

# ASSOCIATION FOR THE DEVELOPMENT OF THE PERSON-CENTERED APPROACH

## Minutes of Annual Business Meeting

July 12, 13 and 14, 2012

SECOND DRAFT

Notes:

1. The first time a person's name is mentioned, both first and last names are given. The next time(s) that person is mentioned, only the first name is given.
2. Decisions and action items are highlighted in **bold face**.

### First Meeting: Thursday, July 12, 2012

Initially there was not a quorum of 15 members present. We agreed to have the meeting and take any decisions that might needed to be made to the community meeting where we would have a quorum. After a while, we did achieve a quorum at the meeting.

Laura Taylor acted as scribe, writing down agenda items, crossing them out when completed, and doing a bit of facilitation. Bert Rice also facilitated the meetings. The agenda items—some listed from the start, some added as the meetings progressed, were as follows:

ADPCA Journal Report  
Website Report  
Passing on Information for Conference Organizers.  
2013 Conference Report  
Secretary's Report  
Treasurer's Report  
2014 Conference  
Budget and Website Allocation – continued  
Journal – continued  
Expectation of Conference for Generating Income.  
Website Forum  
*Renaissance* Report  
Regular Times for When to Have the Conference  
Awards for Members  
2015 Conference  
Membership - continued  
What to Do with Our Funds

We agreed to do the reports first. Laura read some of the reports sent by committee chairs who could not attend the conference.

### ADPCA Journal Report.

Laura read and then passed around a report sent by *Journal* co-editor Steve Demanchick. It is attached to these minutes.

Ed Kahn talked of mistakes on previous journal issues. He wants a more professional implementation of the journal, including professional proofreading, even if we have to pay for it, and proofs of the final copy sent to authors to check. No action was taken.

Laura highlighted Steve's request for volunteers to review article manuscripts for the journal.

### Website Report

Laura read the report submitted by our webmaster Tiane Graziottin, attached. She read the main page and passed around the full report. An action item is that Tiane requests, in addition to the \$2090 unspent from the Rochester 2010 authorization, another \$2,000 for further website development, including developing the capacity to do conference registration online. She also requests an additional \$590 per year for website maintenance costs. (Tiane volunteers her time; these requests are for paid consultants and other fixed costs.) Bert Rice said he thought best practice would be to hear the Treasurer's report before taking up any financial authorizations. Hence the financial authorization requests were tabled until the Treasurer's report was given.

### Passing on Information for Conference Organizers

Kathy Moon reported on previous efforts to collect information from past conferences and pass it on to future conference organizers. There was a confusing Yahoo group to pass on information that didn't go anywhere. Last year's committee used a Google groups approach to communicating. Each committee has their own way of communicating. Kathy wondered if we should use the website as the repository for this information.

Laura thinks it could be done on website without additional cost. **Bert moved that Kathy communicate with Tiane the idea of a folder on the website with information on setting up conferences that would be available to conference organizers and other ADPCA members, within the members-only area of the website. Grace Klein seconded it.** Grace said after Rochester we had agreed on a process for passing this information along. It would be good to have on website, not only for current conference committees but for people thinking about hosting the conference.

Rob Richardson said he had the information from Rochester and Chicago and it was tremendously helpful.

Laura said Tiane might not have the time or regular computer access to do this promptly.

Bert said there's no rush if Tiane's busy at the moment.

Kathy said, assuming there's no additional cost, it should be on members-only part of the website.

Rob said he's also in favor of this as long as it's "for free".

Grace said even if it would cost something to get it on the website, it would be worth it.

Kathy said we haven't resolved funding of website, so she can't say at this point that it's okay to spend extra money on the website for this.

Rob said if we can't find someone with the technical expertise to volunteer to do this, we may have to pay; but in the spirit of the many people who volunteered their time on the conference - organizers and presenters - he much prefers that way of operating. He said how he uses the website regularly for classes, giving access to the journals, etc. "I value the website," he said.

**The motion to ask Tiane if she could include this information on the website passed,** and Jo Cohen Hamilton emailed/texted Tiane to get her reaction as to the feasibility of doing this.

[The next day it was reported that Tiane responded that there would be no problem with establishing a separate folder on the website for conference organizer materials, and there would be no additional costs for this basic function. If we wanted to get fancier with some additional capacities, there could be additional costs.]

### 2013 Conference Report

Laura passed on Caroline Beretta and Ivonne Pascual's request for people to join their conference committee. They also request any information anyone has that would be helpful to them in organizing the conference.

They gave two possible 2013 dates—June 19-23 and August 20-25—presumably narrowed down from available dates for venues they are considering, and asked for members' feedback on those two choices.

**Carol Wolter-Gustafson suggested she and someone else make a list of competing conferences to help inform the decision. There was agreement on this.**

Bert wondered whether expanding the conference to six days was intentional. He pointed out some problems with the longer conference, including additional cost and difficulty in getting away for that long. [I later heard from Carolyn that they were planning on the usual 5-day conference.]

**Bruce Allen moved and Jo seconded that the group express a preference for the June dates. There was a clear consensus on this.**

A concern was voiced as to whether July might not be better for Europeans. The discussion will continue under another agenda item – whether we should return to or establish a regular time for annual meetings.

### Secretary's Report

Howie distributed a handout with data on paid membership enrollments (attached). Membership has grown for the past three years, although this year's increase was a small one. The pattern in most categories (membership types, North American vs. other international, etc.) remained the same.

There was a discussion on whether more members were better. Someone said numbers might matter to meet the requirements to have our journal indexed, that is, included in widely used databases. Also, if there are more members, there would be more money available for research reports and scholarships.

Kathy doesn't think more is better. Yes, it's better for journal indexing, but not at all costs.

