Policies and Procedures
June 24, 2019

Mission Statement

The Council of Professional Geropsychology Training Programs seeks to assist and recognize academic institutions, internship and fellowship programs, and continuing education providers dedicated to the principles and practice of professional geropsychology. Each member of the Council aspires to provide training consistent with the Pikes Peak Model for Training in Professional Geropsychology, in terms of the attitude, knowledge, and skill competencies and core features of training for professional geropsychology practice. The mission of the Council is to promote state-of-the-art education and training in geropsychology among its members, to provide a forum for sharing resources and advancements in and among training programs, to support activities that prepare psychologists for competent and ethical geropsychology practice, and to promote the development of training programs consistent with the Pikes Peak Model for Training.

Organization Status

The Council of Professional Geropsychology Training Programs (CoPGTP) is a non-profit corporation, registered with the California Secretary of State. It has been granted tax-exempt status.

CoPGTP has an Employer Identification Number and DLN number; the Treasurer, Secretary, and Chair are responsible for keeping a record of these numbers.

Meetings

- The annual membership meeting shall be held in August or November, at the time of the annual American Psychological Association or the Gerontological Society of America meeting.
- In general, additional Board meetings shall be held on a monthly basis, which may be via teleconference.
- Additional Board meetings may be scheduled at the discretion of the Chair.
**Officers & Other Board Members**

Per bylaws, the organization’s officers are:
- Chair (serves as Chair of the Board)
- Chair-elect
- Past-chair
- Secretary
- Treasurer/Chief Financial Officer
- Four members-at-large, representing the following levels of geropsychology training:
  - Graduate
  - Internship
  - Postdoctoral fellowship
  - Post-licensure

**Liaisons to the Board shall include:**
- Student representative(s)
- Media Managers
- Chairs of ad hoc committees or task forces assigned by the Board for special projects

*Note: These liaison positions may be held by Board members or by other members of the organization.*

**Terms of office**
- The Chair, Chair-Elect, and Past-Chair each serve terms of one year.
- All other officers serve terms of three years.
- Terms of office are from January through December.
- There is no limit on the number of terms that may be held by officers.

**Elections**

**Dates of elections for specific officers and Board members**
- A Chair-elect will be elected each year. Terms should be staggered to minimize the number of transitions that occur at the same time.
- Secretary and first media manager: New officers will be elected during the following years (2019, 2022, 2025, etc.).
- Treasurer, graduate member-at-large, and postdoctoral fellowship member-at-large: New officers will be elected during the following years (2020, 2023, 2026, etc.).
- Internship member-at-large, post-licensure member-at-large, and second media manager: New officers will be elected in the following years (2019, 2022, 2025, etc.).
Note: If a Board member wishes to run for another position on the Board, resigns, or is removed due to an inability to fulfill responsibilities, it is possible to fill a vacated position earlier-than-anticipated via appointment by the Board. The person who filled the vacated position is then eligible for re-election for the usual term.

**Election Process**
- The Nominating Committee is chaired by the Past-Chair, who, in consultation with other qualified experts, identifies appropriate individuals to run for open offices by August 31.
- The Secretary runs the election in September. Elections may be run via an electronic vote. Each member program has one vote. However, if the election is uncontested, it will be decided via a Board vote.
- Election results are announced by October.
- New officers assume their responsibilities in January.

**Selecting the Student Representative**
- In September, the Chair announces to the membership a call for nominations for Student Representative(s) to the Board. Any program member may nominate a student, at graduate, internship, fellowship, or post-licensure (if participating in systematic geropsychology training) level to serve.
- The Chair, Chair-Elect, and Past-Chair review nominations and select the student representative(s) to the Board.
- Student Representative(s) are announced in November.
- The Student Representative(s) serve for one year, from January through December. Occasionally, a student representative may be appointed for a second term or serve a multi-year term if agreed upon in advance by the student and Board.
- The Student Representative(s) are not voting members of the Board.

