SCRA Executive Committee May 2018 Meeting
MINUTES

Date: May 2, 2018  Time: 10am to 11:30am CST  Location: conference call

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yolanda Suarez-Balcazar (President)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Susan McMahon (Past President)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Brad Olson (President Elect)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Jim Emshoff (Treasurer)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Elizabeth Thomas (Secretary)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Dina Birman (Representative to Council)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Melissa Strompolis (Member at Large (Membership &amp; Awards))</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Carolyn Joyce Tompsett (Member at Large (APA))</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Chiara Sabina (Member at Large (APA))</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Scot Evans (Regional Network Coordinator)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Jessica Siham Fernández (Representative from CERA)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Erin Godly-Reynolds (Student Representative)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Jaimelee Behrendt-Mihalski (Student Representative)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Laura Kohn-Woods (Chair of the Council of Education Programs)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Nicole Freund (Representative from Practice Council)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Chris Keys (Representative from Research Council)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Anne Bogat (Chair, Publications Committee)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Nicole Allen (Editor, AJCP)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Susan Wolfe (Editor, TCP)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Jean Hill (Executive Director)</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Agenda

1. Roll Call (Elizabeth)

Several EC members were absent due to commitments at the end of the academic year. Committee members were encouraged in the future to ask someone else to attend if they were unable to join the call, particularly if they represent a committee or council.

2. Approval of March 2018 EC Minutes (Elizabeth)

In favor: 12
Opposed: 0
Abstained: 0
3. Reminders and Updates

a) Biennial 2019 (Jean)

Jean reported that the planning committee is meeting monthly and currently finalizing the theme for the conference. They have decided to change submission management services, and they are discussing venues for key events.

b) Video contest (Jean)

Jean reported that an e-mail notice about the video contest went out to the membership today.

c) E-newsletter (Jean)

Jean has been in conversation with Susan W. and Nicole A. about finalizing the format for an e-newsletter that will present recent work in the field. The goal is to include 3 to 5 pieces that will drive people back to the website for more information.

d) Social Media Plan (Jean)

Jean reported that Ashley and Rachel are finishing a social media and outreach plan that will include goals and timing of communications from SCRA.

e) SCRA Annual Report (Jean)

Yolanda, Jean, and Ashley have been working on an inaugural annual report for SCRA that will come out this summer. It will include summaries of mini-grant projects, donors, allocations, video summaries, and an overview of the strategic plan. They are working to the make the format dynamic.

f) Other updates

Susan M. provided an update on conversations with planners of the International Conference in Chile, and she reminded the EC that SCRA elections are in process.

Yolanda provided an update on the ongoing diversity webinar series.

4. P&P Changes Approved by SCRA Officers (Elizabeth, Jean, Susan M., Yolanda)

a) Conflict of Interest

b) By-laws changes sent to membership for vote

The EC discussed the changes to the P&P. Elizabeth will add the conflict of interest to the P&P manual. Jean will oversee the by-laws change vote sent to membership.
5. MWM Follow Up (Yolanda and all)

   a) Review of Action Item “To Do” List

   See notes on the action item “to do” list that follows as an appendix to the minutes. Yolanda agreed to take the lead in creating a table that will make it clearer when action items have been completed. This can be presented before the next EC meeting.

   b) Evaluation Report of MWM

   Yolanda reflected on feedback from the evaluation. She noted that a central theme was the desire for more time for meaningful conversation.
Summary of Action Items from Mid-Winter Meeting, 2018

The action items are organized according to the responsible group or, for items that do not have one responsible group (like changes to the Policies and Procedures Manual), according to topic. For more information on each item consult the MWM Minutes.

