

**SOUTHWEST REGION ACPE
MEMBER MEETING**

Friday, October 26, 2007
The Adolphus Hotel
Dallas, TX

I. Call to Order

The meeting was called to order by Carlos Bell at 10:30am.

II. Welcome & Introductions

All attendees introduced themselves and prayer concerns were shared.

III. Approval of Spring 2007 Meeting Minutes

A motion to approve and adopt the Spring 2007 Southwest Region Meeting minutes was moved by Gene Huffstutler and seconded by Mary Stewart Hall. Motion carried.

IV. Regional Director's Report—Bill Carpenter

All Supervisors need to send a report of your latest peer review to Bill who will be keeping a record of when those are due for everyone.

Online registering of student reports is available now. Please call Bill if you need any assistance with that process.

Bill addressed the question of "How do we measure success for the Region?"

1) Student units—We have an increase in student unit numbers which is surprising in light of having lost centers and having so many openings for supervisors.

2) Financially—We are doing great and currently have a surplus.

3) Complaints—There are none currently in the Region and we haven't had any since Bill has been RD.

4) Supervisory Residents in process— A few more than half of our centers are accredited to do Supervisory CPE and about 11 centers currently have Supervisory Residents.

Bill's vision for the Region includes developing more centers in underserved areas such as NW Arkansas. Bill will be conducting a unit there to get something started. We need a supervisor in West TX, i.e., the Ft. Bliss area. We need to get together more often as a Region. As we save money conducting our business through e-mail and conference calls, we're missing out on the face-to-face time with each other. Bill hopes that the Leadership Council will consider some creative possibilities for helping to make this happen.

V. Strategic Planning Task Force Report—Lerrill White

A written report was distributed as follows:

Over the course of the year, we have explored and taken action to support several creative enterprises and processes.

1) We helped to provide funding (\$1,800) for one SIT student who had fiscal demands for family needs greater than his/her stipend in order to make his/her continued participation in the SIT process possible. This has

borne very positive results and will be reflected as “tuition assistance” in the budget.

- 2) We helped to underwrite costs (\$1,800) for one SIT student’s use of a Committee Coach to prepare to meet a committee for Associate Supervisor. This initiative had a positive outcome. We are considering bringing this Committee Coach (a former CPE Supervisor, now corporate consultant & therapist) who has a perfect record as a committee coach for SITs, to present to all the Region’s SITs on a Regional SIT Day.
- 3) We set aside seed-money (\$5,000) for a new church-based CPE satellite center, offering an Extended Unit in northern Arkansas. This is proceeding and will be operative in just a few months. Our Regional Director has been involved in helping to set this up.
- 4) We underwrote the cost (\$1,500) of three representatives of the SW Region ACPE, Inc. to attend the Supervisory Summit, held in Madison, WI in August of this year. This even was one part of the process in the National ACPE’s Strategic Plan to “Revise & Streamline the Supervisory Training Process.”
- 5) We set aside some monies (>\$500) to help underwrite unanticipated or extraordinary costs incurred by those who host the Quarterly SIT Days.
- 6) We also made funds available for Seminary Representatives to travel and attend the Annual Regional Meeting, but had no takers. This outreach needs more intentionality in this and future years.

With the exception of the funds for the Supervisory Summit (which was a one time only event), we are including the other 5 categories as budget items in the 2008 budget. We continue to encourage the membership to explore new ideas or suggestions that might help us live into our Strategic Plan. Two areas that need further exploration are: 1) finding ways to equalize expenses for Regional Meetings for our membership; and 2) funding for SITs to attend the Annual Regional Meeting.

VI. Board of Representatives Report—Mark Hart & Jenny Lannom

The Board shortened their meeting time by a day to make it possible for all leadership to attend the multicultural workshop on Wed. which created quite a challenge getting all the business done in that short time, but it happened. A primary focus during the meeting was on all that it takes to create a foundation for CPE. The Board was asked to all make a contribution and 100% of the Board members did respond.

The Board opted to create a History Task Force & wants each Region to elect a member to do this. This will be addressed by the SWR Leadership Council at the next meeting.

An important message from RANC is that Regions cannot co-op members for committee work who are not already on a leadership roster voted on by RANC in order to be covered legally through ACPE. The Board voted to request that all Regional Leadership Councils add a seminary representative to their membership.

Jenny Lannom is the assigned shepherd for ACPE Strategic Initiative #5 which is about strengthening relationships with our seminary members. So

far, about 80% of the seminary members have been contacted by a Board member. Jenny has received positive reports from the seminary reps in our Region, but they do want more relational information about their students included in final evaluations—please make the evaluations substantive. A very positive spirit was communicated overall from the seminaries and graduate schools of theology. Through these contacts, some new relationships with institutions such as George W. Truett Theological Seminary in Waco and Logsdon School of Theology in Abilene have been generated.