**Membership**

**Definitions**
- Members in CoPGTP are training entities with at least one geropsychologist engaged actively in training (or having engaged actively in training). These training entities encompass all levels of training (i.e., graduate school, practica/externships, predoctoral internships, postdoctoral fellowships, and post-licensure). Members offer didactic and/or experiential training in geropsychology, which may occur in a range of settings. Practicum/externship programs are less likely to offer didactics but are eligible for membership if they meet other criteria. Members of the training council are programs rather than individuals. However, it is recognized that training programs in professional geropsychology may, and often do, consist of one geropsychologist supervising training in one or more settings. A “program” consisting of one individual may join as a full member of the council if the individual is a professional geropsychologist who provides
didactic and/or experiential geropsychological training as a core part of their work that assists trainees in meeting one or more of the Pikes Peak competency areas. Alternatively, an individual may join as an associate member if these conditions are not met.

- Associate Members in CoPGTP are training entities, including individual trainers, that show significant interest and current or past substantive involvement in geropsychology training even though the training entity does not meet criteria for full membership.

- Geropsychologists are psychologists with knowledge, skill, training, and experience related to the aging process who specialize in assessment and intervention with older persons. As an aspirational goal, the geropsychologist(s) affiliated with a professional geropsychology training program should themselves have been trained in a program that provides training in core elements of geropsychology at one or more of the following levels of training: graduate school, internship, and/or post-doctoral level. However, it is also understood that training in geropsychology can occur in many different ways and at different points in an individual's career. Therefore, if a professional has obtained a combination of substantive independent learning experiences or has a history of sustained clinical practice in applied geropsychology setting(s), then this may also provide the basis for competent geropsychology practice and training. At the Membership Committee’s discretion, a combination of substantive independent learning experiences and practice in applied geropsychology setting(s) may also provide the basis for competent geropsychology practice and training.

**Membership Annual Fees**

- Members - $200, Associate Members - $100
- For international members, foreign currencies will be converted to US dollars to be equal to the exchange at the time of the application or approval of membership.
- Membership for the year starts in January, with July 1 of each year serving as the cutoff date. Programs joining before July 1 are required to pay the present year’s dues and the following year’s dues in January. For programs joining after July 1, membership dues may be waived for the remainder of the year if approved by a Board vote.
- All Board members must be affiliated with programs that are paid members.
- CoPGTP has the capacity to accept credit card and PayPal payments for annual membership dues.
- Fees are due annually. If a membership fee is not received within 12 months of the due date, a program’s membership will expire. If a program’s membership expires, it is at the discretion of the Board to
remove them from communications (listserv, website listing, etc.) or involvement in activities reserved for member programs in good standing. Special situations may be negotiated with the Treasurer (e.g. payment pending but delayed).

- Invoices can be provided to member programs for remittance to CoPGTP upon request.

Renewal

- Renewal statements are to be sent out by the Treasurer by November 15, for payment of dues by January 15.

Application Procedure

- Updated printable application forms are available at the CoPGTP website. As of November 2015, applications can also be submitted directly via the website.
- Completed applications are submitted to the Secretary. The Secretary will email the applicants to confirm receipt of the application and will forward the application to the appropriate members of the Application Review Committee.
- The Membership Application Review Committee for any particular application consists of the Chair, the Secretary, and the Member-at-large representing the level of training of the applicant.
- This committee reviews the application in regards to membership criteria and makes one of the following decisions:
  1. Accept for membership (see below)
  2. More information is required: Secretary to follow up with request for additional information
  3. Unable to reach consensus—submit for review by the Board; majority rules
  4. Reject application: Letter sent by the Secretary

When a new program is accepted for membership:

- Secretary sends program contact information to Chair, Treasurer, and Media Managers.
- Treasurer provides the program with payment options, including check, credit card, and PayPal.
- Secretary keeps copy of the original application. As of 2012, applications have been archived in the CoPGTP Dropbox folder (see CoPGTP Membership & Recruitment folder).
- Chair or Secretary sends a welcome letter/e-mail to the applicant. In this email, they request that the new member submit information to be included on the website using the following link: http://copgtp.org/members/membership-information-form/
- A media manager adds program member(s) to the e-mail listserv. Please see instructions for doing so in the CoPGTP media managers responsibilities section below.
- Once this information is added to the website and the program member(s) are added to the listserv, the Chair sends a welcome note to the listserv.