Howie believes growth is important. A larger organization is one way among others to develop a stronger person-centered movement in the U.S. and abroad. It's worth the risks associated with growth. If there are problems with larger numbers, we can deal with them at the time.

Bruce: It's more important to publish and get the word out in the world than to have lots of members.

Jo wants to get more students interested, come to conferences, etc.

Rob would like us to have numbers that would get our journal indexed.

Bruce: It would be good to have collaborative relationships with other groups where we encourage each to join the other or distribute the other's journal. They tried this and it didn't succeed.

Jo acknowledged Howie for his contributions as Secretary.

### Treasurer's Report.

Bert distributed a detailed report about ADPCA's finances for the year. It is attached. A highlight is that the Chicago conference earned a most impressive \$10,000 or so profit, considerably enhancing our balance sheet. However, without that profit and a one-time tax refund from the State of Illinois, we would have a few thousand dollar deficit for the year.

Bert's report included a proposed budget for the year. Tiane's request for \$4090 for website development and \$720 for maintenance and hosting would raise his proposed expense total by around \$1300.

**Jo moved to accept the report with appreciation to the treasurer, except the modified, proposed budget authorization was tabled to the next business meeting on Friday. Unanimously approved.**

## Second Meeting: Friday, July 13, 2012

### ADPCA 2014

Grace reported how planning is already underway for the 2014 conference. She read a report from Sue Wilders and the 2014 conference committee. The report is attached.

Kathy will re-send the materials she gathered previously regarding organizing ADPCA conferences to the UK and the New Jersey committees. The appropriate people will send Kathy the following items to include with these materials:

- the Chicago "spreadsheet"
- the Chicago conference report
- the timeline Howie drafted for the Savannah committee for organizing a conference

**Bert moved and Rob seconded a motion to thank the 2013 and 2014 committees for their reports and their organizing efforts and to say that we will send them the information requested. Approved.**

## Budget and Website Allocation – continued

Bert explained that the membership does not vote to approve the budget each year. Many of the budget items – like the printing of the journal or printing and mailing the newsletter – are based on historical patterns. The editors or committee chairs are authorized to spend whatever is necessary and sufficient to accomplish their task. **He recommends and moves that the allocation for the annual maintenance, trouble-shooting and hosting of the website be put on the same basis, so that Tiane or whoever is the webmaster does not need to make a separate request every year.** A special allocation for website development is another matter and should be voted on separately. **Howie seconded Bert's motion.**

Laura says the motion is okay, as long as there is the expectation that we have good reports from the committee chairs each year.

Jo Hilton: PCT Scotland has a similar system and it works.

Grace: We've been learning what it costs to get competent people to maintain the website. We don't have a solid historical basis for budgeting yet.

Jef: Agree to have the recurring website expenses be treated as the journal and newsletter are.

Laura voiced a concern with granting any of these committees a blank check. While everyone is operating responsibly now, there's no guarantee that at some time, a committee or committee chair might get out of control. There should be "sunshine" (i.e., transparency) so members are informed and can change the budget allocation if needed.

Howie said the norm in the last few years in ADPCA has been for committee chairs to give informative reports at the annual meeting, thereby providing an opportunity for members to know what's happening, to give feedback, and to take appropriate action if needed.

Laura said she'd like to have that practice become policy. Bert agreed to modify his motion to say:

**"The website committee chair, like the journal and newsletter editor, is authorized to spend whatever sum is necessary and sufficient for the annual maintenance and hosting of the website, with the expectation of consultation with the website committee and an informative report to members at the annual meeting. Approved.**

Next we took up Tiane's request for an additional \$2000, in addition to the \$2,090 previously authorized but not spent last year, for website development and enhancements.

**Grace moved we authorize the funding. Carol seconded.**

Howie explained that a lot of the additional money will go toward setting up the capacity for online conference registration, which will make the process much easier, especially for overseas registrants.

**Motion passed.**

## Journal - continued

Yesterday Ed proposed paying for professional copy editing. It was agreed that, without the journal editors here to talk about their current practice or plans on this, there was no point in

discussing this further. Moreover, consistent with current policy, it is up to the editors to spend what's necessary and sufficient to do the journal, including copyediting. So no decision is needed. Ed's suggestion should be considered feedback to the editors.

Kathy Moon, the book review editor for the *Journal*, said she is interested in hearing from anyone interested in writing book reviews for the *PC Journal*. She has a bag full of books to be reviewed. She can assign a book to be reviewed, or reviewers can offer to review a book they want to review. Reviews can be as short as a few paragraphs to an article length. Deadline for next year is between May-June.

Bruce suggested more nuanced, critical reviews. Bruce suggested older books as well as newer ones be reviewed. Bruce would like a policy not to review ADPCA member books because of the awkwardness of being honest or critical about the work of people you know.

David Ryback doesn't have a problem with reviewing members' books. They do this in the Georgia Psychological Association.

Howie: If *we* can't be both empathic toward the author's presentation and congruent ourselves, who can?

Bruce doesn't want to have to be empathic; he wants to be able to be snarky.

Kathy will give writers the broadest guidelines she feels she can give. She doesn't want to be micromanaged.

#### Expectation of Conference for Generating Income.

Laura said conference committee chairs were asking what our expectation or policy was about the conference making a profit.

Howie said at a previous, recent meeting, the guideline was established that the conference should break even. If it generates a profit that would be great, but it's not required.

Bert agreed that this has been our policy of late.

Howie said this policy works out. Both Kutztown and Rochester made about a \$1000. Chicago made \$10,000. Savannah will break even. (Rob added that it will actually make a few hundred dollars profit). And based on past patterns, New Jersey is likely to make a profit and the UK an even bigger profit. So over time, ADPCA has more than enough income to meet its needs.