The Board voted to approve and fund the Accreditation Task Force Project to simplify & streamline the accreditation process. Karrie Oertli was on this task force which started meeting in Hawaii and came to the lectern to give the following report:

When this new project goes into effect, there will be no regional reviewers anymore. The Regions will employ national site team chairs, which will garner more consistency in the process. The Accreditation Commission started using a consent agenda in their meetings so were able to process business regarding 101 centers during this meeting. ACPE will buy LiveText for all centers so that all accreditation processes can happen online. The intention is to connect annual reports plus student reports to make the 5-year review much more of a simplified process. There will be 26-28 national site team chairs. The Chairs won't be from the Region of the site review but 2 members of team will be from particular Region. Site team Chairs will report directly to the Accreditation Commission so that the final outcome will come in six months. The site team Chairs will be paid \$500 for every site team visit. The Commission is hoping this plan will be implemented by 2010. In 2008, there will be Commission training on the LiveText software, in 2009 all centers will be trained, and 2010 will be the first time that centers will be doing the process online.

Jenny and Mark encouraged all in the Region to make a financial pledge to the ACPE Foundation. She will bring a motion to the Leadership Council to consider making a substantial gift from the SW Region to the Foundation.

VII. Standing Committee Reports—

A. Accreditation—Melissa Walker-Luckett

A written report was distributed and follows. Melissa gave a reminder that all annual reports need to be postmarked by Jan. 15th to be on time. We will be receiving an e-mail reminder from Melissa about yearly accreditation fees.

THANKS to Committee Members and ad hoc reviewers: Robin Aplet, Carolyn Barksdale, Paul Robertson, Michael Schirmacher, Ross Davis, Gene Huffstetler, Mirjam Berger, Bill Wood, Witek Nowosiad, John Teer and Melissa Walker-Luckett.

- ❖ Currently 35 Centers in the Region
 - Two Cross-Regional System Component Sites
 - Vitas Innovative Hospice – Ft. Worth, TX

- US Army System Center—Brooke Army Medical Center, San Antonio, TX
- Two Candidacy Centers
 - East Jefferson General Hospital – New Orleans
 - R.C. Freedom Ministries – San Antonio, TX
- ❖ One Center Closed this Year
 - Methodist Healthcare System – San Antonio, TX
- ❖ ALL Five & Ten Year Reviews Granted Accredited Membership—No Notations
- ❖ 2007 Ten-Year Site Visit
 - Presbyterian Healthcare Services—Albuquerque, NM
 - CPE (Level I/Level II)
- ❖ 2007 Five-Year Reviews
 - Baylor Health Care System, Dallas, TX
 - CPE (Level I/Level II) & Supervisory CPE
 - Children’s Medical Center of Dallas, Dallas, TX
 - CPE (Level I/Level II) & Supervisory CPE
 - Harris Methodist Health System, Fort Worth, TX
 - CPE (Level I/Level II)
 - Methodist Hospital, Houston, TX
 - CPE (Level I/Level II) & Supervisory CPE
 - US Army CPE Center, Ft. Sam Houston, TX
 - CPE (Level I/Level II) & Supervisory CPE
 - UT M.D. Anderson, Houston, TX
 - CPE (Level I/Level II) & Supervisory CPE
- ❖ Reviews in 2008
- ❖ Ten-Year Site Visits
 - East Jefferson General Hospital—New Orleans, LA—Postponement Granted by Commission
 - Harris County Hospital District Ben Taub-LBJ Community Health Centers – Houston, TX
 - St. Joseph Regional Medical Center – Bryan, TX
- ❖ Five-Year Reviews
 - Oklahoma Health Center CPE Institute, Inc.– Oklahoma City, OK
- ❖ Accreditation Re-Scheduling
 - After consultation with Deryck Durston, Associate Director of ACPE, the US Department of Education, the ACPE Accreditation Commission and deliberation by the Accreditation Committee, the Committee has determined that a realignment of dates for Accreditation Reviews will provide no appreciable advantage to the Centers in the Region. The Accreditation Committee suggests no changes in the review calendars.
- ❖ Satellites in the Region