Note: The Secretary and Treasurer are jointly responsible for maintaining an updated membership list, with program contact information.

Membership Recruitment and Retention

- The Membership Recruitment and Retention Committee consists of the four Members-at-large.
- Recruitment strategies may include, but are not limited to, distribution of e-mail announcements to organizational listservs, writing articles for organizations’ newsletters, and contact with program training directors.
  o Possible listservs include APA Divisions 12-2, 17, 18, 20, 22, 29, 38, 40, 42 (and possibly others); PLTC; Training Councils such as CCPTC, APPIC, VA, CUDCUP.
  o Possible newsletter contributions include: APA Office on Aging, APPIC, 12-2, 20, The National Psychologist, and others.
  o Possible blogs include Psychology Today and others.

- Retention strategies may include for planning purposes using findings of surveys of membership regarding satisfaction and activities/resources desired.
- This committee will also contact member programs on an annual basis to ensure that their website descriptions and contact information remain accurate.

Awards

As of 2010, CoPGTP began providing two awards:
- The Excellence in Geropsychology Training Award (formerly known as the Innovative Geropsychology Training Award) recognizes one member program per year for providing exemplary training in the field. As of 2016, up to 3 members of the core faculty at the program receiving the award are offered a complimentary meal at the annual CoPGTP dinner meeting.
  o Applications are due August 1 of each year.
  o Review committee consists of the four members-at-large and the student representative.
- The Research or Program Evaluation Award in Geropsychology Training supports one project each year for up to $1,500. Projects may address geropsychology training at graduate, internship, postdoctoral, and/or post-licensure levels. Ideally, projects might include collaborations across training programs.
  o Applications are due August 1 of each year.
Review committee consists of the Chair, Past-Chair, Chair-Elect, and student representative(s).

- In consultation with media managers, the Chair makes sure that the application materials are up-to-date on the website and posts an announcement soliciting applications for both awards in April or May.
- Chair announces the winner of each award via the listserv. Winners are also announced at the annual meeting, on the website, and via the newsletter.
- CoPGTP does not pay administrative or indirect costs for any type of awards or contracts.

Officer Responsibilities

Chair

The Chair serves as Chair of the Board and is responsible for overseeing all activities of the organization. Responsibilities include:

- Board meetings
  - Monthly, the Chair will set up a conference call of members of the Board to review current issues and activities of the Council. Board meetings may be scheduled at the discretion of the Chair.
  - Chair will send out a draft of the proposed agenda to Board members by e-mail, soliciting comments and additional items for discussion.
  - Board conference calls will usually be one hour.
  - Chair will ask Board to review and approve minutes from the last meeting and guide discussion of agenda items on the call.
  - Draft minutes of the current meeting will be written by the Secretary, sent to the Chair for review, and then approved at the next conference call.

- Annual Meeting
  - Chair will discuss with Board members date and meeting location of the annual, in-person meeting.
  - If Board decides to have a dinner meeting, Chair will work with one or more members of the Board to identify a dining venue and make all needed arrangements for dinner.
  - Chair will send out announcement of dinner/meeting to all members of CoPGTP, maintain list of individuals who will attend, collect or make arrangements for collection of funds for dinner cost during the dinner/meeting, and provide receipts to attending members for cost of dinner.
  - Chair will prepare and distribute agenda for the meeting, distribute last year’s annual meeting minutes, and lead the meeting.

- Website
  - Chair will work with the Media Managers who oversee the Council website, to update the website listing of Board members, periodically
review for content, and offer recommendations/feedback regarding the website.

