



Council of Professional Geropsychology Training Programs

Policies and Procedures April 15, 2021

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
- Five members-at-large, representing the four levels of geropsychology training and championing DEI:
 1. Graduate
 2. Internship
 3. Postdoctoral fellowship
 4. Post-licensure
 5. Diversity, equity, and inclusion

Liaisons to the Board shall include:

- Newsletter Editor
- Student representative(s)
- Media Manager(s)
- 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.

Terms of liaison

- The Newsletter Editor and Media Manager serve terms of three years.
- The Student Representatives serve a term of one year.
- Terms are from January through December.

Elections

Dates of elections for specific officers and liaisons

- 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 media manager: New officer and liaison will be elected during the following years (2018, 2021, 2024, etc.).

- Treasurer, graduate member-at-large, postdoctoral fellowship member-at-large, and DEI 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 newsletter editor: New officers and liaison 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 JUNE 1st are required to pay the following year’s dues. Programs joining AFTER JUNE 1st will have the following year’s dues WAIVED.

- All Board members must be affiliated with programs that are paid members.
- CoPGTP has the capacity to accept credit card and checks, 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 Full Membership Application Review Committee for any particular application consists of the Chair, the Secretary, DEI MAL, and the Member-at-large representing the level of training of the applicant.
- The Associate Membership Application Review Committee consists of the Chair, the Secretary, DEI MAL, and all members-at -large
- 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 and credit card.
- 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 five 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.
 - 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.
 - Possible newsletter contributions include: APA Office on Aging, APPIC, 12-2, 20, The National Psychologist, and others.
 - Possible blogs include Psychology Today and others.
- In 2019, the Board elected to waive dues for the first year (see **Membership Annual Fees**) as a recruitment strategy.
- 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.

- Applications are generally due August 1 of each year, though the due date can be adjusted at the discretion of the board.
- Review committee consists of the five members-at-large and the student representatives.
- 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.
 - Applications are generally due August 1 of each year, though the due date can be adjusted at the discretion of the board.
 - 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.
 - Process for removing programs from the membership database (handled by Treasurer):

1) If program has not responded to 3 emails, then address with the board and see if there are other contacts.

2.) Double check the records and document last payment and contact for program.

3. Send updated email to program (both original contact and any alternative contacts identified). If there still no response within a reasonable timeframe, send email that we will need to take them off roster.

4. Remove program from roster (treasurer and secretary) and website (web manager).

- 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.
- 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 you 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
 - Newsletters
 - Historical information about formation of the Council
 - Relevant publications about CoPGTP in journals/newsletters
 - Sends archives to next Secretary at end of his/her term.

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.
- Update Pikes Peak Resource List for GeroCentral
 - <https://bit.ly/3meECGP>
 - <https://dvagov.sharepoint.com/sites/VHAGeriatricMentalHealth/SitePages/Educational-Offerings.aspx>

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, managing merchant processing account/online payments, complete merchant processing compliance attestation, managing PayPal account
- 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.
- Complete System for Award Management (SAM) yearly registration

- 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; individual VAs may request their own Vendor Files
- Maintain non-profit status in state where CoPGTP is incorporated. As of 2015, requires filing Form SI-100 (Statement of Information) biannually 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”.
- Check status: Charities and nonprofits | FTB.ca.gov
- Taxes – Filing annual tax returns (IRS Form 990-N and California Form 199N).
 - E-file the Federal 990-N. Attach the e-file confirmation to the RRF-1 (in #3 below).
 - E-file the CA 199N: File 199N e-Postcard with the State of California Franchise Tax Board (completed upon request and may also be completed by Treasurer).
 - 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).
- Quarterly, share passwords for accounts with the Secretary

Members-at-Large

The members-at-large for DEI and 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 (DEI reviews applications at all levels).
- All five 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.

Newsletter Editor

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.

Media Manager(s)

The media manager(s) is responsible for (1) overseeing the organization’s website, making updates as needed (i.e., serving as Webmaster); (2) overseeing the organization’s social presence ; and (3) 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.

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

2008	Bob Knight
2009	Gregory A. Hinrichsen
2010	Michele J. Karel
2011	Daniel L. Segal
2012	Susan Whitbourne
2013	Richard Zweig
2014	Andrew Heck
2015	Victor Molinari
2016	Rebecca S. Allen
2017	Elizabeth Mulligan Shumaker
2018	Heather Smith
2019	Shane S. Bush
2020	Lindsey Jacobs
2021	Michelle Mlinac

Treasurer

2008-2010	Sara Qualls
2011-2013	Benjamin Mast
2014-2016	Douglas Lane
2017-2020	Allison Jahn
2021-	Jay Gregg

Secretary

2008-2009	Tammi Vacha-Haase
2010-2012	Janet Yang
2013	Elizabeth Sutherland
2014-2015	Elizabeth Mulligan Shumaker
2016-2018	Lindsey Jacobs
2019-	Patricia Bamonti

Diversity, equity, and inclusion DEI

2021-	Kadija Williams
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Graduate program member-at-large

2008-2009	Daniel L. Segal
2010	Sue Whitbourne
2011-2013	Erlene Rosowsky
2014-2016	Brian Carpenter
2017-2020	Richard Zweig
2021-	Kate King

