**2021-2022 Secretary’s Report**

TO: ACCTA Membership

FROM: Laura Wright, Ph.D., ACCTA Secretary

DATE: September 6,2022

1. **List of Tasks Completed as ACCTA Secretary**
   1. Updated 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. Cecilia Sun, 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 and on spreadsheet in dropbox.
   4. Created and managed the ACCTA Board 2021-2022 Folder in Dropbox and gave all Board members access.
   5. Collected and compiled 2021--2022 Board of Directors, Committee, and Activity Reports and posted them on the ACCTA website.
   6. Completed the 2021-2022 Secretary’s Report highlighting board discussions.
   7. Compiled and distributed contact information for Board members
   8. Sent link for monthly Board and Executive Board meetings
   9. Drafted letters for incoming Board members home institutions to be sent by President Cecilia Sun
   10. Monitored ACCTA facebook and gmail
   11. Sent invitations to liaisons for conference/ coordinated who will attend virtually and in-person.
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. Planned for the mid-year Board meetings in 2022.
   2. Ongoing review of the contract with AMC Source and services provided.
   3. Discussed 2021 conference feedback to aid in planning for 2022 and future conferences.
   4. Planned for the 2022 conference, including confirmation of theme, identifying a keynote speaker, and recommitting to a mostly in-person (with limited virtual offerings) conference in response to membership survey and ongoing COVID-19 considerations.
      1. Adjusted sponsorship packages to fit an in-person conference format.
      2. Reviewed conference documents prior to posting.
      3. Confirmed registration fee.
      4. Discussed and decided on health and safety considerations for in-person conference
      5. Planned for promo video to inspire conference attendance
      6. Trouble-shooting hotel reservation issues
   5. Updated the sponsorship application and approval process, adding more potential sponsors to the list and reviewing package options.
   6. Reviewed ACCTA Annual Survey.
   7. Board members voted on having multiple members continue their Board role during times of job transition.
   8. Reviewed Counseling Psychology specialty council taxonomy document for Dr. Sun’s workgroup
   9. Began sign-up for monthly review of listserv questions by Board to assure questions posed get response.
   10. Discussion of support for non-TD trainers in UCC’s
   11. Established monthly ACCTA Connection zoom meetings for new and ongoing ACCTA members to have a space for support.