

NPSI Board of Directors Retreat Agenda
Saturday, March 28, 2020

Officers:

President – Maxine Nelson, LICSW, FIPA
Treasurer – Eileen Fletcher, SPHR/SHRM-SCP
Secretary – Michael Dougherty
Acting Director of Training – Maxine Nelson, LICSW, FIPA
Education Committee Chair (rotating) – Don Ross, MD, FIPA

Directors:

Caron Harrang, LICSW, FIPA
David Jachim, PhD, FIPA
Alison Kneisl, MD, MBA, MS
Carolyn Steinberg, MD, FRCPC, FIPA

Candidate Representatives:

Anna Delacroix, MA, LMHC
Nicole Wiggins, MA

Administrative Staff:

Recording Secretary – Hollee Sweet

Present: Anna Delacroix, Eileen Fletcher, Caron Harrang, David Jachim, Alison Kneisl, Maxine Nelson, Don Ross, Carolyn Steinberg, Hollee Sweet, Nicole Wiggins

Guests: Judy K Eekhoff, PhD, FIPA and JoAnn Mills

Absent: Michael Dougherty

The meeting was called at 10:00 a.m.

I. Check in and virtual brunch.

The Board discussed their experiences with COVID-19, as well as ways to help the community, including working with SPSI to offer pro bono counseling to first responders in the community.

II. Review of February Minutes.

The minutes were unanimously approved.

III. NPSI and the COVID-19 outbreak. Caron Harrang reporting:

Caron Harrang reported that on March 18th, she hosted a Zoom meeting for full members on practice management, and Maxine Nelson and Carolyn Steinberg hosted a similar meeting for community members. Additionally, Maxine Nelson and Don Ross met with candidates via Zoom on March 20th to discuss practice management. Caron is writing up a report on the full member and community member meetings. She noted that community members would like a follow up meeting, and there may be interest among the full members for another meeting as well.

Holley Sweet reported that both Judy Eekhoff and Maxine Anderson have been conducting their study groups via Zoom, and both are going well. The courses have been conducted twice via Zoom so far, and faculty and candidates have reported success. The candidates are somewhat accustomed to this after having their clinical seminar conducted via Zoom over the winter term with Elie Debbane and Marianne Robinson.

Holley reported that in response to the Governor's Stay at Home Order, the First and Cedar building management has locked the building. Access is via key card only.

IV. Secretary's Report. Michael Dougherty reporting:
No report.

V. Treasurer's Report. Eileen Fletcher reporting:
Eileen Fletcher reviewed the Balance Sheet and Income and Expense Statement with the Board.

Eileen reported that the Finance Committee has been formed and consists of Alison Kneisl and herself. She would like to add a third member, and asked the Board to ask members if anyone is interested in joining.

Eileen discussed the Finance Committee's proposed policy on dues payments, which outlines the deadline for dues payments as well as a date by which membership will be forfeited if dues have not been paid. The Board decided that beginning in 2021, full member dues will be accepted in full or in four payments in January, February, March, and April. If members do not pay their dues on time, they will be notified by mail that their membership has expired.

Action: Hollee Sweet will follow up with the webmaster to make it possible to accept dues in four payments: January, February, March, April.

Action: Eileen Fletcher will revise her proposed policy on dues payments to be voted on at the next meeting.

VI. Liaison Committee report. Caron Harrang and Maxine Nelson reporting:
Caron Harrang reported that NPSI needs to come up with one person to serve on the IPA Nominating Committee from North America. Maxine Nelson spoke to her experience on the committee. Caron will announce via the listserv that NPSI needs to notify NAPsaC President Robin Deutsch of who will serve by April 15th, and Anna Delacroix and Nicole Wiggins will follow up with the candidates to see if any of them would be interested in the position.

VII. Education Committee report. Don Ross reporting:
No report.

VIII. Candidate's report. Nicole Wiggins reporting:

Nicole Wiggins reported on the experience of the candidate group's March 20th discussion with Don Ross and Maxine Nelson regarding practice management.

IX. ExCom report. Maxine Nelson reporting:

Maxine Nelson discussed the document that she and Eileen Fletcher prepared, "Job Description for President, President-Elect, and Past President." This model would mean a modification to the terms described in the current Bylaws in that the President would serve for one year rather than two. The Board also discussed how the tasks of the President could then be shared with the President-Elect and Past-President. JoAnn Mills suggested making the time commitment and specific tasks of the President clear so that potential Presidents would have an explicit understanding of what the role would entail. JoAnn suggested a "resources audit" to accomplish this.

Maxine reported that Barb Sewell had expressed interest in joining the Board as part of a leadership team. Other possible members include Julie Hendrickson, Dana Blue and Rikki Ricard.

The Board voted unanimously to approve the proposed Alternative Leadership Structure but to postpone a vote to make the bylaws change until the Board is able to meet with the potential leadership team.

Action: The Board will host a Zoom meeting with a potential leadership team on April 14th.

Action: Maxine Nelson will prepare a more detailed job description of the role of President.

X. Nominating Committee update. Judy Eekhoff reporting:

Judy Eekhoff reported on the work of the Nominating Committee. She does not believe that anyone the committee has spoken to about taking over the President role would be more willing to take it on if the term was reduced to one year. She also commented that the individuals that the Nominating Committee spoke with were more interested in the training aspect of NPSI, rather than in the administrative function of the President.

XI. Website Redesign Committee report. Maxine reporting.

Maxine Nelson reported that the committee has met and discussed the website redesign, will continue to do research. The committee will meet again on June 20, 2020.

XII. Self-Study update. Caron Harrang reporting:

Caron Harrang discussed the Self-Study Retreat evaluations with the Board. The Board decided to share the evaluation results in a summary with the retreat attendees, and describe our next steps. Eileen Fletcher suggested discussing the evaluations and next steps with the potential leadership team at the April 14th meeting.

Action: Caron Harrang will prepare an executive summary of the Self-Study Retreat evaluations to share with the retreat attendees.

Caron suggested a revision to the NPSI Organizational Chart, which the Board discussed.

Action: Caron Harrang will revise the NPSI Organizational Chart.

Caron reported that she, JoAnn Mills, and Alison Kneisl will organize a focus group with community members to discuss the outcomes of the Self-Study.

XIII. New Business

Maxine Nelson reported on the termination of letter of agreement with Frances Schopick, JD, MSW.

Maxine reported that that our ACPE reaccreditation site visit has been postponed until the fall due to current travel restrictions because of COVID-19.

The meeting was adjourned at 2:10 p.m.

The Board will hold a special meeting on Tuesday, April 14, 2020 by Zoom (7:30 to 9:00 pm).