

## **2017-2018 Secretary's Report**

TO: ACCTA Membership

FROM: Brigid Cahill, Ph.D., ACCTA Secretary

DATE: July 23, 2018

### **I. List of Tasks Completed as ACCTA Secretary**

- a. Developed ACCTA letterhead to reflect current Board membership and revised it during the year as needed.
- b. Completed minutes for monthly board video-conference calls, obtained Presidential approval from Dr. Natasha Maynard-Pemba, and arranged for minutes to be posted on the ACCTA Website and sent to membership on the listserv.
- c. Updated the List of Projects, Committees, and Liaisons for the ACCTA website.
- d. Updated Board Positions on the ACCTA website.
- e. Organized the ACCTA Board 2017-2018 Folder in Dropbox.
- f. Served on selection committee for Diversity Mentorship Scholarship Program.
- g. Collected and compiled 2018 Board of Directors, Committee, and Activity Reports and posted them on the ACCTA website.
- h. Collected and compiled 2018 Liaison Reports and posted them on the ACCTA website.
- i. Contacted liaisons regarding attendance at the ACCTA conference.
- j. Completed the 2018 Secretary's Report highlighting board discussions.
- k. Compiled ACCTA information to be placed in conference packets

### **II. Board Listserv Summary: Many issues were discussed during monthly board meetings and on the listserv. The most salient activities to which all board members and officers contributed via board meetings and board listserv discussions were as follows:**

- a. Clarification of the membership renewal policy and procedure, including when fees for late renewals are charged (from Oct - Jan) and the decision to continue the policy of not prorating fees.
- b. Development of the new accreditation liaison board role, in part in response to member feedback.
- c. Developed and approved the new timeline for the Diversity Mentor Scholarship application process to better coincide with the conference planning process.
- d. Planned for the midyear Board meeting at the 2018 APPIC conference.
- e. Review of the new contract with AMC Source and the ongoing service provided.
- f. Discussion of the 2017 conference evaluation feedback, including: need to increase use of microphones, ways to improve the new preconference program, approval for using pronouns on nametags, approval for the new conference site voting, and approval for use of giftcards for meals.

- g. Discussion of ways to support new and developing programs, partly in response to conference evaluation feedback and in recognition of the changing internship landscape as the Match imbalance is rectified.
- h. Planning for the 2018 conference. In addition to usual conference programming activities, discussions also included:
  - i. Making changes for the second ever preconference, including identifying the most useful presentations and inviting a preconference host.
  - ii. Inviting and funding the unopposed SCD speaker.
  - iii. Formalized the sponsorship application and approval process, following the first sponsor in the 2017 conference.
- i. Identified potential 2020 ACCTA conference sites.
- j. Formulated a letter to Massachusetts' licensing board regarding group supervision guidelines limiting groups to a maximum of three trainees.
- k. Suggested themes and topics for the 2020 CCTC Conference.
- l. Supported the APPIC's policy modification to include doctoral programs in the Match that are accredited by a governmental accrediting body for psychology. This change allows the VAs to continue participation in the APPIC Match and not be obligated to develop a separate match process.
- m. Discussed ways to support the Standing Committee on Diversity's Steering Committee (SCD-SC), including providing funding to support a preconference meeting.
- n. Approved and began replacing the outdated projectors and laptops with new projectors and ChromeBooks.
- o. Discussed ongoing challenges with using Skype and decided to switch to Zoom as our videoconferencing platform.
- p. At multiple times during the year, discussed tragic events in member cities and universities, and decided to send care and compassion baskets to the affected counseling centers.