**2018-2019 Secretary’s Report**

TO: ACCTA Membership

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

DATE: August 19, 2019

1. **List of Tasks Completed as ACCTA Secretary**
	1. Developed ACCTA letterhead to reflect current Board membership and revised it during the year as needed.
	2. Completed minutes for monthly board video-conference calls, obtained Presidential approval from Dr. Carmen Cruz, and arranged for minutes to be posted on the ACCTA Website and sent to membership on the listserv.
	3. Updated the List of Projects, Committees, and Liaisons for the ACCTA website.
	4. Updated Board Positions on the ACCTA website.
	5. Organized the ACCTA Board 2018-2019 Folder in Dropbox.
	6. Served on selection committee for Jay Zimmerman Diversity Mentorship Scholarship Program.
	7. Collected and compiled 2019 Board of Directors, Committee, and Activity Reports and posted them on the ACCTA website.
	8. Collected and compiled 2019 Liaison Reports and posted them on the ACCTA website.
	9. Contacted liaisons regarding attendance at the ACCTA conference.
	10. Completed the 2019 Secretary’s Report highlighting board discussions.
	11. Compiled ACCTA information to be placed in conference packets
2. **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:**
	1. Identification of and support for both internal and external goals (see president’s report).
	2. Membership related:
		1. Discussion of late membership renewals and nonrenewals.
		2. Review of atypical applications for membership.
	3. Communications including:
		1. The APA/CoA’s response to Dr. Maynard–Pemba’s letter regarding IR C-27 I public disclosure data.
		2. Response to APPIC’s call for comment on accreditation requirements.
		3. Response to CoA's call for public comment to new Implementing Regulations (IRs): C-27 I and C-23 P: Trainee Admissions, Support, and Outcome Data; C-28 I and 24 P: Consortium; and D.4-8 (a), (b), and (c): Interim Reporting.
		4. Discussion of the need to respond to the HHS conscience cause recent legislation.
	4. Planning for the 2019 and 2020 conferences. Discussions included but were not limited to:
		1. Review of past conference feedback.
		2. Site selection for the 2020 conference.
		3. Selecting the 2019 theme and keynote speaker.
		4. Review of sponsor applications.
		5. Discussion of and planning for the unique nature of this year’s conference excursion to the National Museum of African American History and Culture.
		6. Discussion of the potential for CEs for culture sharing.
		7. First annual ACCTA dance!
	5. Providing feedback to the CCTC 2020 conference planning committee on the theme of “Social Responsiveness.”
	6. Website concerns
		1. Change to fee structure for website updates resulting in needing to change and streamline our processes.
		2. Development of survey for membership on website usability.
	7. Feedback to Standing Committee on Research on the annual survey.
	8. Support for the Standing Committee on Diversity in response to changes in leadership.
	9. Changes in the review and selection process for Jay Zimmerman Diversity Mentorship Scholarship applicants.
	10. 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.
	11. On multiple occasions, discussion regarding board members reaching out to support individual ACCTA members through consultations.