Bruce said it wasn't always this way. In the past we needed money, and a \$5000 profit expectation was established.

Grace : That's why we tried to clarify in Rochester that there wasn't a \$5000 profit expectation.

Yoko: Yes, in the past, conferences were supposed to make a profit because ADPCA didn't have the money then.

Susan Woolever (from the Chicago committee): It's helpful for the committee to have a clear guideline.

Carol: When we decide where the next conferences will be, we can take expected profit into consideration. If we need money, we can choose more profitable venues.

Laura: Perhaps if it's a high population density area, the expectation could be a \$5000 profit; if a low density area, the expectation could be break even.

Rob said the break-even guideline with hope for a little profit was a comfortable guideline for him for this year's conference.

Grace said we need clarity on the scholarship policy, too. She thinks it's been that we'll give tuition scholarships, but not travel or room.

Yoko: We haven't had a consistent scholarship policy; it varies by needs.

Bert favors the present policy. It gives the organizers discretion. If they want to favor profit, they can do so. If they want to favor attendance and scholarships, they can do so. He likes the flexibility. If an organizing committee needs more guidance, they can ask.

Grace said the 2014 committee needs more guidance.

Carol said scholarships have always been a high priority for ADPCA.

Rob: They provided scholarships this year for whoever asked.

Bert said he's comfortable with the current policy which he summarized, in order of priority, as:

1. The conference should break even or generate a little profit.
2. Scholarships should be available for those who need it
3. Additional profit would be great.

Laura : Do we agree?

Many nods.

Yoko: No, we should go for \$5000. So there's enough to produce the journal.

Kathy: A \$5000 profit expectation could have a daunting effect on a new conference committee stepping up.

Bert: It's a value judgment in question here. In the past, we had to make the value judgment that the profit was more important than scholarships, because we needed the money to survive. We don't need to make that value judgment now, because we have plenty of money now. We can change our priorities in the future if our financial picture changes.

Yoko: With that in mind, she changes her position to agree with the current policy at this time.

Grace: We could say we hope to make \$5000.

Howie said he thought it was most consistent with person-centered values or just other desirable values to put attendance and scholarships above profit. That's what we're here for.

Kathy agrees.

Bruce still thinks a \$5000 profit should be the expectation. He's skeptical that everyone who asks for a scholarship really needs one.

The discussion ended with most people who spoke or nodded their heads seeming to favor the current policy while one or more favored what could be summarized as:

1. The conference should try to generate a \$5000 profit.
2. If scholarships can be awarded consistent with the first priority, great. If not, they should be limited.

**Bert said, at this point, if asked, he would affirm the current policy.** Howie agreed.

#### Treasurer's Report – continued

Thinking that time was about up and we didn't have any more Business Meetings, Bert said: **Send me email about how we should invest the money in our accounts.**

[Then we realized a third business meeting had been scheduled, and we took up this topic at the next meeting.]

#### Website Forum

Laura reported that the forum on the website has been pretty anemic, and some strands that maybe are meaningful to some would look inappropriate to others. She was thinking about eliminating the forum, or at least changing the format. Perhaps finding another way to share the same kind of information, and/or taking off the times of when the last post was made.

Bert and Bruce said they agree to its being dropped.

Howie suggested checking with Tiane and the website committee before taking that step.

**It was moved and seconded that Laura and the committee be authorized to remove the website forum or use it for another purpose. Passed.**

### Third Meeting, July 14, 2012

#### Renaissance Report

Susan Woolever reported on behalf of Jin Wu and herself how they've put out three issues last year. That's their goal for each year: a summer, fall, and winter/spring issue. European distribution is being handled by mailing the batch to Ruth Moore, who then mails them from England at a lower mailing cost. They may experiment with putting postage right on newsletter to save the cost of the envelope.

Chrissie Mannion has been associate editor, but can't continue. Katie Poole might join. Along with Ruth Moore, they have a committee working on the newsletter.

We're coming up on the 30th volume of the newsletter. They're considering doing something special for that. **Send any ideas to Jin.**

**They continue to encourage people to send ideas and items for the newsletter.**



Laura stressed the idea that when electronic copies are sent out in a batch to those who want it that way, it should be done as blind copies to protect the security of members.

Everyone thanked Jin and Susan and everyone else who's worked on the newsletter for the fine job they've done this year.

### Regular Times for When to Have the Conference

Laura is mostly bringing this topic up as an issue because there have been some questions or confusion about conference dates and changing conference dates. She was the manager of the ADPCA2012.savannah email box and learned of various confusions and questions. She has a preference for a regular conference time, but her main purpose in raising the topic is to ask whether we might gain something by having established, annual conference dates, more or less.

Bert: As a practical matter, it's not possible to set a standard time, because we have to check dates of other conferences that have scheduled theirs well before ours. It would also tie the hands of conference organizers for whom a venue would be available at particular times but not others. We did have a long discussion last year on this (see last year's minutes).

Laura suggests that conference organizer materials include information or issues other conferences should consider, such as school schedules, flight costs, weather issues, better dates for Europeans, etc.

Jo likes the idea of going back to a regular time.

Carol: There's an advantage to the predictability. Other groups might plan around us.

Howie: A survey of members for preferred dates could be useful. Not to be binding, but to help inform future decisions. It should also include a question as to respondent's likelihood of attending on different dates, so it's not just theoretical preferences.

Ed: Maybe we should have a regular month at least.

Laura: Late June seems to balance many considerations.

Rob thinks July is good.

Susan W: Is one way better or not? (Not sure if she meant: is one time better than another, or is it better to have regulate dates or let it vary from year to year?)

Jo: It's hard to say why one date works in a given year and another doesn't.

Yoko: We used to do it on Memorial Day weekend. Doesn't know how we made that work.

