American Psychology-Law Society
Executive Committee (EC) Meeting Minutes
March 14, 2019
Portland, OR

These abbreviated minutes are designed to provide a shortened version of the EC meeting to allow members to review them quickly. More information about each item is available in the longer version of the minutes (posted in the newsletter).

The meeting was called to order at 8:05 am


II. **Welcome - Douglas**

III. **Early New Business: Aronson (Guilford Publishing) – Proposal for a Book Series**

Sarah Aronson (Guilford publishing) presented a verbal pitch to create a book series through AP-LS. The EC thanked Aronson for bringing us the proposal, and the CE Committee and the book series Editor will discuss for further exploration.

IV. **Keeseys’s Modern Parliamentary Procedures.**

Douglas reminded the EC of the members who are eligible to and of Keeseys’s Modern Parliamentary Procedures.

V. **Minutes - Douglas**

Minutes from the August 8, 2018 meeting were presented for corrections. Huss moved to approve the minutes. All voted in favor and the motion passed.

VI. **Consent items – Douglas**

Huss moved to adopt the consent agenda items, which included progress reports from committees on actions taken to date. All formal action items were included in the formal agenda. There was no discussion. All were in favor, the motion passed.
VII. Old Business Items:

1) Yasuhara – Policy regarding AP-LS endorsement of studies:
Yasuhara is currently working on a policy regarding endorsement of studies for presentation at the August APA meeting.

2) Kemp - Conference Advisory Committee (CAC):
Kemp and the CAD are working on a policy regarding room rate limits for AP-LS conference hotels that will not need to be revisited in the future. They are meeting at AP-LS and will present the proposal after the conference is concluded.

3) PLED – Douglas:
The EC had requested more information about the timeline for the third year of funding and a plan about how to overcome past issues. This timeline was presented to the EC. The update included the completed tasks for the third year (making changes to the navigation and searchability of the PLED site), ongoing tasks (working with AP-LS EC to implement the marketing plan, launching paid advertising on LinkedIn, Facebook, and Policy Opinions, and using free advertising as well), and future efforts (following up with advertising and marketing, etc.). Discussion ensued.

Edkins motioned to approve the 3rd year of funding as requested, noting that PLED should request a 4th year of funding at roughly the same as the 3rd year. All were in favor of the motion and it passed.

VIII. New Business Items:

1) Division 41 Leadership Nomination Process – Neal:
Neal initiated a discussion of our leadership nomination process, in an effort to increase transparency and the path to leadership for our membership. Discussion ensued, and the EC discussed that we should continue to solicit nominations for leadership positions (including self-nominations) through the newsletter, website, and email blasts to the membership.

2) Student Committee Change in Bylaws - Hazen:
Hazen proposed that the Student Committee add a position to the Student Committee, which requires a change in the bylaws. Specifically, she proposed that the position ‘Diversity Liaison’ should be added to Article III, Sec 4 Officers, Sub g “Members-at-Large/Liaisons”. The Diversity Liaison serves as the Student Committee representative for Student Affiliates that identify with any historically underrepresented group (including race, ethnicity, gender, religion, sexual orientation, first generation, ability, and any other such group as may be
identified), providing a voice to those students in programming, activities, and resource allocations decisions by the Student Committee. The Diversity Liaison will be entrusted with a responsibility to promote a process of self-reflection and critique, continuous analysis of power dynamics, and developing mutually respectful relationships amongst the Student Affiliates. The Diversity Liaison also coordinates with the Minority Affairs Committee, as needed.

Levett motioned to approve the amendment to the Student Committee Bylaws; all were in favor and the motion passed.

3) Proposal to revisit the Bylaws – Levett:
Levett proposed to create a temporary task force to work with the Governance Committee to update our Bylaws. The task force will begin work between March 2019 and August 2019 to present changes to the EC in August, to be voted on by the membership in March of 2020.

Edkins motioned to approve this temporary task force. All were in favor and the motion passed.

4) Proposal Modify Communication of EC and Committees with AP-LS Membership – Levett and Neal:
Levett and Neal proposed to change the way we distribute meeting minutes and communicate committee activities to the membership. Specifically, they proposed that minutes should be distributed sooner to members. Further, abbreviated minutes will be created and published by the secretary so that members may skim a briefer version of these minutes.

Levett would also like to propose to include the ‘previous year’s accomplishments’ section of the AP-LS Committee reports in the AP-LS E-Newsletter throughout the year. Further, in considering new initiatives from committees and members, Levett and Neal wanted to propose that the EC should specifically consider adding a communication component.