- **Recognition**
  - The Chair will arrange for recognition of departing members of the Board and former Chair. Recognition of Past-chair may be a plaque or related item and printed certificates of appreciation to departing members of the Board.
  - Chair will purchase/produce these items with appropriate reimbursement from the Treasurer.

- **New Members**
  - Names of new members will be forwarded to the Chair by the Secretary.
  - The Chair or Secretary sends a welcoming e-mail to the new member.
  - The Chair sends out an email to the listserv informing them of the new member.
  - In conjunction with the Secretary and Treasurer, an up-to-date list of CoPGTP members will be maintained.

- **Newsletter**
  - Chair will work with Media Managers to generate possible content for the next issue.

- **Interface with Other Organizations**
  - Chair (or designee) will interface with organizations wishing to make contact or coordinate efforts with CoPGTP.
  - The CoPGTP Chair, or a designate appointed by the Chair, represents CoPGTP in the Aging Leadership Council.
  - The CoPGTP Chair, or a designated appointed by the Chair, may represent the Council at the annual Education Leadership Conference of the American Psychological Association.

- **By-Laws**
  - In conjunction with the Board, Chair will review by-laws and ascertain whether any changes are recommended. If changes are desired, then Chair will oversee process by which proposed changes are made.

- **Elections**
  - Chair will work in conjunction with Board members who arrange for elections to make sure they are conducted in accord with the by-laws.

- **Policy and Procedures Manual**
  - Chair works with Secretary at the end of term to make sure that the Policy and Procedures Manual is updated to reflect current practice.

- **Archives**
  - At end of term, Chair works with Secretary to assure that relevant documents become part of the archive. As of 2012, most documents are maintained in the CoPGTP Dropbox folder.

**Chair-Elect**
The Chair-elect serves as a consultant to and collaborator with the Chair. Primary responsibilities are to:

- Work with the Chair to set goals/objectives for the year and offer collaboration/support as needed, through telephone calls/e-mails in between Board meetings.
- Work collaboratively with the Chair and other Board members around setting CoPGTP priorities; in the process, become comfortable with the duties of the Chair.
- Chair or serve on additional committees as needed (e.g., special projects).

**Secretary**

The secretary is responsible for procedures related to membership and documentation for the organization. Duties include:

- **Board meeting minutes**
  - Take notes during meeting.
  - Send minutes to Chair for review within 7 days after the meeting.
  - Submit to Board for corrections and/or additions, make revisions, and send to the Board at least one week prior the Board meeting.
  - Send final version to membership via listserv.
  - Keep an electronic record of minutes in the CoPGTP Dropbox folder.

- **Membership database**
  - Maintain membership database using information from application and renewal application updates.
  - Requests to update member information and other inquiries on the website go directly to copgtpsec@gmail.com, but it is otherwise not distributed widely.
  - Database contains all information on file regarding the members, including date of joining and date membership terminated.

- **Initial applications for membership**
  - Email the applicant(s) to confirm receipt of the application and forward the application to the appropriate members of the Application Review Committee.
  - Review application, in consultation with the Chair and the member-at-large who represents the particular level of training consistent with the applicant’s program. If these three people are uncertain about the applicant’s eligibility for membership, they will bring the application to the Board for further review and discussion.
  - Inform Treasurer of applicants approved for membership to facilitate the payment process.
  - Inform Media Managers of new member.
  - Periodically inform Board of new members and membership update.

- **Elections**, if applicable (not completed if uncontested)
• Receive slate from nominations committee.
• Send electronic ballot to members.
• Calculate votes.
• Send outcome email to members.

• Maintain non-profit status in state where CoPGTP is incorporated. As of 2015, requires filing Form SI-100 (Statement of Information) annually with CA Secretary of State. Of note, this form requires that an Agent for Service of Process with a California address be listed. As of 2015, Janet Yang has agreed to fill this role since no current officers reside in California. She will scan and send a copy of the renewal postcard to the Secretary when she receives it. Save a pdf of the receipt and send it to the Treasurer for reimbursement. This form can be filed online here: https://businessfilings.sos.ca.gov and you can find samples in the Dropbox folder “CoPGTP SOI for nonprofit status”.

