

## Kentucky Psychological Association

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### KPA's Strategic Priorities

<b>Membership</b>	<b>Advocacy</b>	<b>Leadership Development</b>
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### Kentucky Psychological Association Board Meeting

**Date:** September 10, 2021      **Time:** 1:04–4:11 PM (EST)  
**Location:** Virtual Meeting

### Minutes - DRAFT

**Present:** Rachel Buehner (President, Communications Committee Chair); Steve Katsikas (Past-President, PIRC chair ); Marianne McClure (Secretary); Pam Cartor (Treasurer); Steven Kniffley (President Elect); Bill Stoops (Bluegrass Region Representative); A.J. Steele (Western-Central Region Representative, Convention Committee Chair; Anna Duncan (Masters Representative); Kristie Schultz (Child & Adolescent Representative); Abbie Beacham (Health Psychology Representative); Patti Weiter (At-Large Representative); Aesha Uqdah (At-Large Representative); Don Rogers (Rural Practice Representative); Hannah Heitz (Graduate Student Representative); Amanda Wyrick (Academic Representative); Maggie Wright left at 2:52 (Ohio River Region Representative)

**Committee Chairs and Liaisons:** (non-voting): Beth Simon (Membership Chair); Demi Zoeller (Graduate Student Representative); Georgeann Brown (Federal Advocacy Coordinator)

**Absent Voting Members With Notice:** Shari Kidwell (Appalachian Region Representative); Adrianna Fisher-Willis (Diversity Interest Section Representative); Amy Taylor (Early Career Psychologist Representative); Theresa Botts (Clinical Interest Section Representative); Felicia Smith (APA Council Representative);

**Absent Non Voting Members With Notice:**

**Absent Voting Members Without Notice:** Lali McCubbin (Education and Training Representative)

**Central Office:** Eric Russ, (Executive Director); Sheila Schuster (KPA Lobbyist); Sarah Burress (Office Manager); Katie McBride (Director of Professional Affairs)

**Vacant Board Positions:** N/A

<b>TOPIC</b>	<b>DESCRIPTION</b>	<b>CONCLUSION</b>
<b>Call to Order and Roll Call/ President's Remarks</b>	Buehner called the meeting to order at 1:04 pm (EST). She made initial comments.	No motion was made.
<b>Approval of Minutes from 6-11-2021</b>	Minutes were distributed prior to the meeting. No corrections were requested.	Motion was made to approve the minutes. Motion passed unanimously.
<b>Second Quarter Financial Report</b>	Report was provided by Cartor prior to the meeting and is attached. The financial report was discussed in conjunction with Membership Report, CE Report, and a Financial Review in order to connect the Financial Report meaningfully with board activities. The formal financial report summary is discussed and was voted on below.	No motion was made.
<b>Membership Report</b>	Report was provided by Russ prior to the meeting and is attached. Russ reported that membership numbers are strong.	No motion was made.
<b>KPA Voting Members Heat Map</b>	The attached map was prepared by KPA intern, Max Katsikas and was distributed prior to the meeting. The map shows the location of KPA members throughout the state, highlighting that the counties with the highest membership are Jefferson and Fayette.	No motion was made.
<b>CE Report</b>	Report was distributed in advance and is attached. Burress reported that there has been lower enrollment in webinars than expected, but there has been greater enrollment in home study. The home study library continues to expand with excellent offerings. The CEPD committee may make some adjustments next year in order to include events of longer duration and events of shorter duration.	No motion was made.
<b>Diversity Conference</b>	The diversity conference is scheduled for September 17 <sup>th</sup> . It features local experts and will be held on a virtual platform.	No motion was made.

<p><b>Formal 2<sup>nd</sup> Quarter Financial Report</b></p>	<p>Report was distributed in advance and is attached. Currently our financial picture is strong; however, there are reasons to carefully monitor the budget.</p> <p>Membership, CE events, and Convention are the primary sources of income. Due to Covid, we have had limited opportunities for in person experiences for training and networking, and this may increase a disconnect and has the potential to decrease revenue. Expenses are currently on track. Cartor reported that she reviewed the credit card statements and bank statements and they are in order.</p> <p>Cartor reviewed Second Quarter Financial Report. Board members were encouraged to fully review each financial report and were given the opportunity to ask questions. No questions were raised.</p>	<p>Motion was made to approve the financial report. Motion passed unanimously.</p>
<p><b>Additional Financial Information</b></p>	<p>A link for Budget Requests was attached to the agenda. If anyone has any budget requests, please complete them and forward them to Burress. PPP loan-Burress reported that this loan has been forgiven.</p>	<p>No motion was made.</p>
<p><b>Executive Director Report</b></p>	<p>Report was circulated prior to the meeting and is attached to the agenda. Russ summarized and discussed. Unemployment insurance update- KPA has been set up accurately and is paying what is needed towards unemployment.</p> <p>Leadership academy and mentorship program are open for applications for 2022.</p> <p>External funding – KPA opted not to apply for the HRSA grant to prevent burnout. There was a fruitful discussion about ways for KPA to be more prepared for future grants. The importance of being sure that grants are aligned with KPA’s strategic goals, defining focus, and being prepared to apply quickly were considered. Discussion points included identifying next steps, considering costs/benefits, and evaluating the possibility of budgeting for a grant writer.</p> <p>Advocacy – Russ has drafted a proposal for an APA legislative grant to support 2022 efforts on including a CE requirement for cultural competence. Russ noted that there have been more requests from APA for advocacy at the state level.</p> <p>KPF has added 3 new board members. Central office continues to work well together with excellent communication, while facing the demands of restructuring time and space due to the COVID pandemic.</p>	<p>No motion was made.</p>