Levett motioned to approve the communication modifications as proposed, all approved and the motion passed.

5) Scientific Review Paper – Costanzo (presented by Huss):

Huss presented on behalf of Mark Costanzo. The Scientific Review Paper (SRP) Committee informed the EC that at the March meeting, the EC needs to either vote to approve a short list of reviewers for the updated SRP on eyewitness identification, OR vote to let the SRP committee select three reviewers.
Huss motioned to let the committee choose the reviewers. All voted in favor and the motion passed.

6) Website Editor Update – Wylie and Yasuhara

Wylie and Yasuhara have been working together to tackle some of the bigger website issues and will be proposing a budget for updating the website. Wylie has been updating and working with the wildapricot site. In addition, she has contacted the committees about the possibility of using RhythmQ for submitting grants and awards, rating grants, and other possible functions of RhythmQ in assisting committees.

7) Proposed Undergraduate Grant in Aid Award – Conradt, Kois

Conradt and Kois presented a proposal to develop an undergraduate grant in aid award. Undergraduate students are currently ineligible for our grant in aid, however, there is interest in the award from undergraduate researchers. Conradt and Kois presented a rough outline of the proposed structure, budget, and submission cycle, including the creation of a separate committee to evaluate these awards.

Levett motioned to move forward with the creation of an undergraduate research grant in aid, and that the Grants in Aid Committee would work with the Governance Committee and Members at Large to create a proposal and figure out the change in the committee structure. All voted in favor and the motion passed.

8) ECP Report – Cantone and Clomax:

Cantone and Clomax presented a report containing results of a survey of ECPs in AP-LS created by the ECP Committee. The report was created for review at this meeting with the intention of coming to the decision makers in AP-LS and asking for feedback about the report in the time after the meeting.

Cantone specified that he would send the draft report to the EC for comments, and would ask for a 4 week turnaround time. Cantone also specified that the data will be shared with the EC, and that committees are allowed to discuss the report.

At this point, the EC motioned to break at 9:34am. The EC was called back to order at 9:52am.

9) Professional Development of Women Email List Access and Speaker Honoraria – Crossman and Gottfried:
Crossman reported that the listserv for the Professional Development of Women Committee is currently managed through University of Texas at El Paso, and she requested that we move it to gmail to allow access to the chairs of the committee. Discussion ensued about listservs; Yasuhara pointed out that we do not own the listserv. Crossman pointed out that a more informal mechanism may be more appropriate; the committee wanted to maintain a listserv to encourage dialogue in the committee and with members. Yasuhara said that we could send out emails to subsets of people through wild apricot. Groscup opined that we might want to think about using the other sources of communication in addition to the list to inform people of opportunities, etc. (e.g., facebook, newsletter, etc.).

Crossman also inquired about the honoraria for speakers at conferences and the possibility of increasing honoraria. Crossman asked the CAC if they identified individuals who are willing and able to come to AP-LS, and committees asked for more money than they received, can the committees come back to the CAC and ask for more money when they actually make decisions? Kemp answered yes.

10) **Division Liaisons – Douglas:**

Douglas summarized the issue by stating that this is a larger governance issue, and that to move forward we could either continue doing what we’re doing or assemble the information or a task force to try and make a transparent way of doing this. Grisso and Cantone volunteered to create a list of APA liaisons and possible ways for AP-LS members to get involved in APA for August.

11) **Corrections Committee – Miller:**

Miller reported that last AP-LS, the conference programming in the hospitality suite was not in the AP-LS program. This year, the issue was resolved and she thanked the co-chairs. King reported that it was easier to deal with these types of issues this year because of the transition to the electronic program. Miller also reported that the Corrections Committee needs access to the google doc containing potential member information; Brank reported that she will discuss this in her report.

12) **Dissertation Awards Committee – Evans:**

Evans inquired whether the Dissertation Awards Committee could request money for printing the posters of the winners, especially for those who cannot attend. Douglas responded that yes, this is possible, and that the rationale should go in the budget request for August 2019.

13) **Grants in Aid Committee Name Change – Golding and Conradt:**
The Grants in Aid Committee requested to change the name of the Grants in Aid Committee to the Student Grants in Aid Committee. Neal commented that this is covered in the governance structure issues in AP-LS more generally, and the member-at-large working on this issue will come back with a proposal to reconcile all these things.

