



## **INTERNATIONAL COUNCIL OF PSYCHOLOGISTS, INC**

*An Interdisciplinary Association*

*Founded 1941*

*United Nations NGO Consultative Status ECOSOC & DPI, 1981*

### ***ICP Outgoing Board Meeting***

#### ***Minutes***

***June 11, 2019, Cádiz, Spain***

#### **1. Call to Order and Roll Call**

Present: Natalie Porter, PhD, President; Ana Guil, PhD, President-Elect; Jean Lau Chin, EdD, Past President; Nancy Sidun, PsyD, Treasurer; George Hu, PsyD, Director at Large; Amina Muazzam, PhD, Director at Large; Andrew Simon, PhD, PsyD, Director at Large; Josephine Tan, PhD, Director at Large; Dr. Florence Denmark, Parliamentarian, UN Main Representative; Naoki Asazuma, MD, incoming Director at Large; Élisson Santos, Lic., incoming Director at Large; Merry Bullock, PhD, Secretary-General

Joined later in the meeting: Elaine Congress, PhD, Director at Large; Ann Marie O’Roark, PhD, Newsletter Editor

#### **2. Welcome and Introductions (Dr. Porter)**

#### **3. Agenda Review (Dr. Porter)**

The agenda was approved as written

#### **4. Approval of Minutes**

The April 2019 minutes were approved as written. Minutes will be posted on the ICP web.

#### **5. President’s Report (Dr. Porter)**

The President referred to her written report and reviewed the activities of the last year.

#### **6. Treasurer’s Report (Dr. Sidun)**

Dr. Sidun presented a summary of ICP spending amounts for 2019 and a proposed budget for 2020. Dr. Porter noted that the attempt is to engage in “reality based” budgeting that will allow closer matching of expenses to income to projected budget.

Dr. Sidun reported that ICP is in good financial shape, with around \$115,000 of assets. According to consultation with a non-profit advisor, the advice was that any non-profit should have at least 3-year’s operating costs in reserves. For ICP this would be about \$36,000, based on a yearly budget of around \$12,000.

Dr. Sidun noted that the goal of the present budgeting/ accounting system is to (1) ascertain precisely what ICP expenses are; and (2) develop some guiding principles for use of ICP resources.

She then noted specific aspects of the budget materials:

1. The budget sheet shows income and expenses. Across the columns it shows 2019 budget, 2019 actuals, and 2020 budget.

2020 Budget: Dr. Sidun has projected a modest membership increase; but the 2020 budget is still projecting a deficit. Dues amounts are currently based on a tiered system based on country wealth rating. The projected membership increase is for all categories.

Highlights:

- a. Income projections: projecting increase in membership for member dues income; non-dues income is less under ICP control (donations are from PayPal giving; royalties are for permissions from past ICP publications).
- b. Expenses: Dr. Sidun noted changes from the 2019 budget.

There was discussion about the allocation of resources to Board of Directors members, and how this should be allocated. There was a suggestion to have a single fund for Board member activities. There is \$1000 in this budget line; final allocations will be decided by the Finance Committee, with priority given to the President's requests. This fund is available to Board of Directors members only. If *ad hoc* committee chairs require funds, they can submit a proposal to the Finance Committee.

The Board voted:

Motion: The budget will include up to \$1000 for Elected Board Members and Standing Committee Chairs (as defined in the new draft bylaws) to access for ICP activities. Requests will be made to the Finance Committee for funds from this pool. Funds need to be requested before they are expended.

The motion passed

Other changes to the budget included removal of the ICP post office box (there was discussion about the image that is projected by a specific address). There was a suggestion to explore "timeless" post office addresses/boxes.

Other expenses were noted: PayPal fees are calculated at a flat 4% (overestimate); CE provider expenses were removed from the budget with the exception of one place-holder budget line. Newsletter expenses were budgeted at current rates; web expenses are for hosting the site which includes hosting and automatic updating, and software needs.

There was discussion of redesigning and updating the website and budget implications. Dr. Hu suggested that a redesign would cost something like \$10,000 (this was not greeted with enthusiasm). The Board agreed that the website and its design needed to be addressed, and options explored.