Carol and Jo: Because we were in college dorms. It was less expensive that way, and people already had the long weekend off.

Carol: **Moves that a group design a sensitive instrument to get some data on member date preferences.**

**Laura: seconds motions and volunteers to draft questionnaire, with help from statistician husband.** Howie volunteered to work with her. **Agreed.**

There was additional discussion on whether there should be a question about whether members would prefer the same time every year. It's left up to the team to decide whether to include such a question or not.

### Awards for Members

Jo explained the competitive environment of universities regarding promotions. Awards are helpful to academics for promotion and recognition. "Research Award," "Person-Centered Clinician of the Year," etc. Even in presenting the idea she has doubts and suspicions about it, yet she wants to put the subject out there.

Rob suggests having a group, a committee, that enables whoever needs an award to receive an award. [Lots of laughter.]

Carol liked the idea.

Bruce likened it to the "dodo bird solution" [from Alice in Wonderland]: "They all shall be winners, and they all shall have prizes". If you start taking this seriously, it goes against why we're here, and I wouldn't want to be here.

Laura: At first I didn't like the idea. But then I liked Rob's subversive suggestion and move we implement it.

Ed: We could acknowledge people by having an interview in the journal with senior members whom we respect.

Bert and Bruce: Good idea, but we don't need institutional approval for this. Anyone could go ahead and do the interview and submit it. And it shouldn't be just with senior members.

Carol: Would an award help you with your promotion, Jo?

Jo: I don't know. I wasn't sure whether to bring it up, because philosophically I'm not sure I agree with it.

Bruce: It wouldn't matter. ADPCA isn't that prestigious that it would mean anything to a college committee. But he seconds the motion.

Bert: We need people who will take this seriously and take the time and effort to do this. He likes the anarchist idea, but needs to see a level of commitment to this before supporting it.

Rob: Reiterated his vision for the award. He doesn't see having fixed awards. Rather people should identify the award they need. Rob agreed to work on it.

Yoko agreed to join him.

Howie wants to see more detail. He likes the creativity of the idea, too, but if it's not thought through carefully, it could backfire with unintended consequences. Depending on how it's organized and presented, it could work well or it could tarnish the credibility of the organization, the journal, newsletter, etc.

Jo wouldn't want an award to take away people's intrinsic motivation by working for an award.

Howie asked that the motion be modified to establish an exploratory committee to work on the details and bring it back to the membership next year.

Bruce: Are the minutes on the website?

Jo: Yes, and she's concerned about that. It should be for members only.

Ed: I'd be embarrassed by such an award.

Rob clarified his idea by saying he assumes members will have earned any award they receive. They don't get it simply because they asked.

Bert asked Laura if she accepts the modification to her motion.

Laura: Yes, but if it's an exploratory committee, then a motion isn't needed.

Bert (or Bruce?) agreed. The motion isn't needed. **Rob and Yoko can work on it and bring the more detailed plan back for a vote next year.**

Carol: Whatever happens with the specific idea, she respects the serious need at the university for our members to have their work respected. Said this also relates to how we acknowledge the members who do so much for ADPCA. So there's a real need. Then there's the question of how we fill this need.

### 2015 Conference

Laura raised the question of whether we want to start talking about the 2015 conference yet.

Yoko: In the past, we scheduled two years ahead of time, but sometimes people didn't volunteer, so it was one year ahead of time. Too far ahead without any information about time and place isn't that useful. Two years is good so the people can bring the information about time and place a year or more in advance.

Bert doesn't want to discuss this in the abstract, but if anyone has something specific to say about 2015, he'd be interested.

Ed: Does anyone ever ask someone to organize a conference? For example, he thought Peter Ladd in upstate New York was doing interesting work and it might be good to have a conference there.

Someone said yes; anyone is free to suggest or encourage someone to consider hosting the conference.

### Membership - continued

Laura asked whether the topic of 500 members needed to get our journal indexed was completed or not.

Bruce: Jef and he did some research on this when they were editors. As he recalls, 500 is necessary but not sufficient for being indexed?

Carol would like to get the specific information on what's required to be indexed.

**Bruce volunteered to get the information to us via *Renaissance*.**

### What to Do With Our Funds

This has two parts, one introduced by Bert, one by Howie.

Bert reminded us we have \$29,000 in cash in a bank account, \$33,000 in existing, 6-month Certificates of Deposit, plus \$2000 or so in the PayPal account. He would like suggestions for investing to earn more interest than 6-month CDs. He's inclined toward safety, i.e., CDs.

Yoko doesn't want stocks and bonds. CD's are good, maybe year-long.

Howie: Establish the amount needed for current and future conferences and other needs. The rest could be invested in 3-year CDs, staggered in sixths, so that a sixth of the funds always come due every six months, which minimizes threat from inflation, but gets a decent interest rate.

Laura: Yes, but don't make it so rigid that you can't take advantage of special interest rates the banks sometimes offer.

Howie's topic is: what to do with our huge and growing treasury?

Jo: We once gave a scholarship to a Brazilian woman to come to a conference – all expenses paid. Also we could support students in taking a Kutztown University course that she could give at the conference.

Bert: Piggybacking on Jo's idea, we could set up a fund administered by conference organizers or someone else – a transportation cost fund to try to level the playing field somewhat between attendees coming from different distances.

Bruce: Not worried about having too much money. Doesn't see a need to try to spend it. But if we did, we could spend it on lobbying. We also need to do research to get the word out.

Carol: I want to be involved with an organization that's moving. Doesn't hurt to brainstorm and think about our mission and how to develop the person-centered approach. For example, we could create "education action packets". She doesn't think there's anything wrong with a committee to think about this.

