



2016-2017 Secretary's Report

TO: ACCTA MEMBERSHIP
FROM: Ellie Hakim, Ph.D., ACCTA Secretary
DATE: July 21, 2017

I. List of tasks completed in role 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 2016-2017 Folder in Dropbox.
- f) Reviewed needed Position Descriptions for ACCTA roles.
- g) Served on selection committee for Diversity Mentorship Scholarship Program.
- h) Provided input into ACCTA's response to CoA public comments on IRs.
- i) Collected and compiled 2017 Board of Directors, Committee, and Activity Reports and posted them on the ACCTA website.
- j) Collected and compiled 2017 Liaison Reports and posted them on the ACCTA website.
- k) Contacted liaisons regarding attendance at the ACCTA conference.
- l) Completed the 2017 Secretary's Report highlighting board discussions.
- i) Compiled ACCTA information to be placed in conference packets.

II. 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, in roughly the chronological order in which they were addressed, were as follows:

- a) ACCTA Response to 2016 Presidential Election Stress. Dr. Natasha Maynard-Pemba led multiple discussions regarding how the board could support members following the 2016 United States Presidential Election. Board members collected resources for supporting Training Directors and trainees navigating the stress and anxiety of the election season. Dr. Maynard-Pemba sent an email to membership highlighting the resources and encouraging members to utilize the board and the listserv for additional resources or consultation, as needed.
- b) "About ACCTA" webpage. Dr. Maynard-Pemba proposed and received support for changing the content of the "About ACCTA" webpage to reflect an ACCTA mission statement.

- c) ACCTA 2018 Conference Site. Dr. Maynard-Pemba reported the 2018 ACCTA conference will be held at the Hilton in Minneapolis, MN.
- d) Commission on Accreditation-Implementing Regulation (DSK Direct Observer). Drs. Brigid Cahill, Ellie Hakim, and Daniela Linnebach Burnworth drafted a response to CoA on behalf of ACCTA addressing proposed IRs concerning assessment, research, and direct observation.
- e) CCTC Joint Conference. There was discussion regarding ACCTA's involvement as a sponsor for the CCTC Joint Conference planned for 2020.
- f) ACCTA 2017 Conference Theme. The 2017 ACCTA Conference theme is *Empowering Voices: Training Directors as Advocates*. Dr. Candice Hargons will be the keynote speaker.
- g) ACCTA 2017 Conference Sponsorship. The board supported the UniversityCounselingJobs website sponsorship for the 2017 ACCTA conference. UniversityCounselingJobs.com will be providing \$1000 towards the Diversity Mentorship Scholar Program. They will have information about their services available at the ACCTA registration table and in registration packets.
- h) ACCTA 2016 Conference Survey. Board members reviewed feedback from the 2016 Conference Survey. There was discussion regarding the utility of having a Pre-Conference option for new Training Directors. Other conference survey feedback indicated support for continuing to offer conference excursions, continued desire to rotate conference locations between cities and resorts, and mixed feedback regarding the desire to increase conference costs versus have more external meals at the conference. Conference feedback noted the need for more members to use microphones. As such, the board decided to purchase one to two battery-operated mobile microphones for use at the conference. After reviewing feedback and attendance at the second affinity group, the board, with support from SCD, decided to return to one affinity group.
- i) Pre-Conference. The board decided to offer a Pre-Conference for new training directors on Saturday, September 9th. Dr. Frances Diaz will oversee and host the programming and Dr. Renee Gilkey will be responsible for the Pre-Conference logistics. The First Time Attendee Orientation will be part of regular programming, as all members can attend.
- j) ACCTA 2019 Conference Location. The location cities have been narrowed to two options for which membership will vote.
- k) Diversity Scholarship Rubric. A qualitative component was added to the selection process for Diversity Scholars. Additionally, applicants were asked to include a general description of their proposed presentation topic as part of the Diversity Scholar application. The selection committee will be reassessing the process and making proposed changes.
- l) Board Conference Calls. The board agreed to extend the board conference call to two hours for the duration of the summer leading up to the conference.

- m) Conference Costs. The board explored increasing food and beverage and technology costs associated with the ACCTA conference. The board will continue to keep conference registration fees at \$495 and monitor the need to increase registration fees in the future.
- n) ACCTA 40th Anniversary. The 2017 ACCTA Conference is ACCTA's 40th anniversary. Dr. Linnebach Burnworth chaired a committee to honor the occasion, creating recognition events and collecting music, photographs, and mementos.
- o) ACCTA 2017 Conference Programming. Nine programs were accepted for the conference, in addition to the keynote, the Diversity Scholars' presentations, and an unopposed program by SCD. The Program Submission forms included CE Requirements for CE-bearing programs and A/V Equipment Requests. After consultation with the SCD Steering Committee, programming will include a large and small group culture sharing and one affinity group time.
- p) Continuing Education. Drs. Sobel and Linnebach Burnworth worked with conference programming coordinators to ensure program submissions met required continuing education criteria.
- q) Counseling Psychology Model Training Program Open Comment Period. The board discussed whether to respond to Division 17's Special Task Group revision of the Model Training Program for Counseling Psychology. It was decided that Dr. Maynard-Pemba will share the information with membership, encouraging individual responses during the open comment period.
- r) Hotel Contracts. There was discussion over the board listserv discussing ways to amend hotel contracts to meet the needs of the organization (e.g., increasing the number of rooms held or designating certain conference expectations such as gender-neutral restrooms as another organization did following state legislation).
- s) ACCTA Conference Attendance. The board explored what the Policy and Procedure manual and Bylaws say regarding presenting or attending the ACCTA conference. It was agreed greater clarity in the language could be useful going forward.
- t) ACCTA listserv. The board explored continued difficulties for membership in receiving all of the emails on the ACCTA listserv. The board is continuing to consult with Memberclicks about potential solutions.
- u) Counseling Psychology Conference. The board agreed to be a sponsor for the 2020 Counseling Psychology Conference.