Follow up action items:

1. Ascertain if there is a possibility of a "timeless" post office box
2. Explore other payment options for ICP activities (Venmo, etc.)

### **Long Range Financial Planning**

Dr. Sidun reported on advice from a financial planner who recommended the following:

- The organization should have 1-2 years financial reserves in ready access.
- Organizations might draw from their resources –
  - Draw up to 10% of reserves
  - Have 5-10% of assets available for special projects

The goal of the long-range financial planning activity is to develop guidelines for the prudent use of ICP funds.

The Board also noted that in the current budgeting system, the convention is treated as, and expected to be, a source of income for the organization. Proceeds from the convention are rolled into the general operating budget. The ICP should strive for a balanced budget. This also suggests that there should be a line item in the budget for convention income.

Dr. Porter added that there are new procedures for bookkeeping “sequestered” award monies. Although all the ICP funds are in two bank accounts (checking, savings), award-designated funds are booked and accounted for as sequestered funds. There are no longer separate bank accounts for award funds, but typical budgeting practices are being used to track these funds. Dr. Porter noted that it is important for ICP to thoughtfully discuss new directions in its financial accountability and planning.

#### **Finance Committee**

The Finance Committee, as defined in the new bylaws, consists of the Treasurer, President, and Past President. In the old Bylaws the Finance Committee is defined as chaired by a member not on the Board.

#### **7. Nominations and Elections (Dr. Chin)**

Dr. Chin (Chair Nominations and Elections) reported on the ICP elections and presented a report. Dr. Chin welcomed the newly elected President-Elect (Dr. Tan), and newly elected Directors at Large: Lic. Élisson Santos, Dr. Naoki Asazuma, Dr. Ada Sinacore, Dr. Swati Bajpai, Dr. Polli Hagenars, and Jean Chin herself. The election of 6 new DAL’s was an expansion of the number of Board members, but it was allowed by the bylaws to increase geographical diversity.

Dr. Chin noted that electing 6 new members at one time raises a new issue about turnover. Each person ran for a 3-year term, but this would mean an imbalance in terms of turnover going forward. Dr. Chin proposed that some terms be changed to eventually reach equilibrium. The initial proposal was to shorten some of the elected terms, but on discussion it was decided to extend terms of some new DALs. The proposed solution was to spread the 6 people elected in 2019 so that future election cycles would be balanced. Dr. Chin will ask individuals elected this year to modify their terms to move toward three elected positions per year. The outcome of the consultation will be reported during the Incoming meeting.

#### **8. Membership (Dr. Simon)**

The report on membership was available to the Board on the screen. Although membership numbers have been creeping up over the last few years, they have remained around 100-115.

Dr. Simon reported on new activities:

- Clarified the 3-tier payment system in membership materials and online.
- Added an online membership form to collect information about member interests and activities

- The membership committee is making a membership brochure.

Questions to Dr. Simon were:

- whether the membership is the same members or whether there is turnover. In general, there is a core. New members are around 20 per year; there is a large list of people who have not paid dues for the last year.
- There was a suggestion to arrange for automatic payment (so need to opt out rather than opting in). This will be investigated in PayPal.
- There was a suggestion to explore other payment systems

Dr. Simon noted that generating income is an important member question. One suggestion had been to develop a system for charging for archived webinars (webinars can be used by teachers). However, Dr. Simon was reluctant to pursue this track at this time, because he would like ICP to be experimental and try out new and different formats, independent of fees.

Dr. Simon received a large list of Area Chairs from Dr. Sandra Neil. He contacted each of them, and now has a list of those who are active. He presented the list of Area chairs. It was noted that it would be helpful to clarify terminology for Area Chairs to understand the difference between those labelled as “regional” or “national”.

Dr. Bullock raised a general comment of whether membership was required of individuals serving in ICP roles (e.g., as area chairs, committee members, and the like). It was agreed that people do need to be members to serve on committees, or in other ICP functions. The Secretariat will follow up to determine membership status of those currently serving.

The Board discussed other ideas for Webinar activities:

- Translate Webinars (Dr. Bullock noted that we can add subtitles to the webinar tapes; we can also dub them; it was noted that sometimes it is good to listen in the original language and read subtitles).