**Finances**

**Action Item:** The EC directed the Investment Committee to investigate proactive social responsible strategies and move the organization in greater alignment with our values.
Responsible Parties: Investment Committee

*Susan M. reported that the Investment Committee has met and is reviewing socially responsible investment strategies.*

**Action Item:** Follow up on a plan for distributing funds from the Bob Newbrough account.
Responsible Parties: Yolanda will talk with Stephanie

*Yolanda reported that Stephanie Reich is putting together a proposal for international work.*

*Yolanda talked with Stephanie Reich, and she is developing a structure for distributing funds from the Newbrough account, which includes approximately $10,000 to support international collaboration. Discussion focused on how a $1,000 award every other year would allow the principle to remain over time and extend the award.*

**Action Item:** The EC would like to encourage big, innovative ideas that further the strategic plan and strengthen the field of community psychology. A call should be sent from the Presidential-stream to the councils, committees and interest groups, emphasizing the fact that we are looking to fund cross-cutting issues, across research, practice, education, and policy. Big ideas should incorporate/embrace diversity.
Responsible Parties: Presidential-stream

*The Presidential Stream will work on a protocol for submitting and reviewing proposals.*

*Yolanda has developed a draft protocol and will share it at the next meeting.*

**Action Item:** Evaluate the impact of what we support and how we spent funds. Work with the Financial Planning Committee to establish a task force to design a process where goals for funded projects are identified and those projects undergo evaluation to determine how well they met those goals and furthered the mission of SCRA.
Responsible Parties: Financial Planning Committee and Brad, Nicole Freund, Scot, Susan Wolfe, Yolanda

**Action Item:** Evaluate the procedures, goals, benefits, and effectiveness of the current mini-grant programs. A task force will be established that will consider various models for granting, including seed grants vs. larger grants and separate grants vs. a consolidated pool. Because evaluation of our grants is critical, stronger systems to evaluate how well the grants meet the goals of the grant program will be developed.
Task Force: Scot, Susan W., Yolanda, Brad, Jean, Nicole F., Laura, Jesica (who will appoint rep from CERA), rep from policy, rep from Women’s Committee.
Jean reported that the mini grant task force is being formulated.

Jean reported that the mini grant team has met and developed good ideas for proposals and final reporting. They are collecting information for the dissemination of projects.

Secretary

Action Item: Continue to work to revise and tailor the templates for reports for the briefing book for the MWM (e.g., clarify need for reporting on mini-grants).
Responsible Parties: Elizabeth and Jean

Policies and Procedures

Action Item: Handling conflict of interest and split votes. Incorporate feedback and send back to presidential stream and secretary
Responsible Parties: Susan M. and Yolanda

Action Item: Policy for unspent funds. This still needs approval by presidential-stream, secretary and treasurer.
Responsible Parties: Presidential-stream, treasurer and secretary

Action Item: Add the Student Membership Circle to the responsibilities of the Past-President
Responsible Party: Yolanda

Action Item: The EC discussed the current policy of submitting receipts/invoices for expenses by March 15 of the following year. This creates problems in finalizing the budget. The EC suggested a new policy be approved by the presidential stream that reimbursements must be submitted within 90 days from the time the expense was incurred and that other expenses be submitted/finalized by January 15 of the following year. Exceptions should be submitted in writing and will be considered by the treasurer, secretary and presidential stream.
Responsible Parties: Jim and Jean, to be approved by presidential stream and secretary

Action Item: Develop language for P&P that we do not support travel to international conference.
Responsible Parties: Jean will develop language to be approved by presidential-stream, secretary and treasurer

Elizabeth reported that the P&P changes have been developed and approved.

Awards

Action Item: Examine our categories, descriptions, call for nominees, and names of awards to encourage a diverse group of nominees, including ensuring that all who qualify feel welcome to nominate themselves. Ensure that the call for awards reflects this emphasis on nominees from diverse backgrounds.
Responsible Parties: Melissa, Yolanda, Jesica, and CERA

Anne asked about the google doc sent to the Presidential Stream. The Presidential Stream will follow up in its next call.

Membership Engagement and Professional Development Committee

Action Item: Consider doing another survey of non-returning members
The committee is working on the analysis of its survey to current members in collaboration with CERA. They will consider this action item when the current analysis is completed.

The committee reported that the survey will be completed soon.

**Diversity and Inclusion in SCRA**

**Action Item:** Unanimous approval of statement (with slight modifications to come). Statement will be available on the website and published in the TCP. Yolanda and Jesica will examine all suggestions discussed and share with EC

Responsible Parties: CERA-Jesica, Geri and Yolanda

This item is completed.