Internship program member-at-large

2008-2009	Janet Yang
2010-2012	Andrew Heck

2013 Elizabeth Mulligan Shumaker
2014-2016 Heather Smith
2017-2019 Lisa Bloom-Charette
2020- Lindsey Slaughter

Postdoctoral program member-at-large

2008-2010 Lee Hyer
2011-2013 Victor Molinari
2014-2016 James "Chip" Long
2017-2020 Valerie Abel
2021- Kimberly Hiroto

Post-licensure program member-at-large

2008-2013 Joe Casciani
2014-2019 Greg Hinrichsen
2020- Erin Emery-Tiburcio

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, Madhuvanathi Suresh, Matthew Wynn
2020 Julie Boyle, Stephanie Nelson, Jung Jang, Taylor Pestritto, and Michelle Jolson
2021 Cindy Woolverton, Emily Behrens, Nicholas Schmidt, Hannah Bashian, Stacy Yun, and Matthew Picchiello

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- Grant Harris

CONA Liaison:

2013 Kelly Carney
2015-2016 Brian Carpenter

CCTC Liaison:

2016-2017 Victor Molinari
2018-2020 Valerie Abel
2021- Kate King

CoPGTP Task Force Chairs:Gero ABPP:

2012-2015 Victor Molinari

e-Learning Training and Development:

2013-2014 Yvette Tazeau, Erin Emery

Geropsychology Pipeline:

2016-2017 Rebecca Allen

Building Foundational Knowledge Competencies:

2016- Greg Hinrichsen

Pikes Peak Self-Assessment Tool

2009-2011 Michele Karel

Capacity Assessment Training and Competency Evaluation Tool:

2019- Lindsey Jacobs

Geropsychology Case-Based Competency Assessment:

2019- Nicole Torrence

Recipients of CoPGTP Awards:

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

2020: VA Geriatric Scholars Program – Psychology Track: Drs. Rodriguez and Gregg at Durham VAHCS and Dr. Gould at VA Palo Alto HCS

2019: No Recipient

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:

- 2020: No Recipient
- 2019: No Recipient
- 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. [SEP] University of Colorado, Colorado Springs: Kelly O'Malley, MA, Doctoral Candidate
- 2014: Treatment tracking: Training benefits in Geriatric Mental Health. Milwaukee VA Medical Center: Drs. Weber, Jahn, & Smith
- 2013: Washington U. - St. Louis: Drs. Carpenter, Moye, Karel, & Molinari
- 2012: Washington U. - St. Louis: Drs. Carpenter, Moye, Karel, & Molinari
- 2011: Palo Alto VA/ Stanford U. Sch. of Medicine: Drs. Beaudreau & O'Hara

Calendar

Month	Actions
January	<ul style="list-style-type: none"> • 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 • Dues due January 15 • Treasurer to send 2nd dues notice reminder
February	<ul style="list-style-type: none"> • Treasurer to present prior year's revenue-expense report to the Board • Treasurer 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://businesssearch.sos.ca.gov/?filing=corp • Charities and nonprofits FTB.ca.gov • ODD Year file w/ CA Secretary of State • Treasurer 3rd reminder for dues • Update password file and share b/w treasurer and secretary
March	<ul style="list-style-type: none"> • Treasurer to produce 1st quarter Treasurer's Report (present at next Board meeting) • Treasurer: bring delinquent programs to board to find other program contacts and initiate next steps for dues payment • Pay for GeroCentral Web Maintenance (when invoice is sent to us) • Update password file and share b/w treasurer and secretary
April	<ul style="list-style-type: none"> • Spring newsletter published • Begin planning CoPGTP Annual Meeting if at APA* • Pay for Geropsychology's dues for the Council of Specialties (CoPGTP splits cost 50/50 with ABGERO) when alerted
May	<ul style="list-style-type: none"> • File federal tax documents by 5/15 • File California Attorney general & Franchise Tax Board documents by 5/15 • Request for nominations for Excellence in Training Award announced on listserv • RFP for Research Award announced on listserv • File annual tax returns and California documentation by May 15th
June	<ul style="list-style-type: none"> • Treasurer to produce 2nd quarter Treasurer's Report • Member programs that join after June 1st do NOT pay dues for the following year • Update password file and share b/w treasurer and secretary
July	<ul style="list-style-type: none"> • Past Chair begins soliciting nominees for upcoming vacancies in the Board. • Treasurer: Confirm California filing http://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y & https://www.ftb.ca.gov/help/business/entity-status-letter.asp

	<ul style="list-style-type: none"> • Begin planning CoPGTP Annual Meeting if at GSA*
August	<ul style="list-style-type: none"> • Excellence in Training Award applications due • Research Award proposals due • American Psychological Association annual meeting* • Nominations Committee puts together slate for elections
September	<ul style="list-style-type: none"> • 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 • Treasurer completes merchant processing attestation/PCI compliance • Update password file and share b/w treasurer and secretary
October	<ul style="list-style-type: none"> • 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.)
November	<ul style="list-style-type: none"> • Treasurer sends dues notice by November 15 • Fall newsletter published • New student representative(s) announced • Announce new newsletter position for following year if needed • Gerontological Society of America annual meeting* • Treasurer completes System for Award Management (SAM) registration
December	<ul style="list-style-type: none"> • Website resource updates posted • Treasurer to produce 4th quarter Treasurer's Report • Treasurer to present next year's proposed budget to the Board • Policy and Procedure Manual is updated • Every 3 years, departing secretary sends archives to incoming secretary. • Update password file and share b/w treasurer and secretary

*Annual membership meeting may be either APA or GSA (as determined each year).