14) **Nominations and Awards Committee, Book Series Editor – Brank:**

Brank reported that the term of our current Book Series Editor is finished in August, and the Publications and Nominations and Awards Committees met to discuss the nominations for a new Book Series Editor. They nominated Brian Cutler for the position. Brank motioned to appoint Brian Cutler as the Book Series Editor with the term beginning in August. All were in favor and the motion passed.

15) **Past Presidential Initiative Update – Brank:**

a) For Brank’s externally focused initiative, the EC decided in August that she would continue in 2019 organize volunteer outreach efforts in the local school system. Both the Conference Advisory and the Continuing Education Committees expressed interest in continuing these outreach efforts past the current year. Brank will work with those chairs to relay the processes she has used and help them establish systems to continue these efforts in future conference cities.

b) Second, for Brank’s internally focused initiative, she has been working with the Governance Committee (the three members-at-large, Wendy Heath, and Brian Bornstein) to continue the work the internally focused task force started last year with the organizational consultant. At our meeting in August, the EC discussed whether we needed to think about hiring an Executive Director for the organization. Before making the decision about the Executive Director, we decided to have the Governance Committee work through as many of our committee issues as we could and present at the next August EC meeting whether we recommend hiring an Executive Director. The committee proposed the following changes:

1) **Remove ‘involvement’ button from membership page given that it often confuses members and we do a volunteer drive that yields many volunteers.**

2) **Task the Governance Committee with the Volunteer Drive at AP-LS.**

3) **Work out quirks in volunteer application.**

4) **Integrate the Student Committee Secretary to facilitate student involvement.**
5) **Streamline process of committee appointments, involve Members at Large and committees.**

6) **Create clear deadlines and dates for people to volunteer.**

7) **Involve non-members-at-large committee members from the Governance Committee.**

8) **Advertise volunteer drive through social media.**

Brank motioned to adopt the proposal as written. All approved and the motion passed.

15) **Presidential Initiative Update – Douglas:**

Douglas presented items regarding his Presidential Initiative. His goal has been to further increase and facilitate opportunities for students, ECPs, and to further promote a focus on diversity, fairness, culture, and human rights. In addition, he wanted to formally acknowledge and celebrate AP-LS’s 50th anniversary (1969-2019), and look forward to our next 50 years.

To formally celebrate AP-LS’s 50th, as well as promote the role of ECPs and the topic of diversity, fairness and human rights, the opening Presidential Plenary for AP-LS was a panel consisting of some of AP-LS’s founders and early builders.

Douglas has also had informal discussions with Patty Zapf about submitting an edited book proposal for the AP-LS book series that will mirror the purpose of the plenary. She was open to a formal proposal be submitted, and vetted through the regular process.

Douglas also proposed to create awards that that specifically address research and scholarship on diversity for ECPs, undergraduate papers, or dissertations. These awards, together, would honor, recognize, and facilitate research by students and ECPs on topics of relevance to diversity within the psychology-law field, and round out and combine AP-LS’s existing emphases on these topics.

The new awards would be as follows (note that he adopted existing AP-LS language use to describe these awards on our website, etc):

a. The **ECP Diversity in Psychology and Law Research Awards.**

b. The **AP-LS Award for Best Undergraduate Paper on Diversity.**

Douglas motioned for an initial approval for these awards pending a fleshed out proposal to be presented in August 2019. Neal mentioned that Douglas could work with Brank and the Governance Committee to help create the proposal. The general sentiment was to move forward with a formal proposal.

15) Conference Co-Chair Update – King and Scherr:
The conference co-chairs updated the EC about conference activities. They mentioned they had been ‘tip toeing’ toward going digital, and that the mini program was the bridge for this year.

They also mentioned exploring other proposal processing mechanisms based on their experience. Last, King and Scherr also mentioned that the EC could be helpful in bringing in speakers for future conferences.

Neal mentioned that it would be ideal to be able to give access to internet in conference rooms and/or the ability to digitally connect people unable to come to the conference. It may be cost prohibitive, but it would be helpful for those experiencing travel issues. Douglas said he would put it on the agenda for consideration for next year’s AP-LS.

15) Future Presidential Initiative- Groscup:
Groscup gave a brief preview of her Presidential Initiative, and stated it would focus on leadership and pipelines, following Brank’s Internal/External focus. Internally, she will focus on a leadership program or pipeline to get our members leading in our organization. Externally, she will focus on increasing the leadership of our members in the field. She possibly will bring in judges, policy makers, etc., to get insight about what they need so we can lead more effectively.

Gaskey announced the location of the hospitality suite. Seeing no other items to cover, there was a motion to adjourn at 11:35am, all approved.