Laura: It's a good idea, like a family who has achieved a certain degree of security, meeting to think about what we want to do with our resources.

**Bruce moved that we let people know we have a good deal of money in the bank which people might use for good purposes and that they think about any emergent projects they might think about doing and might propose.**

Jo: I'm not sure I need a motion for me to think.

Bruce: We don't have a quorum anyway. **He'll mention it at the community meeting. [He did.]**

The meeting adjourned.

## **Journal Report**

on behalf of Steve Demanchick and Rachel Jordan, co-editors.

Currently, we have five manuscripts ready for inclusion in the journal and one that is in the revision process and may also be included. In addition to these five, there will be a review of Jules Seeman's *The Fully Functioning Person* and a piece from Grace about Armin. This year 12 manuscripts have been submitted. Eight have been accepted (with stipulations in some cases) and four were not accepted as they were submitted, but the authors were strongly encouraged to revise and resubmit. I have tried hard to establish a sense of inclusiveness and rigor. We welcome all of your submissions and I believe that we are willing to work with authors to get a manuscript ready for publication.

We are on track with our review and printing processes and have found the editorial transition to be a very smooth one. I have served as action editor and have coordinated reviews and correspondence with the authors. Rachel Jordan is handling the copy editing, layout, and printing side of the process. We NEED reviewers desperately and anyone who is interested can contact me at [sdemanc8@naz.edu](mailto:sdemanc8@naz.edu). I have revamped the review process with the use of an online form and some standard email correspondence. This has made it an efficient process. Those who have reviewed articles this year should be commended, because they have provided thoughtful reviews within a 4-6 week time frame. I have tried my best to keep turnaround times as short as possible and to work with the authors in the review process. If anyone is concerned or has questions about the journal, they can contact me at [sdemanc8@naz.edu](mailto:sdemanc8@naz.edu).

Thanks,  
Steve Demanchick



ADPCA

The Association for the Development of the  
Person Centered Approach



## ADPCA WEBSITE REPORT: 2011-12

*For ADPCA Business Meeting, ADPCA 2012 Conference, Savannah, USA*  
July 2012

The year 2011-12 has had ups and downs in what refers to our ADPCA Website. The technical support for the site had to be changed twice. Initially, the provider who replaced our colleagues from Austria, who developed the website, became unable to continue technical assistance due to other priorities and somebody else had to be assigned to the post. A colleague of his was due to take the job over but withdrew before formalizing the work because of his involvement with other projects. That left the website without direct technical assistance for few months. We did not have any problems during that time so the lack of support was not severely missed. However, the improvements originally planned for the long and successful running of the website were paralyzed until recently, when new support was identified.

With valuable help from Paul Colley and approval from the Website Committee, we contracted the technical assistance of Dave Rutledge, a colleague from the UK. Dave signed the Website Contract (Appendix I) in May this year and has proved to be very reliable and competent. His initial job was to review, update and upgrade Drupal, the open source platform powering our website, to ensure secure functioning of the site. He is presently continuing maintenance assistance and starting working on the list of jobs (Appendix II) agreed by the Committee, which is based on the tasks planned since the website was launched in 2010 and presented, in the same year, at one of the Business Meetings in Rochester.

Dave has also created an online account in Google Documents where he records the work he carries out. The account is also shared by Paul and me and stores the Website Contract, a log of the work I do and other relevant details. It serves as a shared database of information for present and future references and has shown to be helpful to ensure effective communication.

In regard to the website pages, we have not had many changes since last July. One of the major reasons was the lack of technical support. Our main focus was to keep the website running as smoothly as possible until the assistance matter was resolved. During the year, however, the website was not all static. We continued being contacted by students and colleagues interested in CCT and the PCA from many places around the world and receiving new account registrations from members and non-members. Several colleagues have also used the membership form and online payment methods, which still prove to be popular choices for joining the Association and renewing membership. New submissions for our Online Directory of Members, Online Directory of Institutions, Online Library and Resources page, have also been received. All these activities show that our ADPCA Website is attractive for a significant number of people around the world, which makes our work gratifying. We compiled in Appendix III and IV a synopsis of the present pages available on the public site and figures related to some of their activities as they might be of your interest.

In this coming year, we aim to complete the list of improvements planned since 2010. From the budget initially allocated for developments at the Business Meeting in Kutztown, in 2009, remains unspent \$2000.00 (USD). This is equivalent to four-day-

work. Dave has agreed to be paid £25.00 (PDS) per hour (\$39.00 [USD] approximate), which correspond to former arrangements but is below standard rate, and is committed to do his best within our budget. However, although he cannot be precise about the number of hours at this early stage, he has already indicated that he will almost certainly need more than four days to develop and implement the tasks from the list requested (Appendix II). After considerations, we came up with the idea to ask for the membership to double the budget available. Hence, we would like to take this opportunity to solicit an extra \$2000.00 (USD) for website developments. We believe that this will be an adequate amount to cover the necessary work and, very importantly considering recent experiences, to ensure the continuity of technical support. The extra \$2000.00 would be spent as and if needed and in consultation with the Website Committee, as standard practice. This funding would not be used to cover maintenance and troubleshooting expenses, which summed \$1154.00 (USD) in the last year (\$251.41 related to remaining technical assistance from 2010-11 [6 hr-worked invoiced in August 2011], plus \$902.00 for this year's maintenance [23 hr-worked]). Besides maintenance expenses, the website budget in 2011-12, included the yearly fee of \$69.90 (USD) for web hosting and one-off fee of \$47.00 (USD) for software registration. We estimate that fewer hours of maintenance will be needed in the coming year because Dave had to devote extra energy this time to learn about the website and get it back on track.