• File 199N e-Postcard with the State of California Franchise Tax Board (completed upon request and may also be completed by Treasurer).

• Update Policy and Procedure Manual as needed.

• Maintain the CoPGTP gmail account, copgtpsec@gmail.com. Log In Information is available in the “Website-related responsibilities” document noted above.
  - Periodically confirm that website backups are being saved to the Google drive of the copgtpsec@gmail.com account. You will receive an email to this account when a backup is completed. This should be happening automatically on a monthly basis, with only the most recent backup saved.

• Listserv: Maintain updated listserv distribution list. To add new members to the listserv:
  - Log in to the CoPGTP Google Groups page using the CoPGTP gmail account above and the following link. Note that if you use your own email account, you will not have administrative privileges.
  - https://groups.google.com/forum/#!managemembers/copgtp-listserv/members/active (You can also do a search within groups.google.com for “CoPGTP” and it will show up in the search results).
  - Click on “Manage”.
  - Go to “Members” on the menu left hand side of the page
  - Click on “Direct Add Members”
  - Add member email address(es) into the text box provided. Up to 10 at a time can be added.

• Maintain organizational archives, to include:
  - Up-to-date Bylaws
  - Up-to-date Policy and Procedure Manual
  - CoPGTP logo
  - Seal of the corporation
  - Board and annual meeting minutes
Past-Chair

The Past-chair is available as consultant to and collaborator with the Board, and has the following responsibilities:

- Chairs the Nominating Committee.
- Chairs or serve on additional committees as needed (e.g., Special Projects).
- Advises Chair as appropriate.

Treasurer/Chief Financial Officer

The Treasurer is assigned the primary responsibility of overseeing the management and reporting of CoPGTP’s finances. Duties include:

- Bank account maintenance – Selecting a bank, signing checks, deposits, managing account with minimal fees.
- Financial transaction oversight – Maintain records regarding who has access to the organization’s funds, outstanding bills and debt; develop and maintain systems for keeping cash flow manageable; and manage treasurer email account.
- Budgets – Developing the annual budget as well as comparing the actual revenues and expenses incurred against the budget.
  - The proposed annual budget for the following year should be presented to the Board in December of the current year.
  - The revenue-expense comparison for the prior year should be presented to the Board in February of the current year.
- Financial Policies – Overseeing the development and observation of the organization’s financial policies.
- Reports – Keeping the Board regularly informed of key financial events, trends, concerns, and assessment of fiscal health in addition to completing required financial reporting forms in a timely fashion and making these forms available to the Board at quarterly conference call.
- Membership Status – Develop and maintain membership dues database. Send out annual membership dues renewal statements. Invoice members, provide W9 information upon request and report quarterly to the Board on membership renewals and lapses.
- Maintain VA Vendorization: Update address/phone/contact w/ VA 512-460-5380/VAFSCCSHD@VA.GOV OR Customer Care Center 1-877-353-9791
- Taxes – Filing annual tax returns (IRS Form 990-N and California Form 199).
- E-file the 990-N. Attach the e-file confirmation to the RRF-1 (in #3 below).
- E-file the CA 199N (in collaboration w/ secretary).
- File by May of each year RRF-1 – Go to the California Registry of Charitable Trusts website. There is a fillable RRF-1 that can be completed on this website. Print the RRF-1 and mail it to the address noted on the RRF-1, along with a copy of the 990-N e-file confirmation. Indicate on the RRF-1 the total revenue for the year and the total assets at the year-end (the organization’s cash balance; e.g., 12/31/18 – 5/15/2019).

Members-at-Large

The members-at-large for graduate, internship, postdoctoral fellowship, and post-licensure levels of training:

- Represent the interests of the specific level of training.
- Work with the secretary to review new applications for programs at that level of training.
- All four members-at-large comprise the Membership Recruitment and Retention Committee (see duties above).
- Participate in additional committee membership and special projects as indicated.

