

**APA Division 34, Population and Environmental Psychology
Executive Committee and Business Meeting Minutes
August, 2000**

Margaret Topf, Ph.D., Secretary

1. It was agreed that the Division Bulletin has grown in scope and readership. To facilitate bulletin preparation it was decided to recruit one population and one environmental psychology assistant editor as well as book reviewers for each area. Three year commitments were agreed upon. Cost of the Bulletin was considered. There will be two 16-page issues per year, and one 16 or 20-page issue. It was decided to keep the membership dues at \$9 for 2001 with the expectation that the large number of "first year free" memberships in 2000 will provide additional financial support for the Bulletin in 2001 when dues will be collected from these members.
2. Recruitment strategies for a new editor for the Bulletin beginning in 2002 were discussed.
3. The Treasurer's report was presented. This is abbreviated in this edition of the Bulletin and available in full on the D34 WWW page.
4. The Secretary presented her report. This included the news that 80 "first year free" members joined the Division. Dues statements are sent to the membership toward the end of the year. "First year free" members will be sent dues statements for the following year if they join the first six months of their first year. Those joining the last six months of the first year will be billed the following autumn. This procedure will contribute to a more efficient billing process as compared to billing "first year free" members on a month-by-month end of first year basis.
5. Robert Sommer reported that many members of Division 34 apparently want to become more active, apparently reflecting resources for more Division Committees of interest to the membership, such as collaborations with environmental activist groups as few of these know the work of population and environmental psychology. Furthermore, he led a discussion on the possibility of instituting Division Awards such as early career, career achievement, and student awards. A committee will be needed to organize this.
6. The Division Representative to APA Council reported on the APA Poverty Resolution.
7. Joseph Juhasz is our new President-Elect, and Bruce Walsh joins the Executive Committee as Member-at-Large. President Robert Sommer passed the gavel to S. Marie Harvey the incoming Division 34 President.

DIVISION 34 POPULATION AND ENVIRONMENTAL PSYCHOLOGY**Treasurer's Report
Peter R. Walker, Ph.D.****August 5, 2000**Balance Sheet

The attached balance sheet shows the Division's account as of December 31, 1999. The Division ended 1998 with a balance of \$5,799.44, and ended 1999 with a balance of \$6,136.33 an increase of \$336.89. In the first month of each year, the available funds increase due to the release of dues collected the previous Autumn by APA on behalf of the Division. This year these funds amounted to \$1,557.00. The total "liabilities and fund balance" on December 31, 1999, was \$8,417.25.

Statement of Revenue and Expenses

The attached statement shows income from dues and interest in 1999, amounting to \$2,929.00, while there were expenses of \$1,868.25. This does not reflect charges for publishing Vol. 25 (3) of the Newsletter (see note 2, page 3).

The "One Year Free Policy," in theory and in practice.

The Division bills once per year, in the Autumn, following the Annual Convention, as does APA. This is an advance billing for the following calendar year. There is no system for prorating funds. This means that the "one year free" policy is now being handled in the following manner: If an expression of interest in the Division is received between 1/1 and 6/30, the interested party is billed in the Autumn for the following year; if interest is expressed between 7/1 and 12/31, the participant is not billed until the following Autumn. My feeling is that this is an appropriate compromise for a difficult to administer program.

Additionally, one budgetary problem with the "one year free" program is that the mailing list for the Newsletter must be purged of "one year free" members who do not pay. This should be done at least once per year. With the current success of the "free program," if an annual review of renewals is not completed, the cost of printing and mailing the Newsletter could rise sharply, while revenues for the Division rise more slowly.

Margaret recently purged the membership list of those individuals who should have paid 2000 dues but failed to do so, notifying APA to remove their names from the Newsletter mailing list. Additionally, she prepared a list of "first year members" that are to be billed for 2001 and submitted it to APA.

Dues-paying members

As of June 30, 1999, the number of members whose dues are collected through APA totaled 238. In the period ending June 30, 2000, dues-paying APA members fell to 225. The Treasurer collected dues from an additional 30 affiliates and non-APA members in 1999, while in 2000 that number fell to 22. The total current paid membership is 248, down from 268 a year ago. On the bright side, there are over 80 new members who have yet to pay dues.

Dues Structure

I recently reviewed the cash flow for the period, July 1, 1999, to June 30, 2000. The Division had income of \$2,955.23, and expenses of \$2,858.78, with a net increase of \$96.45. The expenses included \$2,638.05 for printing and mailing of the newsletter, including two, 16 page issues, and one, 20 page issue. The other expense was the 1999 Division Social Hour, at \$220.24. As of July 1, 2000, the Division has \$7,869.56 on deposit with APA. There will be two charges against this amount before the end of the year: one issue of the newsletter, about \$900.00 (a reduced page count would be less), and the Division Social Hour in Washington, \$170.00. I anticipate little further income this year.

All things considered, including the Division's desire to increase its membership, I recommend that we hold the total pages in the newsletter to 52 per year (two 16 page issues, and perhaps a 20 page issue), and not increase dues at this time. This hopefully will turn most of the 80 "for free" members into dues-paying members. If the Division wishes to make financial awards, and/or, increase the issue size to 20 pages per issue, I recommend an increase in dues from \$9.00 to \$12.00, a 33% increase. I hope this can be avoided for a year or so, until we can fully evaluate whether our non-paying new members will eventually become dues-paying members.