**Action Item:** Examine language used in the call for award nominees – See Awards section above

**National Student Representatives**

**Action Item:** Welcome and engage new student members. Rachel can send new student members’ e-mails each month to Jaimelee. Add questions about student members in interest groups annual report.

Responsible Parties: NSRs, admin staff and secretary

Jaimelee requested that we revise this action item to state that e-mails will go to the appropriate NSR, given rotations in this role.

**Publications Committee**

**Action Item:** Contracts with editors are needed that more explicitly lay out what will happen if things go awry.

Responsible Parties: Publications Committee

Anne will call a meeting of the publications committee. She asked if there are models or templates we could draw from. EC members discussed the current MOU, including what is missing and what needs to be added. She will work with the committee to revise it.

**Leadership Fellows**

**Action Item:** Add the reports from the first cohort to the Briefing Book when they are ready. Add page on the web site about the leadership fellows. Recognize the leadership fellows at the Biennial Meeting.

Responsible Parties: Leadership Fellows Mentors

**Action Item:** Bret to send out an e-mail featuring the work of the first cohort and a second e-mail introducing the second cohort.

Responsible Parties: Leadership Fellows Mentors

**Action Item:** Ask educational program leaders/directors to nominate students for positions.

Responsible Parties: Leadership Fellows Mentors

**Action Item:** Invite leadership fellows to come to the Biennial EC meetings.

Responsible Parties: Leadership Fellows Mentors
No updates from leadership fellows.

Jean and Yolanda will follow up with Bret to determine next steps.

TCP

**Action Item:** The EC decided to begin phasing out the paper copy of the TCP.
Responsible Parties: Susan W. and Jean will investigate options.

*EC members noted that the new editors are working effectively and things are going really well.*

Susan W. provided an update on exciting developments for the summer issue.

Research Council

**Action Item:** Consider planning talks/panels on developing a successful research career and grant writing at the Biennial, invite foundations or program officers to talk.
Responsible Parties: Chris Keys in collaboration with Research Council

**Action Item:** Develop further and implement approved ideas on promoting research fellows.
Responsible Parties: Chris Keys in collaboration with Research Council

*Chris reported that the research council met yesterday, and they developed criteria for fellows. They will share these at the next meeting.*

*Chris reported that the council will have something in June to the presidential stream for the research fellows program.*

Council on Education

**Action Item:** Develop strategy for a meeting of program directors that is more intensive than the 45 minutes at the 2017 biennial).
Responsible Parties: Laura, Simon and COE

**Action Item:** Develop a new structure for chairs and the Executive Committee representative that allows for increased continuity, rather than the one-year positions that are currently in place.
Responsible Parties: Laura, Simon and COE

**Action Item:** Consider developing a plan for supporting struggling programs.
Responsible Parties: Laura, Simon and COE

*The CoE will meet next Friday, and they will report out at the next EC meeting*

Diversity Reflection

**Action items (see responsible party in parenthesis):**
Diversity & inclusion put into practice within individual behaviors, journals, and SCRA places (All EC member are responsible)

Special issues on diversity and inclusion in the Global Journal, The Community Psychologist and AJCP (CERA to approach the corresponding editors)

EC more accountable for diversity within our groups, promote metrics, and query members (EC members)

Awards that align with diversity and inclusion (see awards above)

Supporting & attracting diverse leaders to the EC (EC nominations committee)

Enacting values that reflect diversity -- and the processes and implementations (Presidential stream)

Increase & promote SCRA involvement of diverse members (membership committee)

Ensuring diversity remains on the EC agenda; include items on diversity & inclusion on membership survey (Presidential stream, Jean and membership committee)

Scaffolding sense of belonging -- create spaces for people to "add value, feel valued" (EC members, and Biennial Planning Committee)

Create accountability procedure for all groups, committees and council to include diversity within their endeavors. (Presidential stream and CERA)

Create spaces for diverse voices to be expressed at the Biennial (Biennial Planning Committee)

**Other Ideas Without Specific Action Steps or Responsible Parties**

1. Celebrate different career paths and highlight people in different careers. Highlight these on the website. Add a career section. Expand our orientation to include master’s level students.
2. Session at the Biennial on potential leadership roles at the Biennial. Box or station to nominate people at the Biennial for roles and for awards.