## Agenda

### 1. Roll Call (Elizabeth)

### 2. Approval of EC Midwinter Meeting Minutes (Elizabeth)

*Request for minor revisions and addition of action item list. Then motion to approve minutes.*

*In favor: 18*
*Opposed: 0*
*Abstained: 0*
3. Reminders and Updates
   a) Diversity Series (Yolanda)

Yolanda reported that the diversity webinar series is going very well. The series is facilitating dialogue on mentoring in academia and in other settings for community psychology research and practice.

   b) Biennial 2019 (Brad)

Brad reported that the dates for the Biennial are finalized and that the location for meetings and banquet venue are in the process of being finalized. Jean reported that the committee is exploring conference submission management services.

4. P&P Changes Approved by SCRA Officers (Elizabeth)
   a) Policy for Spending of Approved Funds

The EC discussed the policy and requested a rewriting of the first paragraph for clarity. Jim submitted the following rewrite:

Funds approved for use in any budget year must be spent by December 31 of that year. Reimbursements must be submitted within 90 days from the time the expense was incurred or January 15 of the following year, whichever comes first. Exceptions should be submitted in writing and will be considered by the treasurer, secretary and presidential stream.

If the reimbursement request is more than 45 days after the expense was incurred original (hard copy) receipts must be mailed to APA.

   b) Update to Responsibilities of President and Past President

   c) Update to Travel Funding Policy

Jaimelee asked a question about student grants and whether language should be added that the grantee cannot use the funds to pay themselves a stipend. Jim and Jean agreed to follow up with student reps to include language in the RFP for student grants.

5. Membership Engagement and Professional Development Committee Proposal (Jean)

The committee recommended three changes to the SCRA dues structure. EC members asked questions about the rationale for recommendations #1 and #2. The EC voted to drop the #1 recommendation and go forward with #2 and #3. The EC voted on a motion to put forward these recommendations to the full membership for a vote.

   In favor: 18
   Opposed: 0
   Abstained: 0
6. MWM Debrief (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.

   b) Evaluation Report of MWM

   The EC will discuss the evaluation report at the next meeting.
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

**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

*Yolanda reported that Stephanie Reich is putting together a proposal for international work. Bill Berkowitz has responded with strong ideas as well. The Presidential Stream will work on a protocol for submitting and reviewing proposals.*

**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.*
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.*
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:** 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.*

**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.

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.

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 CofE 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.