In summary, if the membership agrees to make further \$2000.00 available, the Website Committee's estimated budget for 2012-13 would stand as follow:

- Development work: Up to \$4000.00 (USD)
- Maintenance (including troubleshooting): \$600.00 (USD) (15hrs x £25.00 [PDS] = £375.00 / \$600.00 approx.)
- Web Hosting: \$69.90 (USD)

Before closing this report, in a personal note, I would like to thank the colleagues from the Website Committee who have shared their views whenever I needed consultation. A special thanks go to Paul Colley, who has been a very active and supportive presence, and to Laura Normandy, who has been/endured as the Forum Facilitator/'Moderator' despite several challenges. Laura has included the Forum in this year's Business Meeting Agenda so that the membership has a proper opportunity to reconsider its purpose and value for the Association.

Finally, we would also like to invite you to visit our [ADPCA Website](#) whenever you can, promoting it to your students and/or colleagues and participating of its interactive pages. We would like to draw special attention to the [Forums](#), the [Directory of Institutions](#), which welcomes person-centred courses and faculty members from all continents free of charge, and the [Online Library](#). They are all up and running and can grow and become much more exciting with your participation and contributions.

Many thanks, as always, and until next year!

Tiane Corso Graziottin  
On Behalf of the Website Committee

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WC Members: Laura Vanessa Normandy, Howie Kirschenbaum, Jin Wu, Renate Motschnig, Edgar Kadlec, Kaye Ramsey, Paul Colley, Dave Rutledge and Tiane Corso Graziottin.



## Appendix I

### ADPCA Website Contract

Date: 02/05/2012

Between: ADPCA (Customer) and Dave Rutlidge (Technical Support Provider).

#### Contractual Agreement

ADPCA agrees to:

1. Provide a clear list of tasks detailing the developments needed on the website in a shared online document.
2. Provide text, images and other components to fulfill the tasks within deadline agreed by both parts, ensuring that the text and artwork provided respect copyright regulations.
3. Review the work carried out and provide feedback.
4. Notify faults or troubleshooting matters experienced in the administrative pages or by website users.
5. Keep track and records of work requested and provided and of any required changes in a shared online document.
6. Notify forthcoming holidays and/or change of circumstances, which may impact on availability and communication levels.
7. Pay invoices within a maximum of two weeks from their submission (this time frame is for ADPCA treasurer [based in the USA] to make the necessary arrangements).

Dave Rutlidge agrees to:

1. Carry out the tasks agreed to develop the functions and pages of the website (as per shared online document – see 1. above) in a timely manner.
2. Ensure that website backups take place regularly.
3. Ensure that Drupal functions are up to date and upgraded to provide a platform for the stable and efficient functionality of the website.
4. Respond to ADPCA enquiries in a timely manner and provide prompt troubleshooting support whenever requested.
5. Keep track and records of work requested and provided and of any required changes in the appropriate shared online document.
6. Notify Tiane/website team about forthcoming holidays and/or change of circumstances, which may impact on availability and communication levels.
7. Submit invoices as arranged, based on work carried out and rates agreed, to Tiane Graziottin at [web@adpca.org](mailto:web@adpca.org).

#### Payments

- **Website Development (as per worksheet agreed):**  
\$2000.00 (US Dollars) – to be paid when the work is fully completed.
- **Hourly Rate:**  
£25.00 (UK/STG Pounds) – to be paid every two months or following completion of tasks.

*We agree to commit to the details stated in this contract in a professional manner and to review the work agreement every year in May or whenever one or both parties consider it to be necessary.*

\_\_\_\_\_  
Tiane Corso Graziottin  
For and On Behalf of ADPCA Website Committee

Date:

\_\_\_\_\_  
Dave Rutlidge  
Website Technical Support Provider

Date:

## Appendix II

### ADPCA WEBSITE: TASKS REQUESTED - APRIL 2012 (Updated 16/04/12)

#### 1. DATABASE

- To set up a database that combines info from online registration and for membership admin, which: a. allows automatic input from electronic forms (membership subscription and renewal, online membership payment and online registration); b. allows manual input from secretary (to enter for example details of people who pay membership via non-online-methods); c. covers the fields below:

Title (Mr/ Ms..)	FName	MName	LName	Nick Name	DOB	E- mail	Addr 1	Addr 2	City	State	Country	Zip	Home Tel	Work Tel	Cell	Main Occup	Active Memb	First joined on	Last Paym	Paym Method	Registered Online	Reg Blocked	Reg Pending	In Online Directory	Forum User Only	Edit	Delete
																	√				√			√			

#### 2. ONLINE REGISTRATION / DIRECTORY OF INDIVIDUALS

- To review the online registration form (same one for members and non-members) and 'separate' from it the application form for the directory of individual members (only applicable to paid members).
- To fix the tick-box at the bottom of the directory form, which says: 'Display my directory entry ONLY to ADPCA members (check box)'. Some members were not allowed to untick the box so there must be a fault with its settings.
- To set up the following search fields/options in the page of the Directory of [Individuals](#): First Name; Last Name; State; Country (already available); Occupation (currently under 'Person'). [Change search/title 'person' to 'occupation' > only this task in this item is priority as I haven't been able to access the page to make this simple change myself]
- To set up a path/method to send group-emails (e.g. to paid members [adpca membership]; to unpaid members [people who are registered in the site to use the Forum but are not members of adpca]; to everybody in the database).
- To set up automatic notifications for:
  - when membership is due or becomes overdue
  - when a person who has a forum user's account (non-adpca member) becomes a paid-adpca-member. In this case, the person's role needs to change from 'forum user' to 'adpca member', which gives full access to the interactive pages (forum, plus: membership zone [item 3 below], Renaissance issues, directory listing [in directory of individual members]). Shall we separate the directory application form from the registration application form (at present, they are both part of the same form – [here](#))? This might be a good change to keep things simple/separated and to facilitate changes of roles like the above. We could display the directory application form in 'membership zone'. This way, only a person who is logged in with an adpca member's role will have access to the directory application form.