<p><b>KBEP and DPA Report</b></p>	<p>Report was distributed in advance and is attached. McBride reviewed member inquiries that she has responded to as DPA. She discussed her membership on the DPA group. PSYPACT- Significant advocacy from DPA group. Summarized some of the difficulties that have arisen. She provided updates about KBEP including discussion of potential CE requirement for Cultural Competency, concern about lack of Medicaid reimbursement for Interns paid by Medicaid, and changes in regulations to clarify the definition of practicum. McBride reported that she will be stepping down from her role as DPA, due to changes she will be making in her professional life. Board members expressed appreciation to McBride for all of her contributions to KPA, regrets that she will be stepping down, and well wishes for her future endeavors.</p>	<p>No motion was made.</p>
<p><b>ACTION ITEM: Emeritus Membership</b></p>	<p>Proposed change to bylaws for Emeritus Membership was distributed in advance and is attached. There were no further changes discussed at this time.</p>	<p>Motion was made for second reading for revisions to bylaws to change wording for Emeritus Membership. No additional changes at this time. This motion passed unanimously</p>
<p><b>DISCUSSION ITEM: External Audit Update</b></p>	<p>The results of the External Audit were distributed in advance and are attached. In addition, a Report of Internal Control prepared by the Auditors is attached. The auditors suggested that bank documents be reviewed and that this be documented. As the minutes indicate above, Russ will review bank documents monthly, and Cartor will review quarterly and this will be documented in the minutes. The auditors noted that there is a lack of segregation of duties in this office. This is inherent in an organization of our small size. Board discussed frequency of external audits, with the consideration that we may want to have audits on a more frequent basis. Internal audits will resume in 2022. Board members are encouraged to review financial reports closely and ask clarifying questions as needed.</p>	<p>No motion was made.</p>
<p><b>DISCUSSION ITEM: Convention Update</b></p>	<p>Convention will be virtual November 11-13. Convention registration is available. There will be a raffle with all proceeds going to the Kentucky Psychological Foundation, including supporting the future colleague award. There was discussion about ways to increase networking and provide sponsors with opportunities to interact with members. Some events have been scheduled during lunch time.</p>	<p>No motion was made.</p>

	Russ is working with the venue to resolve the cancellation penalty.	
<b>DISCUSSION ITEM: 2022 Events</b>	The 2022 CEPD Calendar was distributed in advance and is attached. 3 highlights include 1) Featured Speaker- Teresa Moyers – Motivational Interviewing. April 22. 2) Business of Practice Conference – May 2022. 3) Ethics Day – APA Trust will provide a full day of Ethics training – June 24. A CE workshop will be added to spring academic conference.	No motion was made.
<b>DISCUSSION ITEM: Communications Committee Updates</b>	Buehner presented several initiatives from the Communications Committee. The 2021 Outreach Activity Record and Planning was distributed in advance and is attached. When new board members join, they will be asked to complete the Board of Directors Member Outreach and Advocacy Survey (also attached to agenda). The Community event planning – Submission form provides information about presentations that members have completed in the community.	No motion was made.
<b>DISCUSSION ITEM: APA Updates</b>	Russ provided a brief update about APA. David Sussman was elected chair of the CLT and will be a member of the board of directors of APA. There has been increased communication from APA which is being forwarded to KPA members.	No motion was made.
<b>DISCUSSION ITEM: KPA Awards Nominations</b>	Russ discussed 2021 awards nominations. We will be presenting 2021 awards at convention. Nominees must be current KPA members and cannot be current board members. Potential names were generated to be nominated for awards.	No motion was made.
<b>DISCUSSION ITEM: KPA Board Nominations</b>	Kniffley gave an update on Board Nominations. A list of all current KPA members was provided by Burress.	No motion was made.
<b>DISCUSSION ITEM: PAC Update</b>	Russ encouraged all board members to donate to the PAC.	No motion was made.
<b>DISCUSSION ITEM: KPF Update</b>	Russ provided brief update on KPF. KPF has added 3 new board members. KPF is adding a future colleague award which will be awarded to undergraduates who are applying to graduate school in psychology.	No motion was made.
<b>DISCUSSION ITEM: 2021/2022 Meeting Dates</b>	The dates for 2021/2022 were distributed in advance and are attached. Buehner reminded board members that the bylaws indicate that there are attendance requirements for board meetings. She also expressed the understanding that absences may need to occur and that in the event of unavoidable absences, it	No motion was made.

	would be helpful if the board members would notify Burress as soon as feasibly possible.	
<b>Board Member and Committee Chair Reports</b>	Quarterly Reports were distributed in advance and are attached. No further discussion.	No motion was made.

**Adjournment: Motion was made to adjourn. Meeting adjourned at 4:11 (EST)**