Dr. Simon reviewed upcoming

- Webinars
  - Upcoming topics
    - Dr. Uwe Gielen on Chinese immigrants
    - Dr. Judy Beck on cognitive therapy
    - CDC researchers
    - Colleague in Africa – Uganda (girls going to school)
  - There were also suggestions for new webinar formats including:
    - Webinar Book Group (everyone discusses a book and we invite the author to join)
    - Webinar Discussion Groups
    - Webinar virtual social hours

The Board was encouraged to develop and propose innovative ideas for webinar activities.

## **9. Report on ICP2019 (Dr. Porter and Dr. Guil)**

This item was discussed at the end of the meeting. It was noted that special events have been planned during the conference (Flamenco night) and it will be necessary to recruit attendees!

Conference attendance is expected to be between 80-90. A summary will be prepared for the incoming meeting.

## **10. Report on the Secretariat (Dr. Bullock)**

The Secretary-General, Dr. Bullock, reported some details of the work of the Secretariat. The Secretariat serves as the functional motor of the ICP, taking care of routine needs in the life of an organization, including banking and financial filing, membership file maintenance and processing of new members; development of the membership directory; outreach through various media outlets; outreach to compatible organizations. In addition, the Secretary-General maintains correspondence with ICP members (along with the Membership Chair), maintains correspondence with other national and international organizations, and promotes/represents ICP at national and international meetings

Dr. Bullock noted some highlights of activities since the last meeting:

- Outreach to IAAP (despite a very longstanding relation with IAAP, the leadership in both organizations have changed, and there is a new MOU to implement);
- Outreach to the Global Alliance for Behavioral Health and Social Justice, an organization with goals that are similar to those of ICP.
- Web and other media development are in progress. Dr. Bullock noted that as an international organization, the ICP web requires a low-bandwidth web and easy navigability; The Secretariat needs relevant graphics for highlighting ICP activities. Current developments include new web pages for webinars; a new YouTube channel, and a new Facebook page.

There was discussion of the ICP Facebook page; and the need for active outreach. Dr. Bullock emphasized that the tools and infrastructure are available to implement ideas from the social media and outreach committees.

- Conference Logistics: the use of “Conftool” has greatly reduced the conference management process, and facilitated communication, outreach, and the production of the program and nametags.
- Tools are now available for wider use of the web and other electronic platforms for programs and outreach.

She noted that communication tools for ICP include:

- Listservs (one is internal to the Board; one is an external, Announce-Only listserv for Members)
- Web
- Social media

The Board thanked Dr. Bullock for her work as Secretary-General. She noted that engaging in international organizational development was a long-time passion. Dr. Tan raised the question of whether the workload of the Secretariat was manageable. There were suggestions to develop better task descriptions for Committee Chairs, and members, but recognition that most volunteers were not in a position to add to their workloads.

## **11. Report on Awards (Dr. Tan)**

Dr. Tan reviewed her report, noting that there were only 3 awards in 2019. The Sukemune/Bain award was not awarded. The list of speakers for ICP Conferences is as follows: Two 2019 award winners will speak at ICP2019 and one will give a webinar. In 2020 two award winners from 2018 will talk at the conference: Drs. Brian Mishara and Anusha Kassan. There will in principle be four additional recipients in 2020.

Travel awardees for the ECP/Student grant are both at ICP2019. Additional modest travel awards to three students were provided by a donation.

There was a motion to appoint Dr. Mary Beth Kenkel as the new Awards Coordinator (Chair). This was passed unanimously.

The Board unanimously ratified the appointment of Dr. Roswith Roth as Denmark-Gunvald Award Chair.

There was a motion to formally recognize Dr. Donna Goetz for her service as chair of the Denmark-Gunvald Award. This was unanimously passed.

The Board presented unanimous acclimation to Dr. Tan for her service as Awards Coordinator.

