

APA Division 15: Educational Psychology
Executive Committee Meeting
Marriott Marquis Washington DC Hotel, LeDriot Park Room
August 7, 2014 3:00-4:00

MINUTES

Submitted by Helenrose Fives

Approved on Sep. 5th, 2014

By online vote of the EC (8 Yes, 0 No, 0 Abstain)

Minutes

Meeting called to order at 3:05 pm.

Members present: Terri Thorkildsen (President), Tim Curby (Representative to APA Council), Dionne Cross (Member-at-large), Karen Harris (President-Elect), Michele Gregoire Gill (Treasurer), Helenrose Fives (Secretary), Anastasia Kitsantas (Member-at-large), Judith Meece (Past President), Sandra Graham (ex officio - non-voting member, Chair of Publications Committee) and Ji Hong (Secretary Elect, non-voting member)

Thorkildsen opened the meeting with a discussion on the nature of the **investment policy** and the status of the EC's approval of the document. Relevant to the Investment Policy are any increases to our active budget, as the annual budget (planned spending by the Division) sets the minimum required funds to be held in a "reserve" account by the Division. Thorkildsen clarified that the purpose of the Investment Policy is to provide the Division with the authority and ability to "move monies around" to different accounts. Gill (Treasurer) reminded the Executive Committee (EC) that currently our funds are in a low interest account and that without a policy on this issue we have no process by which to move some of those monies to an account that would yield better interest for the Division. ***Gill moved to accept the current version of the Investment Policy as presented in our Google Doc version of the document. Meece seconded.***

Discussion. Curby asked what aspects of the edits and comments in the current version were to be accepted. He noted that some of the comments lead to different questions. The committee discussed that approving the document in its current state was premature. Harris agreed to make the recommended changes and to share the revised draft with the EC prior to the Division Business Meeting on August 9th.

Harris shared a revised draft of the Investment Policy via emails with the EC on Friday August 8th and reinitiated the vote to approve the draft via email. EC members responded to this draft with additional edits. The **Investment Policy** (attached with these minutes) **was then approved by the EC on August 9th with approval from Kitsantas, Gill, Curby, Davis, Cross, Fives, Thorkildsen, and Harris.**

Thorkildsen moved the EC on from the Investment Policy to a discussion of the nature of **membership levels and privileges as well as who should attend Executive Committee**

Meetings. Thorkildsen reminded the EC that only individuals who are members of APA and the Division are able to vote in elections, bylaw changes, and issues of the Division according to our bylaws and policy and procedures manual. The Ex. Comm, also affirmed that only elected members should be in attendance at Executive Committee meetings, that Sandra Graham, Chair of Publications, was invited Ex-Officio this year because so much of our work was tied to contract negotiations and the editor search, and finally that, as Chair of Publications, Sandra would not attend Executive Committee meetings next year. We also raised the issue of who the Division should poll for input on financial planning of the Division.

The discussion then turned to the status of the **Advances in Educational Psychology Conference.** Heather Davis has agreed to co-chair the conference. Currently registration for the conference is low and if we fill less than 80% of the rooms the Division will need to make up the difference per the contract with the hotel. Thorkildsen shared that to cancel the conference at this time there would be a cost of approximately \$39,000. There was no indication of what the cost would be to the Division if the conference ran with less than 80% of the rooms reserved. The EC then discussed the merits of both options. Harris argued that the conference should continue, because if the Division is going to spend money either way then we should at least meet the needs of those who have already planned to attend. The EC further discussed the messaging around the nature and scope of the conference. Some concerns about the ambiguity of what will happen at the conference emerged. The EC recommended that Harris (1) confirm that the conference leaders are committed to making the event happen, (2) ascertain the costs associated with running or not, (3) suggest to the conference leaders that time during the conference be allocated to doctoral student professional development (Curby volunteered to conduct a session on multilevel modeling), and (4) delete the technology strand if the conference leaders are in agreement.

The final point of discussion was consideration of the “Google Apps for Business Proposal” forwarded by Wade George. The Division needs a long term file storage solution that is not tied to one members email or dropbox account. Currently all division archives are stored in a dropbox folder created by Fives (secretary). Now that she is leaving office the files need to be transferred to another, preferably, permanent, location. George in response to this need evaluated the suitability of Google Apps for Business as a tool to manage file sharing and archiving of Division documents. ***Harris moved to approve the Google Apps Proposal with modifications as needed for the usefulness of the EC. Gill seconded, all present approved.*** Incoming Secretary Ji Hong will work with George to make decisions about the storage needs.