Representative to the Council of Chairs of Training Councils (CCTC)

- One member of the Board will be appointed to serve as the contact person for CCTC and will attend the two annual meetings of CCTC in Washington, DC. If the representative is not able to attend, he/she may ask that another Board member attend instead.
- Note that APA will reimburse $500 of the cost to attend the annual CCTC meeting. CoPGTP will reimburse the representative for additional reasonable expenses incurred to attend the meeting.
- The Representative’s term will coincide with his/her term in their primary position on the Board.

Student Representative(s)

The Student representative(s) participate in the Board meetings and will be involved in special projects as indicated. They will represent the interests of students to the Board. Funds will be allotted for student representative(s) to have their dinner paid for at the annual meeting. The student representatives are not voting members of the Board.

Media Managers

Two media managers are responsible for (1) overseeing the organization’s website, making updates as needed (i.e., serving as Webmaster); (2) developing and publishing
a Newsletter twice a year; (3) overseeing the organization’s Facebook page; and (4) managing the organization’s listserv.

Website: CoPGTP will maintain a contract with an entity to maintain the website, per annual review and approval by the Board. That entity may hire a part-time assistant per review/approval of the Board.
- Note that there is further information about responsibilities and other helpful files in the “Website-related responsibilities” document, which can be found in the “CoPGTP Website Coordinator How To” subfolder within the “CoPGTP Website and GeroCentral folder”.
- Adding new officers to the CoPGTP Dropbox at the beginning of the year. See “Website-related responsibilities” document for details.
- Keep website membership information updated per input of Board/membership.
- Maintain updated resources/materials on website per recommendations of relevant Board members and committees.
- Review information posted on the website for accuracy and usability.
- Serving as a liaison with our website creator/maintenance manager Bonnie Palmer regarding updates she completes on an approximately monthly basis as well as other questions or maintenance needs.
- Work with the Treasurer regarding website-related costs, including the following annual payments:
  - $65/year to David Greenhunt at Mousefly Web Services (email: ticket3@mousefly.com) for hosting our website.
  - As of October 2016, the Board approved paying our website designer Bonnie Palmer (email: bpalmer14@comcast.net) a fee of $600 for a yearly maintenance plan.

Newsletter: The newsletter will be published twice a year. Editor(s) and Board may decide to have more frequent issues as CoPGTP grows.
- Solicit ideas for Newsletter from Board members and/or from larger membership.
- Contact individuals identified as writing an article for the Newsletter and ascertain interest/availability. Provide guidelines on article content and length as well as due date of article.
- Provide reminder to article writers two weeks before article is due.
- Edit articles for clarity, format.
- Create Newsletter which should include articles, CoPGTP logo, listing of officers, current list of members, and additional content if desired. If new editor, obtain guidance from exiting editor.
- Save Newsletter in PDF format and distribute to membership (As attached file and to email distribution list of organizational contact person for member organizations as well as to listserv).
- Make sure that the Newsletter is posted on the website with prior issues. Also save a copy of each newsletter in the CoPGTP Dropbox folder.

Social Media: CoPGTP will maintain a Facebook page.
- Serve as administrator and monitor content on page.
- Post CoPGTP newsletters.
- Post call for award applications.
- Take pictures at annual dinner and post to Facebook page.