## **12. By-Laws Changes (Dr. O’Roark, Dr. Bullock)**

The Board reviewed the draft bylaws and explanatory table outlining Bylaws changes from the 2010 Bylaws. The bylaws have been reviewed several times by the Bylaws Committee: Drs. Natalie Porter and Ann Marie O’Roark. There was discussion of changes:

- Terms used to define ICP member categories were discussed and it was agreed to distinguish ICP Members, ICP Professional Affiliate Members and ICP Student Members.
- The term “Member” refers to the category of ICP Member. The terms “member” or “membership” refer to members in general across all categories of membership.
- The Board agreed that serving as Secretary-General should be reserved to ICP Members and that ICP Professional Affiliate Members would not be eligible. In discussion it was agreed that for a small international organization it was important that oversight over administrative functions be carried out by a psychologist because they require (psychological/disciplinary) professional judgment and decision making.
- There was discussion about whether the Secretary-General should be appointed or elected. It was decided to make the Secretary-General an appointed position to ensure that the Board would retain oversight to ensure that person taking on the position had the requisite skills and accountability.
- There was discussion about nomination eligibility and who votes for each Board position. It was clarified that ICP Members and ICP Professional Affiliate Members may vote for all positions; ICP Members are the only members eligible for election as President.
- There was extensive discussion about item 3.2.5, specifying expectations for attending Board meetings. It was decided to remove the term “consecutive” to offer ICP the option of taking action when Board members are inactive. Discussion concerned number of meetings that could be missed, and use of the term “consecutive”. This section was rewritten.
- There was discussion about the Treasurer’s role and who should chair the Finance Committee. The decision to have the Treasurer chair the Finance Committee was based on the small size of the organization and concern that members not on the Board would not have sufficient information about the overall financial picture and financial details. It was agreed that having one member of the Finance Committee be someone not on the Board would provide sufficient checks and balances for accountability.
- There was discussion that in the new bylaws, the Treasurer has the responsibility to oversee financial operations, and reviews the conference budget. There was discussion about who has responsibility for the conference budget. The practice is for the Board to be the body that

approves or does not approve the conference budget. The original language of “primary fiduciary responsibility” was edited to read “the Treasurer has responsibility for reviewing ICP financial operations”

- Standing Committees were discussed. Dr. Porter noted in this draft the standing committees are enumerated. There was discussion about whether each standing committee should remain a standing committee or be a regular committee. It was initially decided to retain 6 only: Awards, Finance, Membership, Nominations, Publication/Communications and Long-Range Planning (later in the meeting it was decided that Long-Range Planning would not be a standing committee).
- It was agreed that member recruitment activities (e.g. World Area Chair and Area Chairs) be subcommittees under the Membership Committee.
- The Publications and Communications Committee is new. It was agreed to include it in the service of moving toward broader coordinated communication across ICP. Social communication was added to the purview of this committee.
- The Awards Committee is now a standing committee, and the coordinator was renamed to Chair. Each award committee is a subcommittee of the Awards Committee; These subcommittees also have chairs.
- There was discussion about the purview of the Long-Range Planning Committee, and whether it should be an *ad hoc* committee or a standing committee. The intent is for the committee to address long range strategic planning as well as the conference. It was questioned whether this was a standing committee or would emerge when necessary. There was discussion that the committee needed to include the three president roles (future, past, present) and that the Chair would be the president-elect. This was added to the duties of the three president positions. It is now called the Long-Range Planning Committee and it not a standing committee. The purview will be in the Handbook.
- Nominations Committee: there was discussion to change the language to indicate that at least one member of the committee must be from outside the Board. This follows the intent of the older bylaws to prevent insider election of themselves. The wording was changed to reflect this. It was decided to strike the sentence saying that no member of the committee could stand for election., because this would preclude the Past President from serving on the Board in another role. The goal is to be able to form a committee that has knowledge of ICP and international organizations. The wording was changed to reflect that the Chair is a member of the committee.
- Dr. Chin queried whether only Board of Directors members could be chairs of standing committees. It was clarified that the duties of the Directors at Large do NOT mandate chairing a standing committee; it is one among several possible duties. ICP Members or ICP Professional Affiliate Members can also chair Standing Committees.
- The voting procedure for bylaws was clarified to indicate that passing amendments would be determined by those voting. There is no stipulation on the percentage of members who are required to vote. There was concern that if there is a requirement that 2/3 of all members need to vote, this will put the organization in jeopardy if new members are less engaged in voting. There was discussion to require only 50% approval; a check of Roberts’ rules of order suggested the number should be 2/3. It was decided that requiring 2/3 approval of those voting would strike a good balance between assuring sufficient votes and consensus.