- Integris Baptist Medical Center—pending approval from Integris' legal office and provisional approval from the Accreditation Commission, a satellite will be established in NW Arkansas.
- ❖ Centers adding Supervisory CPE
 - Covenant Health System—provisional approval granted to begin in Jan. 2008—Committee to vote in February and Commission to vote in April 2008
 - Interest expressed by two other centers in the region but provisional approval is not yet extended
- ❖ No Vacant Centers—Three are utilizing Contract or Intentional Interim Supervisors
- ❖ Educational Event for Regional Meeting
 - Dr. Ann Gibson, VP for Development for YMCA of Houston will speak at the Regional meeting in Corpus Christi on the topic of “The Care and Feeding of the PAG.” Dr. Gibson is an expert in the recruitment, growth and utilization of volunteer advisory boards. Thanks to the suggestions of the group last February for this as a topic of interest and thanks to Michael Schirmacher for negotiating with Dr. Gibson for her time and expertise.
- ❖ Report from the Commission
 - The Board is at work on revising the Accreditation Manual, including the Commission's Policy and Procedures, for 2010. Two Public Members, Mr. Blair Johnson and Ms. Lori Smith, are very helpful in this process. It is the Commission's hope that the 2010 Accreditation Manual will be increasingly helpful and user-friendly.

B. Budget and Investment—Doug Watts on behalf of Michael Doane

Doug presented the 2008 proposed budget. Bill Carpenter offered clarification on some items. Karrie Ann Richards who has assisted with secretarial needs for the Region will receive an increase to compensate for Webmaster tasks & other secretarial tasks. She will be working on website redesign to make it more user-friendly.

Carol Somers-Clark made the motion to approve the budget and it was seconded by Mark Hart. The motion carried and the budget is adopted.

C. Certification—Susan Nance

The Board did not approve the Certification Task Force recommendations so no major changes in the Certification process are anticipated at this time. The core curriculum for Supervisory education and the theory paper process will receive some changes. The Certification Manual is currently being updated and will be in effect in 2010. If you have some suggestions for clarity for the Manual, please talk with Susan Nance.

Supervisory Readiness is a real certification process step, even though it is a Consultation Committee meeting. There must be a Committee Action

Report but not necessarily a presenter's report. Between the Readiness meeting and the Candidacy Committee, things must happen. Before a person can meet for Candidacy, he/she must be a clinical member, have their Accountability for Ethical Conduct Policy Report Form done, their endorsement and documentation of ordination or commissioning must be on file at the ACPE office, all in order for ACPE to generate a "letter of good standing" to be submitted with the Candidacy materials.

There will be more of an in-depth report of the Supervisory Summit at our February meeting. There is a written report about it from the North Central Region on our website.

Cindy Graber is our new Associate Supervisor as of this meeting. Paul Robertson & Mirjam Berger were granted their requests for ACPE Supervisor in the Spring & Nina Sanyika-Bryant was granted at this meeting. There were 18 grants out of 21 requests at this meeting. Gina Bethune is completing her term on the Certification Commission at this meeting & Celsa Ayala-Coloma will be starting in Jan. Kofi Adzaku is the incoming Regional Certification Chair beginning in Jan. 2008.

A summary of persons in the process as of October 2007 is as follows:

Met Readiness	Center	Location
Angela Obu-Anukam	Scott and White	Temple
Stephen Saunders	Baptist Health System	San Antonio
Pat Spelling	OHC CPE Institute (VAMC)	Oklahoma City

Supervisory Candidates	Last Action	Next Action	Center	Location
Jim Duke	12/02/05	12//07* Extended to 03/08 Will meet February Regional	Brooke Army	San Antonio
Van Ni	09/21/06	09/08	Methodist	Dallas
John Opiyo	09/22/06	09/08	Children's	Dallas
Jennie Thomas	02/21/07	02/09	McFarland (Ochsner)	New Orleans
Cam Holzer	09/20/07	09/09	McFarland (Touro)	New Orleans
Sylvia Klauser	09/20/07	09/09	UT-M.D. Anderson	Houston

Associate Supervisors	Last Action	Next Action	Center	Location
Jose Cedillo	02/06	02/08* Extended to 4/08 Will meet	Seton	Austin

		Spring Commission		
Ken Ramsey	11/06	11/08	Memorial Hermann	Houston
Cindy Graber	10/07	010/09	St Luke's	Houston

Fall 2007 Certification Commission: Nina Bryant-Sanyika, CPE Supervisor at St Luke's, Houston

D. Representation & Nominations—Steve Goss

Steve distributed the 2008 Leadership roster. Errors on it were clarified—the wrong classes are assigned for the Certification Commission members. Angela Obu-Anukam is replacing Carlos Sanchez on REM and there is still an opening on RANC to replace David Hormenoo. The 2009 Leadership Roster is available for folks to be considering their interest in serving.

E. Racial/Ethnic Multi-Cultural—Jose Cedillo

A written report was distributed and follows. Jose expressed appreciation to the Leadership Council for affirming diversity among us. Applications for scholarships for the REM conference are on the website.