Meeting adjourned at 4:15

Investment Policy Statement and Guidelines

Approved on August 9, 2014 by vote of the Division 15 Executive Committee

I. Overview

This document has been created by the Educational Psychology Division of the American Psychological Association (Division 15) to establish investment policies, strategies, and guidelines for use in conjunction with its investments in financial securities. The document provides the framework for an investment strategy focused on the needs of the organization. It is designed to provide clear guidance to Division 15 in its investment process in order to assure that the organization's objectives are achieved. The financial securities of Division 15 are invested in a single fund: the APA Division 15 Portfolio (Division 15 Portfolio).

II. Fiduciary Standards

The Executive Committee of Division 15 recognizes our fiduciary responsibilities with respect to the Division 15 Portfolio. These duties can be summarized according to the duties enumerated in the model Uniform Prudent Management of Institutional Funds Act (UPMIFA).

1. Funds contributed to the Division 15 Portfolio must be utilized subject to a donor's intent, based on specific directions, or in alignment with the charitable purposes of the American Psychological Association and the purposes of our investment funds;
2. The Executive Committee of Division 15, or their delegates, must comply with the duty of loyalty; must manage and invest funds in good faith with the care an ordinarily prudent person in a like position would exercise under similar circumstances;
3. Division 15 should only incur costs that are appropriate and reasonable in relation to the assets and purposes of the Division 15 Portfolio, aligned with the Division 15 spending policy, and/or approved by the Executive Committee. Executive Committee Members must make a reasonable effort to verify facts relevant to the management and investment of the Division 15 Portfolio;
4. Executive Committee Members must consider:
 - a. General economic conditions
 - b. The possible effects of inflation or deflation
 - c. The expected tax consequences of investment decisions/strategies
 - d. The role of each investment within the context of the overall portfolio
 - e. The expected total return from income and appreciation
 - f. Other resources of Division 15
 - g. The need to make distributions and to preserve capital.

- h. An asset's special relationship/value to Division 15's charitable purpose
5. The Executive Committee of Division 15 must diversify investments absent a reasonable determination that the Division 15 Portfolio is better served without diversification;
6. The Executive Committee of Division 15 should retain, dispose of, and rebalance assets to bring the Division 15 Portfolio into compliance with the purposes, terms, and distribution requirements of this Investment Policy Statement; and
7. The Executive Committee of Division 15 must recognize that a person or institution selected in reliance on a representation of special skills or expertise has a duty to use those skills or that expertise in managing or investing the Division 15 Portfolio.

III. Conflicts of Interest

Establishing a strong conflict of interest policy is particularly important for Division 15 because such conflicts have the potential to jeopardize the organization's tax exempt status and damage its reputation. Pursuant to IRS requirements, a conflict of interest policy statement must be made available to anyone requesting the policy statement. Division 15 will develop and maintain such a conflict of interest policy statement. Furthermore, the Executive Committee of Division 15 must provide:

1. A clear record of any proceedings concerning individuals who have either disclosed a conflict of interest or who were found to have one;
2. A description of compensation and other financial arrangements which members of the Executive Committee of Division 15 have with Division-sponsored sources that includes clearly established rules prohibiting board and committee members who receive compensation from the organization from voting on matters pertaining to their compensation;
3. A periodic review of existing conflict of interest policies to ensure that it is relevant and reflects the Division 15 Portfolio's specific needs and unique situation.

IV. Delegation of Authority

Subject to any specific limitation set forth in a gift instrument or law the Executive Committee of Division 15 may delegate to an external agent the management and investment of the Division 15 Portfolio. In doing so, Executive Committee members shall act in good faith with the care that an ordinarily prudent person in a like position would exercise under similar circumstances. The Executive Committee of Division 15 shall establish the scope and terms of the delegation to be consistent with the purposes of Division 15 and the Division 15 Portfolio. The Executive Committee of Division 15 must establish a policy for the periodic review of the agent's actions to monitor performance and compliance with the scope and terms of the delegation. So long as Division 15 complies with the above requirements the Division is not liable for the actions of an agent to which the function was delegated.

V. Overall Investment Objective

The basic philosophy governing the investments of Division 15, as defined in section VII, will be prudent growth of principal with the understanding that the Division 15 Portfolio's values will fluctuate with the capital markets over shorter term time periods. Within this investment plan, this policy seeks to provide a competitive total return consistent with historical capital market conditions and subject to risk tolerances, liquidity requirements, and investment guidelines established throughout the remainder of this policy.

VI. Spending Policy

Income from the Division 15 Portfolio will be used annually to fund the Division 15 programs and support its operational needs. Division 15 will develop and maintain a spending policy.

The Division 15 Portfolio includes three broad categories: invested monies, a reserve fund equal to operating expenses for at least two years, and the operating budget for the existing year. Funds have accrued primarily through publications and membership dues.

- Reserve requirements. In accordance with the by-laws, policies, and procedures of the division, operating expenses for two years must be readily available.
- Operating budget. Division 15 officers and members of the Executive Committee will make annual decisions on which expenditures to make for the year (January-December) in a timely matter preceding the onset of the budgetary year in question.