#### 3. MEMBERSHIP ZONE

- To create a page only accessible by paid members who are logged in (to display the Association minutes, etc.).

#### 4. ACCESS ROLES

- To create roles for:

- **Journal Admin** – allowed to: edit [page](#) content; manage journal archive (edit/upload/delete content of volumes)
- **Newsletter Admin** – allowed to: edit [page](#) content; manage newsletter archive (edit/upload/delete issues)
- **Membership Admin** – allowed to: edit info in electronic database; edit content in '[Joining ADPCA](#)' page
- **Forum Admin** – allowed to: moderate forum posts; add/delete/edit containers and forums; manage order of display (admin > forums)
- **Conference Admin** – allowed to: edit [page](#) content; manage PayPal/credit card online payments for conference subscriptions (we will set up the PayPal/credit card method next year since it is not a priority now).

## 5. JOURNAL ARCHIVE

- Delete 'document' from 'Document Keywords'
- Delete links attached to 'keywords' (make it static)
- To add 'Pages' in volumes' details

*E.g.:*

TITLE  
Author:  
Keywords:  
Pages:  
Abstract:  
Download:

- To create a different design display for pcj volumes.

## 6. RESOURCES

- To allow manual management of links display-order ([here](#)).

## 7. FORUMS

- To review and improve functions to make it more user-friendly.

## 8. PAYPAL FOR CONFERENCE REGISTRATIONS

- To set up a path on [conference page](#) that allows organizing committees to create online registration forms, including PayPal/Credit Card payment options (we already have this payment method available for membership payments). We need to be able to enable/disable the form according to the organizing committee needs.

## 9. WEBSITE DESIGN

- To change search box's location (move it from above the logo/faces and place it somewhere else on homepage as it does not make sense to be on top of the faces.) > Done
- To review and improve design: colours, location of blocks, text, etc.

**Appendix III**  
**Website Pages**

PRIMARY LINK	SECONDARY LINK	ACCESS	ACCESSIBLY BY
HOME	ABOUT THIS SITE	Public / Static	Members & Non-Members
ASSOCIATION	HISTORY	Public / Static	Members & Non-Members
	PHILOSOPHY & AIMS	Public / Static	Members & Non-Members
	JOINING THE ASSOCIATION	Public / Interactive (People might join or renew membership using the online form and PayPal or Credit Card payment method.)	Members & Non-Members
PCA	HISTORY	Public / Static	Members & Non-Members
	RESOURCES	Public / Interactive (People might contact the website to share person-centred resources, such as associations and publishers)	Members & Non-Members
	ONLINE LIBRARY	Public / Interactive (People might contact the website to submit person-centred papers, interviews, speeches and thesis.)	Members & Non-Members
PUBLICATIONS	JOURNAL (PCJ)	Page: Public / Static	Members & Non-Members
		Index Archive: Public / Interactive (The latest issue is only available in paper copy.)	
	NEWSLETTER (RENAISSANCE)	Page: Public / Static	Members & Non-Members
		Index Archive: Partially Public / Interactive (The content of the issues is only available to members logged-in.)	
EVENTS	ADPCA CONFERENCE	Public / Interactive (People might access conference info and participants might contact the website to post pieces to be shared online during the meeting, such as slides of a presentation.)	Members & Non-Members
	OTHER EVENTS	Public / Interactive (People might contact the website to display person-centred events.)	Members & Non-Members
WEBCOMMUNITY	FORUMS	Public/ Interactive (Log in requested to post.)	Members & Non-Members
DIRECTORIES	DIRECTORY OF INDIVIDUAL MEMBERS	Partially Public / Interactive (Members have the choice to make their entries available to the membership only. In this case, the respective entries will only show to members logged-in.)	Members & Non-Members

	<b>DIRECTORY OF INSTITUTIONS</b>	Public / Interactive (Members and non-members might contact the website to submit info about person-centred faculty, courses [accredited or not] and centres.)	Members & Non-Members
<b>CONTACT US</b>	-	Public / Interactive	Members & Non-Members
<b>LOGIN</b>	<b>REGISTER ONLINE</b>	Public / Interactive (Non-members might register to join the Forums.)	Members & Non-Members

#### Appendix IV

#### Website Figures: 2011-12

Activity	Figures (1 July 2011 to 30 June 2012)	
<b>Registrations</b>	53 people registered for an online account (excluding spam registrations). (The below breakdown relates to the status of membership at the time of the registration. Some of these colleagues might have become ADPCA members afterwards. The new online database that we plan to implement will allow more precision regarding changes of membership status.)	
	ADPCA Members' Registrations	Non-Members' Registrations
	15	38
<b>Online Accounts</b>	203 online accounts are presently active (this total includes accounts activated before 1 July 2011). (The below breakdown relates to the status of membership at the time of the registration.)	
	ADPCA Members' Accounts	Non-Members' Accounts
	92	111

<b>Membership</b>	82 membership submissions were received via online methods.	
	80 Individuals	2 Organizations

## TREASURER'S REPORT

### ADPCA

#### INCOME STATEMENT(1) JULY 1, 2011--JUNE 30, 2012

#### INCOME

Membership fees w. 2011 conference registrations	\$ 695.25
Membership fees w. 2012 conference registrations	\$ 195.00
Membership fees, other checks	\$ 3,170.00
Membership fees, PayPal	\$ 2,605.00
Interest	\$ 202.30
Transfer from 2011 Conference(2)	\$ 11,315.38
Sales of back issues of Journal	\$ 17.50
Illinois tax refund: 2006, 2007, 2008	\$ 2,776.20
Total Income	\$ 20,976.63