- 1- The Southwest region has approved a proposal to the national REM leadership to host the REM National conference in San Antonio, TX in 2010. This includes a promise of financial sponsorship of \$15,000, as it is customary for regions holding such conference. The proposal has been submitted to the National REM leadership council to be reviewed during this national conference for final approval (Jose Cedillo, SWRACPE REM chair, is also part of reviewing committee appointed by the National REM leadership). On behalf of the SWRACPE REM committee, I would like to thank the Leadership Council for their support and affirmation. If you have any help and suggestions (especially from the San Antonio area CPE centers) please communicate them to me, or any of the REM committee members.
- 2- The leadership council has also approved an increase in the amount of scholarships (from 3000 to 5000 total) for those who wish to attend the national REM conferences. This year will be in April 2-6 in Memphis, TN. The deadline for applications for scholarships is **January 15, 2008**. The application and information has been posted in the regional website along with information. This time, the scholarship money will be reimbursed after the completion of the trip using the format and forms used for all other expenses according to the amount awarded by the scholarship. The expense voucher has been posted in the regional website by the B&I committee. I remind you that REM is not just for people of color but also for all ACPE people who wish to have an experience with other ethnic persons. Copies of the scholarship application are available in the back should you be interested in taking them for your centers.

- 3- The committee would like to thank all supervisors for your support and commitment to diversity, and for the centers who will sponsor those wishing to attend the REM conference along with the scholarship money provided by the Southwest Region.

VIII. National Officers

A. Standards—Leo Blanchard

The Standards Committee is working with proposed changes in the Accreditation and Certification Manuals to be consistent with the ACPE Standards. We are also working with the ongoing fit of ACPE language with the language of the US Dept. of Education language. We currently have three glossaries with different definitions of the same words in each so are trying to consolidate into one glossary. We are also working on consistency around when is a student unit accredited—when the Supervisor & student sit down to sign the evaluation together. Whenever you see any discrepancies in Standards, please get that information to Leo.

B. Professional Ethics—Mary Stewart Hall

A written report was distributed and follows. As of Nov. 1st, there is a new complaint process that needs to go in everyone's handbooks. All complaints need to go to the Executive Director Of ACPE, not to the Regional Chair of Ethics.

On Saturday, October 20, 2007 members of the Association of Professional Chaplains (APC) and the Association for Clinical Pastoral Education gathered together to be trained in a ***Pilot Ethics Process***. Participants from the Southwest Region of ACPE included Sam Naidoo and Mary Stewart Hall.

This ***Pilot Process Summary*** will be available on the ACPE website. I suggest it be put on the SW Region's website as well.

Important things to note:

- You will need to change your student handbooks to reflect this pilot process.
- Inquiries about a complaint should be made to the Executive Director
- The complaint is sent to the E.D.
- PLEASE NOTE: Do not send complaints to the Regional Director or to the Ethics Commission Representative

There will be a workshop offered in Richmond in 2008, "***Collegial Responsibility and Accountability***". If you have topics you would like for the PEC to address in this or other workshops please let me know. The PEC will be offering additional workshops in 2009 and in 2010. The focus of the PEC will shift to include education, consultation, support and complaints.

Additional Items:

- Please read the Code of Ethics. It is currently located in Standards. Our Code of Ethics will be available on the ACPE Website. Currently this code is difficult to find if one does not know where to look for it.
- There is currently a great deal of energy focused on 104.2, “take collegial and responsible action when concerns about incompetence, impairment or misconduct arise.”
- Please contact me with any concerns you may have, any themes that you see developing around our standards of conduct and violations of that conduct.

IX. Old Business

A. Regional Meeting, Corpus Christi February 2008—Doug Watts

Hotel reservation information is already on the SWR website. Room rate is \$109; registration fee is \$190; and there is free parking & transportation from the airport. “Who’s Unconscious is it Anyway?” is the theme. The plenary speaker needs 2 or 3 videotapes of supervision to use clips for his talk. If you are willing to submit videotapes of your supervision, please see Doug.

B. National Meeting, Dallas Fall 2007—Karrie Oertli

Please come & dance at the closing celebration. Every table gets a \$50 gift certificate from Amazon.

X. New Business

Gene Huffstutler would like to talk with others doing SIT re. peer group configurations.

The national ACPE budget was distributed to be discussed at the member meeting.

Carole Somers-Clark will be nominating Carlos Bell for President-Elect of ACPE today at the national business meeting.

XI. Adjournment

Kofi Adzaku moved to adjourn and Ken Ramsey seconded. Meeting adjourned at 12:20pm.