members, removing members.

Discussion: old bylaws have general expulsion procedure; new bylaws more explicit. Reason – APA CE approval requires procedures for expulsion.

Action: find APA CE requirements and see what might be required in the bylaws.

7. Statement on Board liability.

Discussion of risk assessment for boards – low probability, high return action. Does not need to be in the bylaws.

Action: Finance Committee review liability costs and possibilities.

8. Other changes:

The “Chair” votes only to break a tie should be “the President”
Do not include requirement for written materials in the bylaws – put in a handbook.

Action: Develop an ICP Handbook. Have been handbooks over time. Suggestion is to develop a President, Treasurer, Award, etc. handbook. Define tasks for each role.

12. AOB –

- a. Updates on: Awards (Fukuhara); ICAP from IAAP liaison; Newsletter
 - i. Each Board member asked to promote award nominations
 - ii. Condolences to Ann Marie for computer hacks
 - iii. Thanks to Anna Laura for being on the call in the middle of the night!!
 - iv. Thanks to all for taking time for the call

13. Schedule for Board calls for 2018

- a. Confirm 2018 Schedule