Next steps: The revised bylaws will be circulated to the Board for review before being sent to the members. There will be a 4-week voting period.

During discussion of Bylaws changes, the Board reviewed its actions in changing the elections procedures, and noted that its decision was to change a rule, not to suspend the Bylaws, as had been reported in the Newsletter. The Board confirmed that it was still operating according to the Bylaws but had suspended a rule not to hold an election for Secretary.

The Board voted to explicitly note that the Board decided to operate under the new draft bylaws in the interim period between reading of the draft new bylaws and voting by the membership on bylaw change approval.

There was a motion for the Board to accept the Bylaws as amended for sending for approval to the membership  
The motion passed unanimously

Next steps: the bylaws will be sent to the membership for approval. The Voting period will be for one month.

Bylaws changes and the request to vote on them will be announced in the listserv and newsletter. The bylaws will be sent via electronic survey to each member with an email and by mail to those without an email.

There was a motion that the Board request an amendment to the newsletter stating that the Board suspended the rules (rather than Bylaws). This motion passed.

### **Handbook**

As part of the Bylaws change discussion, it was noted that ICP now needs to update its Handbook to take account of the new Bylaws. There was a request to search the archives for handbook material. Dr. Florence Denmark agreed to work with the archive managers in Akron to ensure ICP access to the archives, hopefully at no cost. Dr. Denmark had received a letter from Akron noting that there have not been Archive deposits since 2012.

There was discussion of possible archivists, and a suggestion that Dr. Elaine Congress take this role along with Dr. Ann Marie O’Roark.

### **13. ICP2020**

Dr. Guil’s colleague in Prague has offered to sponsor the ICP meeting at her university. The ICP, Inc. meeting would take place before the larger ICP meeting, in July. This will be discussed more thoroughly at the Incoming meeting.

### **14. Future ICP Conferences**

Not discussed.

### **15. Education and Outreach**

#### **15.1 CE for Webinars**

There was discussion about finding mechanisms for offering continuing education credits and credentials. Suggestions including reaching out to others around the world, but there was general agreement that APA accreditation had the most spread. Most other systems will accept



APA credits, but the reverse may not be true. It was decided to reach out to the APA accreditation office to explore possibilities.

Dr. Porter noted that managing CE would be typical of a Director at Large position.

Follow-up: Reach out to APA accreditation office to explore ICP credits for (a) conference and (b) webinars

## **15.2 Journal Discussion**

This was not discussed

## **16. Archives – what should we be sending and who is doing it?**

Addressed in Item 12

## **17. LRPC Committee – what should it be and what should it address**

Addressed in Item 12

## **18. Human Rights Network**

Not discussed.

## **19. Handbook Revision/Development**

Briefly discussed in Item 12.

## **20. Updates/Information/ Reports**

See written reports

- 20.1 Newsletter**
- 20.2 Website**
- 20.3 Webinars**
- 20.4 World Area Chairs**
- 20.5 Interest Groups**
- 20.6 United Nations**

## **21. Preparation for Annual Membership Meeting and Town Hall:**

- 21.1 Annual Membership Meeting**
- 21.2 Town Hall Meeting**

Not discussed

## **22. Any other business**

The President asked for comments from participants who were with the meeting online. Lic. Santos noted that it was valuable to be online with the meeting and to learn about how ICP works. He wished the group well for its conference.

Dr. Congress expressed thanks for being able to join via ZOOM for part of the meeting. She will consider new role as Archivist and anticipates information and instructions.

Dr. O'Roark joined the meeting for its last minutes and thanked the group for participation. Unfortunately, the connection was unstable but did allow her to make brief comments.

**The Board offered acclaim for a great meeting to President Dr. Porter!**

**Follow-up Ideas:**

- 1. Develop a primer on the UN**
- 2. Publish Webinar on how the UN functions**
- 3. Develop resources on how to volunteer internationally**
- 4. Send specific formal invitations to members to attend the ICP conference (Dr. Muazzam will look for an example)**