#### EXPENSES

Renaissance(3)	\$ 1,323.12
Person-Centered Journal printing(4)	\$ 3,033.00
Person-Centered Journal, other	\$ 675.97
Website, old (5)	\$ 105.54
Website, new	\$ 251.41
Legal services fees	\$ 325.00
Filing fees	\$ 10.00
Membership administration	\$ 363.55
PayPal fees	\$ 91.67
Transfer to 2012 conference	\$ 2,000.00
Donation to BAPCA(6)	\$ 800.00
Total expenses	\$ 8,979.26

NET INCREASE (DECREASE) IN RESERVES \$ 11,997.37

#### Notes:

- (1) Excludes 2012 conference income and expenses
- (2) Gross transfer minus net revenue shown in last year's income statement.
- (3) .Two issues
- (4) One issue
- (5) Final payments to pair Networks
- (6) For film of interviews

**ADPCA**  
**BALANCE SHEET**  
**JUNE 30, 2012**

**ASSETS**

Cash: Hyde Park bank account	\$29,371.17
Cash: PayPal account	\$ 3,596.98
Certificates of Deposit	\$32,902.06
Accounts receivable	\$ 219.01

Total assets	\$66,089.22
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**LIABILITIES**

Accounts payable	\$ 1,720.89
Estimate for additional accounts to be payable	\$ 945.69

Total liabilities	\$ 2,666.58
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**RESERVES**

Paid-in capital	\$ 9,286.00
Accumulated reserves	\$54,136.64

Total reserves	\$63,422.64
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Reserves plus liabilities	\$66,089.22
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**ADPCA**  
**TENTATIVE BUDGET(1)**  
**JULY 1, 2012--JUNE 30, 2013**

**INCOME**

Membership fees	\$ 6,500.00
Interest	\$ 500.00
 Total income	 \$ 7,000.00

**EXPENSES**

Person-Centered Journal(2)	\$ 4,000.00
Renaissance(3)	\$ 1,500.00
Website development	\$ 2,950.00
Website maintenance	\$ 350.00
Legal services fees	\$ 350.00
PayPal fees	\$ 100.00
Miscellaneous	\$ 400.00
 Total expenses	 \$ 9,650.00

Notes:

- (1) Excludes income and expenses relating to 2012 and 2013 Conferences.
- (2) Based on one issue.
- (3) Based on two issues.

Note of thanks:

The treasurer wishes to thank all the people who helped in the preparation of this set of financial reports, especially Paul Blanchard, Howie Kirschenbaum, Tiane Graziottin, Susan Woolever, Kenneth Barthels, and Kathryn Moon.

## Secretary's Membership Report

2009      2010      2011      2012

<b>Paid Up Memberships on</b>			<b>31-May</b>	<b>31-May</b>	<b>31-May</b>	<b>31-May</b>
<b>Last Day of Membership Year</b>			<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
			100	174	228	240

<b>Memberships at Annual</b>			<b>11-Jun</b>	<b>10-Jun</b>	<b>25-Jul</b>	<b>11-Jul</b>
<b>Conference</b>			<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
(after registration)						
Current			40	119	162	152*
Just Expired on June 1			60	62	87	100
Expired One Year Ago			35	11	25	46
Expired Two Years Ago			65	12	9	23
	Total		200	204	283	321

\*corrected from sheet distributed  
at conference

<b>DOMESTIC and</b>						
<b>INTERNATIONAL</b>						
<b>by percentage</b>			<b>31-May</b>	<b>31-May</b>	<b>31-May</b>	<b>31-May</b>
			<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Number			100	174	228	240
Domestic (%)			77	79	80	79
International (%)			23	21	20	21

<b>MEMBERS BY TYPE</b>						
<b>By Number</b>			2009	2010	2011	2012
Number			100	174	228	240
Supporting, incl. 5-yr			74	59	45	48
Regular			none	69	101	115
Student			6	25	60	53

Scholarship			14	10	8	7
Subscriptions			6	9	11	13
Institutional				2	3	4
	Total %		100	174	228	240

## Report for 2014 ADPCA Conference in the UK

Planning is underway for the 2014 UK conference. We have an 8 person organizing group with mixed skills and experience. 7 of us are based in the UK and 1 person is based in the USA. Our primary task at the moment is looking into venues in different places in the UK. We produced a 'checklist' to compare venues which includes preferences about the size and availability of rooms, proximity to airports for International flights, cost, and such-like.

One person has taken the lead on marketing and publicity and will develop a plan to get the most out of our efforts. We already have a Facebook page and a Twitter account.

The idea of holding the conference in the UK has attracted a lot of interest even this early on. We have an agreement with BAPCA to advertise for free in their quarterly publication PCQ, and a link person between the two organizations who is on our Organizing group.

We have had a few tentative discussions about a theme for the conference but have yet to decide.

One person has taken the lead on finance and another has offered to be co-signatory for an account. The finance lead has created a £200 float from his own pocket, initially for expenses and is in contact with Bert over the finances and banking issues. We will receive a float from Bert once we have decided how best to handle the finances.

We have been in contact with the Chicago conference organizers and will receive a copy of the Chicago spreadsheet as guidance.

One person has offered to be responsible for coordination of presentations.

We will try to create an accessible conference with comfortable and suitable amenities. Once the conference opens our role will switch from leading on the conference to facilitating the decisions and preferences made at conference.

We hope that people will experience the conference as welcoming, and self organizing as much as is practicably possible.

Sue Wilders on behalf of  
Coralie Ward  
David Murphy  
Grace Harlow Klein  
Katie Terrington  
Kay Laurie  
Lorraine Newbold  
Lorenz McLeod