**Officer history**

**Chair**

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<thead>
<tr>
<th>Year</th>
<th>Name</th>
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<tbody>
<tr>
<td>2008</td>
<td>Bob Knight</td>
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<tr>
<td>2009</td>
<td>Gregory A. Hinrichsen</td>
</tr>
<tr>
<td>2010</td>
<td>Michele J. Karel</td>
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<td>2011</td>
<td>Daniel L. Segal</td>
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<td>2012</td>
<td>Susan Whitbourne</td>
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<td>2013</td>
<td>Richard Zweig</td>
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<tr>
<td>2014</td>
<td>Andrew Heck</td>
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<tr>
<td>2015</td>
<td>Victor Molinari</td>
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<tr>
<td>2016</td>
<td>Rebecca S. Allen</td>
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<tr>
<td>2017</td>
<td>Elizabeth Mulligan Shumaker</td>
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<tr>
<td>2018</td>
<td>Heather Smith</td>
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<tr>
<td>2019</td>
<td>Shane S. Bush</td>
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<tr>
<td>2020</td>
<td>Lindsey Jacobs</td>
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**Treasurer**

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<th>Name</th>
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<tbody>
<tr>
<td>2008-2010</td>
<td>Sara Qualls</td>
</tr>
<tr>
<td>2011-2013</td>
<td>Benjamin Mast</td>
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<tr>
<td>2014-2016</td>
<td>Douglas Lane</td>
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<tr>
<td>2017-</td>
<td>Allison Jahn</td>
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**Secretary**

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<th>Year</th>
<th>Name</th>
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<tbody>
<tr>
<td>2008-2009</td>
<td>Tammi Vacha-Haase</td>
</tr>
<tr>
<td>2010-2012</td>
<td>Janet Yang</td>
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<tr>
<td>2013</td>
<td>Elizabeth Sutherland</td>
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<tr>
<td>2014-2015</td>
<td>Elizabeth Mulligan Shumaker</td>
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<td>2016-2018</td>
<td>Lindsey Jacobs</td>
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<tr>
<td>2019-</td>
<td>Patricia Bamonti</td>
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**Graduate program member-at-large**

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<th>Name</th>
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<tbody>
<tr>
<td>2008-2009</td>
<td>Daniel L. Segal</td>
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<tr>
<td>2010</td>
<td>Sue Whitbourne</td>
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<tr>
<td>2011-2013</td>
<td>Erlene Rosowsky</td>
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<tr>
<td>2014-2016</td>
<td>Brian Carpenter</td>
</tr>
<tr>
<td>2017-</td>
<td>Richard Zweig</td>
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**Internship program member-at-large**
2008-2009  Janet Yang
2010-2012  Andrew Heck
2013       Elizabeth Mulligan Shumaker
2014-2016  Heather Smith
2017-      Lisa Bloom-Charette

Postdoctoral program member-at-large
2008-2010  Lee Hyer
2011-2013  Victor Molinari
2014-2016  James Chip Long
2017-      Valerie Abel

Post-licensure program member-at-large
2008-2013  Joe Casciani
2014-      Greg Hinrichsen

Student representative(s)
2010       Kimberly Hiroto
2011       Alexandra Zaleta
2012       Lindsay Gerolimatos
2013       Jessica Lubitz
2014       Evan Plys
2015       Patricia Bamonti, Michelle Feng, Jon Gooblar, and Stephanie Young
2016       Rachael Falk, Laura Gaworski, Victoria Liou-Johnson, Kelly O’Malley, and Jessica Strong
2017       Keisha Carden Ivey, Ron Smith, Diane Wagner, and Jennifer Ho
2018       Hillary Dorman, Alicia Agana, and Sarah Henderson
2019       Angel Mak, Ariana Stickel, Madhuvanthi Suresh, Matthew Wynn

Newsletter editor(s)
2014-2015  Janet Yang & Dolores Gallagher-Thompson
2016-2018  Janet Yang & Victoria Liou-Johnson (student representative)
2018-2019  Patty Bamonti and Victoria Liou-Johnson
2019-      Victoria Liou-Johnson

CONA Liaison:
2013       Kelly Carney
2015-2016  Brian Carpenter

CoPGTP Task Force Chairs:
Gero ABPP:
2012-Present  Victor Molinari
e-Learning Training and Development:
2013-2014 Yvette Tazeau, Erin Emery

Recipients of CoPGTP Awards:

Excellence in Geropsychology Training Award (now as the Innovative Training Award until 2015):