APA Division 34, Population & Environmental Psychology
Balance Sheet, December 31, 1995-1999
Peter R. Walker, Ph.D., Treasurer

	1995 Final	1996 Final	1997 Final	1998 Final	1999 Final
ASSETS					
Cash on deposit at APA	6,068.25*	5,890.17*	7,377.80*	7,693.44*	8,417.25*
Investments	0.00	0.00	0.00	0.00	0.00
Accounts receivable	0.00	0.00	0.00	0.00	0.00
Advances/prepaid expenses	0.00	0.00	0.00	0.00	0.00
Accounts not held by APA	0.00	0.00	0.00	0.00	0.00
Total Assets	6,068.25	5,890.17	7,377.80	7,693.44	8,417.25
LIABILITIES & FUND BALANCE					
Liabilities					
Dues collected in advance of service year	1,991.00	2,046.00	1,933.00	1,894.00	1557.00
Other revenue collected in advance	0.00	0.00	0.00	0.00	0.00
Accounts payable	21.33	0.00	0.00	0.00	723.92**
Other liabilities	0.00	0.00	0.00	0.00	0.00
Total Liabilities	2,012.33	2,046.00	1,933.00	1,894.00	2280.92
Fund Balance					
Beginning of year	6,068.25	4,055.92	3,844.17	5,444.80	5799.44
Net current year-to-date income or (loss)	(2,012.33)	(211.75)	1,600.63	354.64	336.89
Current Fund Balance	4,055.92	3,844.17	5,444.80	5,799.44	6136.33
TOTAL LIABILITIES & FUND BALANCE	6,068.25	5,890.17	7,377.80	7,693.44	8417.25

* Reflects the inclusion of liability item "Dues collected in advance of service year."

** Unpaid balance due for printing and mailing the Autumn 99, Newsletter, Vol. 25 (3).

**DIVISION 34, POPULATION AND ENVIRONMENTAL PSYCHOLOGY
STATEMENT OF REVENUES, EXPENSES**

1995-1999

Peter R. Walker, Ph.D., Treasurer

Prepared July, 2000

ACCOUNT NO.	TITLE	1995 FINAL	1996 FINAL	1997 FINAL	1998 FINAL	1999 FINAL
INCOME:						
4001	ASSOCIATE ASSESSMENTS	\$45.00	\$22.00	\$55.00	\$53.00	\$33.00
4002	MEMBER ASSESSMENTS	1,458.00	1,628.00	1,859.00	1,598.00	1,441.00
4003	FELLOW ASSESSMENTS	747.00	814.00	781.00	759.00	715.00
4004	EXEMPT DUES	0.00	0.00	0.00	245.00	205.00
4005	NEW MEMBER DUES	101.00	0.00	No charge*	No charge*	No charge*
4100	WORKSHOP FEES	0.00	0.00			0.00
4200	NON-APA MEMBERS DUES	119.00	14.00	351.00	387.17	180.00
4220	CONTRIBUTIONS	0.00	0.00	144.00	54.00	18.00
4610	ROYALTIES	0.00	0.00	0.00	0.00	0.00
4900	ADVERTISING INCOME	0.00	266.00	0.00	0.00	0.00
4910	SALES	0.00	0.00	0.00	0.00	0.00
4973	OPERATING INTEREST (APA)	325.11	247.23	299.50	354.12	337.06
4999	OTHER INCOME	97.50	0.00	0.00	0.00	0.00
	TOTAL INCOME	2,892.61	2,991.23	3,489.50	3,450.29	2,929.00
EXPENSES:						
6080	PRINTING/PUBLICATIONS	2,940.78	2,305.03	936.32*	2,136.37	1,270.00*
5160	POSTAGE/MAILING	299.60	441.96	254.46*	405.88	377.06*
6000	CONSULT/CONTRACT SVC	0.00	0.00	0.00	0.00	0.00
6300	CONVENTION/MEETINGS	873.17	106.24	0.00	162.75	220.24
6700	TRAVEL EXPENSE	297.23	0.00	395.09	390.65	0.00
6900	OFFICE EXPENSE	194.16	0.00	0.00	0.00	0.00
6950	TELEPHONE EXPENSE	0.00	49.75	0.00	0.00	0.00
7080	ANNUAL SPON. FEES	0.00	0.00	0.00	0.00	0.00
7090	RENEW. REVIEW FEE	0.00	0.00	0.00	0.00	0.00
7325	WORKSHOP EXPENSE	0.00	0.00	0.00	0.00	0.00
7355	AWARDS	300.00	300.00	300.00	0.00*	0.00*
7400	MEMBERSHIP DUES	0.00	0.00	0.00	0.00	0.00
7500	MISC.	0.00	0.00	0.00	0.00	0.95*
	TOTAL EXPENSES	\$4,904.94	\$3202.98	\$1,888.87	\$3,095.65	1,868.25
	NET INCOME (LOSS)	(\$2,012.33)	(\$211.75)	\$1,600.63	\$354.64	1,060.81*

Figures are drawn from APA-supplied statements. For comparison purposes, this statement is based on previous reporting categories.

1. Newsletter expenses were unusually low in 1997, do to a credit from APA for errors in printing and mailing of the Fall 1996 newsletter.
2. Only Newsletters Vol. 25 (1) and 25 (2) were billed in 1999; the costs for Vol. 25 (3), published in 1999, were \$723.92, billed in 2000.
3. Travel expense for the President-elect to attend CODAPAR meeting in Washington, DC.
4. No Student Paper Award given in 1998 or 1999.
5. The Division currently does not charge dues for the first year of membership.
6. Credit card processing charges for non-APA members living abroad.