

WELCOME TO THE BOARD ROOM

November 2023 Board Meeting Recap

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Preparing for a Board Meeting

For two days, twice a year, the ACLP Board of Directors meets in person for the board meeting. One month before the board meeting, all ACLP committees, task forces, and work groups comprising volunteer Certified Child Life Specialists and aspiring professionals are expected to submit Board reports. Through these reports, they can share the progress of their work, seek direction or clarification, and/or request board approval for their recommendations or financial considerations. Board members review each report and come prepared with questions and considerations for each discussion item.



Structure of a Board Meeting

Each in-person board meeting adheres to association best practices and Robert's Rules of Order when conducting a meeting. The agenda for each board meeting is as follows:

1. Roll call for all attendees and recognize a quorum.
2. Calling the meeting to order. This includes the reading of ACLP's Inclusivity Goals and a Land Acknowledgement.
3. Approval of the consent agenda and past meeting minutes. Past meeting minutes include those from the previous board meeting, executive committee meetings, and presidents' meetings.
4. Headquarters report
5. Treasurer's report
6. Committee, task force, or workgroup reports and discussion
 - ◊ If a committee, task force, or workgroup presents a motion in their report, the following steps occur:
 - The board liaison provides an overview of the report and responds to questions from the board
 - A board member obtains the floor and makes a motion
 - Another board member seconds the motion
 - The President states the motion and invites further discussion
 - The President requests affirmative votes followed by opposing votes
 - The majority of votes, to affirm or oppose the motion, determines whether the motion carries
 - The President announces the results of the vote and next steps for the motion
7. Strategic discussions
8. Meeting is adjourned

Below are highlights of Board discussions and motions that were presented during the November Board meeting.

Highlights of the November 2023 Board Meeting Motions

Publications Committee

A motion was approved for the Guidelines and Procedures for all Publications of the Association of Child Life Professionals to be implemented with edits on a trial basis for one year.

Headquarters (HQ) Report

The HQ report is a standing Board agenda item. Alison Heron, MBA, CAE, CEO, prepared the HQ report with the support of ACLP staff. This report provides a comprehensive overview of the following: strategic plan updates, marketing and communication campaigns (i.e., launch of the new ACLP website, branding guidelines, social media strategy), education updates (i.e., courses, webinars, annual conference), Emotional Safety Summit II, certification updates (i.e., job analysis, Code of Ethics, Institute for Credentialing Excellence conference), membership (i.e., campaigns, retention, waivers, mentorship program, meet ups), program standards, and staffing updates. The Board continues to be impressed by the ACLP staff and the breadth, quality, and impact of their work.

ACLP & The Child Life Certification Commission (CLCC) Budget

At each board meeting, treasurer and finance committee reports are shared. In addition, at each November board meeting, the CEO shares the draft budget for the upcoming year. With the separation of CLCC, separate budgets were presented for ACLP and CLCC.

The examples below showcase the types of items included in each budget:

- CLCC: nominal increase in certification fees

to offset expenses for accounting, audit consultants, and credit card fees.

- ACLP: increase for conference registration and exhibitor fees. Food and beverage expenses and other associated conference costs continue to increase substantially. Prices for the Conference Lighting Pass and intensives were reduced to increase accessibility and engagement.
- ACLP has partnered with The YGS Group – Association Solutions to expand media and advertising to boost conference attendance.

To enhance our fiscal accountability, the 2025-2027 Strategic Planning meeting will take place in May 2024 to consolidate the need for board travel. The motion to approve the 2024 budget carried.

Governance Committee

The Governance Committee requested approval for revisions to the 1) Documentation Retention and Destruction, 2) Relationship, and 3) Gift Acceptance policies; all of which were approved.

Diversity, Equity & Inclusion (DEI) Committee

A motion was brought to the floor to approve the new ACLP DEI statement with edits. This motion carried.

Awards Committee

The backgrounds and accomplishments for the 2024 Mary Barkey Clinical Excellence Award and Distinguished Service Award winners were shared with the Board. A motion to approve these award recipients carried.

Community-Based Practice Committee

A request was made for this committee to propose revision recommendations for the Community-Based Practice Position Statement and the Standards and Guidelines for Child Life Practice in Community-Based & Non-Traditional Settings document.

Additionally, the Board requested this committee to conduct a gap analysis, using the new child life certification exam content outline, and propose recommendations for community-based pathways to the profession.

Patient & Family Experience (PFX) Committee

Since the Emotional Safety Summit II in June 2023, emotional safety presentation requests from other organizations have increased. The board asked this committee to curate a standardized emotional safety presentation to ensure consistent messaging, ACLP branding, and to capitalize on an influx of opportunities to build new partnerships and strengthen existing ones.

Strategic Discussions

Child Life Certification Commission

A motion was brought forward to task the CLCC with revising the existing child life competencies with ad hoc support from ACLP. This motion carried.

Academic Endorsement Program

At the June 2023 board meeting, the board voted to explore the strategic, operational, and financial impact of academic accreditation. The findings from this exploration, informed by insights from a programmatic accreditor of health sciences professions education, have determined that establishing an accreditation program for child life academic programs is not financially feasible or sustainable for our organization. There is a high likelihood that the organization may struggle to sustain this endeavor long-term.

A motion was made to resume the academic endorsement programs in late Fall or early 2025. This motion carried.

Action Steps after a Board Meeting

Following each board meeting, the secretary has two weeks to finalize the meeting minutes, which are then reviewed by the board. Once the minutes are approved, board liaisons then share updates with their respective committees, task forces, and work groups regarding decisions and direction related to their board reports. If revisions are needed, that committee is expected to make the necessary adjustments.

Once a motion has been approved by the board, ACLP staff then executes the operational aspects of that motion (i.e. branding of resources, website updates, implementation of new software).