2018 VA Boston Healthcare System’s Outpatient Cognitive and Capacity Assessment Training Clinic: Drs. Bamonti, Jacobs, Strong, & Moye

2017 VA Boston Healthcare System’s Capacity and Neuropsychology Rounds: Drs. Fish, Hinrichs, Mlinac, Moye, and Murphy

2016 VA Puget Sound Post-Doctoral Fellowship: Drs. Hiroto, Lane, Mueller, & McCann

2015 No Recipient

2014 Ferkauf Graduate School of Psychology’s Older Adult Program at Yeshiva University: Dr. Zweig

2013 Institute on Aging: Drs. Cicciarelli, Scribner, & Kavka

2012 Univ. of Colorado-Colorado Springs: Drs. Qualls & Segal

2011 Center for Aging Resources: Drs. McClure & Yang

Research or Program Evaluation in Geropsychology Training Award:

2018 No Recipient

2017: Advancing your Confidence in Education (ACE) in Geriatrics and Gerontology Drs. Strong, Carpenter, and Moye

2016: No Recipient

2015: Caregiver Family Therapy: A Pilot Study of Treatment Fidelity, Acceptability, and Efficacy. University of Colorado, Colorado Springs: Kelly O'Malley, MA, Doctoral Candidate

2014: Treatment tracking: Training benefits in Geriatric Mental Health.
<table>
<thead>
<tr>
<th>Month</th>
<th>Actions</th>
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| January | • New officers begin their terms  
• Treasurer to inform Board re: decisions about follow-up on unpaid renewal memberships  
• New chair to hold Board meeting in January or February  
• Secretary files CA Secretary of State Form SI-100  |
| February| • Treasurer to send 2nd dues notice reminder  
• Treasurer to present prior year’s revenue-expense report to the Board  
• Secretary to check the website to make sure our California non-profit status is still up-to-date. This can be confirmed on this website: https://businessfilings.sos.ca.gov  |
| March   | • Treasurer to produce 1st quarter Treasurer’s Report (present at next Board meeting)  |
| April   | • Spring newsletter published  
• Begin planning CoPGTP Annual Meeting if at APA*  |
| May     | • Request for nominations for Excellence in Training Award announced on listserv  
• RFP for Research Award announced on listserv  
• File annual tax returns by May 15th  |
| June    | • Treasurer to produce 2nd quarter Treasurer’s Report  |
| July    | • Past Chair begins soliciting nominees for upcoming vacancies in the Board  |
| August  | • Excellence in Training Award applications due  
• Research Award proposals due  
• American Psychological Association annual meeting*  
• Nominations Committee puts together slate for elections  |
| September| • Treasurer to produce 3rd quarter Treasurer’s Report  
• Slate for elections forwarded to Secretary  
• Secretary runs elections if needed  
• Call for nominations for new student representative(s) announced via email list  |
| October | • Elections completed; Board and membership are informed of election results  |
- Training and research award recipients announced
- Chair and student representative(s) solicit information from membership for website resource updates (competencies-related resources, syllabi, consultants, etc.)

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<thead>
<tr>
<th>November</th>
<th>November tasks</th>
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<tbody>
<tr>
<td></td>
<td>Treasurer sends dues notice by November 15</td>
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<tr>
<td></td>
<td>Fall newsletter published</td>
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<tr>
<td></td>
<td>New student representative(s) announced</td>
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<td>Announce new newsletter position for following year if needed</td>
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<td>Gerontological Society of America annual meeting*</td>
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<table>
<thead>
<tr>
<th>December</th>
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<tbody>
<tr>
<td></td>
<td>Website resource updates posted</td>
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<tr>
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<td>Treasurer to produce 4th quarter Treasurer’s Report</td>
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<td>Treasurer to present next year’s proposed budget to the Board</td>
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<td>Policy and Procedure Manual is updated</td>
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<td>Every 3 years, departing secretary sends archives to incoming secretary.</td>
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*Annual membership meeting may be either APA or GSA (as determined each year).