**36th Annual ACCTA Conference**

**September 21-September 25, 2013**

***The Internship Crisis and Social Justice:
Implications for Selection and Training***

**Hotel InterContinental New Orleans**

**New Orleans, Louisiana**

## Board Meetings 1 and 2

September 20-21, 2013

## CALL TO ORDER Dr. Mary Ann Covey called the meeting to order at 4:36 pm Central Standard Time.

## She noted that the agenda is lengthy, and she asked that we prioritize time for the following three items:

1. ACCTA’s Response to the recent APA Board of Educational Affairs on Resolution on Accreditation.
2. Streamlining the ACCTA Membership and ACCTA Conference Surveys
3. Discussion of Standing Committee on Website Management

## OFFICERS REPORTS –

1. Dr. Mary Ann Covey, President, has completed the President’s Report and has sent it to the board. Like the other Officers’ Reports, it is available on the ACCTA Website. In her report, she outlined the Internal Business and External Business that has occurred this year.
2. Dr. Julie Corkery, Secretary, reported to the board that she had outlined issues discussed on the board listserv and in the monthly board discussions in the Secretary’s Annual Report.
3. Dr. Tricia Besett-Alesch, Treasurer, reported that she has completed the annual budget. Because we changed the fiscal year start date from October 1st to July 1st, the interpretation of this year’s budget during the transition is complex. We changed the fiscal year to make the interpretation of the budget more transparent in future years. During the upcoming year and in future years, we will have the majority of dues, conference registration, and conference-related costs within the same fiscal year.

## III. BOARD MEMBER REPORTS

1. Membership: Dr. Ellie Hakim and Jon Brandon, Chairs. Dr. Hakim reported that membership has grown approximately 10% over the last two years. Dr. Hakim indicated that she is continuing to work with Mr. Greg Brooks from AMCSource to make slight modifications in the New Member form.

Dr. Hakim recommended that we change our procedure for charging annual dues. She recommended that we begin to prorate the dues for new members, corresponding with month that they join, rather them to wait to begin charging dues until the next fiscal year after new members join. She agreed to draft new P&P language to reflect those changes.

1. Awards and Certificates: Dr. Andrew Shea and Matt Zimmerman, Chairs. Dr. Shea reported that he is ready for conference awards.
2. Conference Program: Drs. Cyndy Boyd and Jon Brandon reported that the conference program planning went smoothly. They reported that we will have fewer concurrent Continuing Education (CE) programs this year. The Standing Committee on Diversity (SCD) will sponsor an unopposed CE program, and our liaisons’ panel will also present an unopposed CE program. We will gather feedback in the conference surveys.
3. Continuing Education: Drs. Mary Jan Murphy and Frances Diaz have completed their preparations for the electronic CE process to manage the evaluation and attendance certification process. They are using the electronic process for the third year running. They indicated that the CE Chairs need to learn how to integrate Survey Monkey, Excel, and .pdf certificates; thus there is a significant learning curve for a task that a new board member implements every year. The board encouraged them to discuss the possibility for AMCSource to complete this task in the future, to arrange a centralized system.

**E.** New Member Programs:

1. Conference Connector/ Orientations: Drs. Mary Jan Murphy and Karen Lese-Fowler. Dr. Murphy indicated that 17 members are serving as Conference Connectors. Drs. Murphy and Lese-Fowler had reached out to new members who had not requested a connector initially, and they learned that some new members hadn’t known about it. They brainstormed ideas about how to advertise the program.

2. Mentor Program / Returning Members Program: Drs. Brooks Morse and Natasha Maynard-Pemba. Dr. Morse reported that 13 new Directors of Training requested a mentor. Drs. Morse and Maynard-Pemba developed matches based on training program similarity as well as mentee needs and mentors’ professional experiences. They had adjusted the eligibility criteria for mentors from a minimum of four years of experience to three years. Additionally, the board brainstormed ideas about how to recruit new mentors, considering ways to utilize technology.

Dr. Maynard-Pemba reported that she and Dr. Morse are prepared for the Returning Members Program at the beginning of this conference. They have emailed members about the meeting agenda. The agenda items are: reconnecting, ACCTA conference highlights last year, national issues, and ways to get involved in ACCTA.

1. Special Events Coordination – Dr. Natasha Maynard-Pemba coordinated a dinner-gathering for ACCTA members at the National Multicultural Summit.
2. Technology Equipment Coordination: Dr. Andrew Shea reported that AMCSource is making the arrangements for the within-conference technology equipment.

**H.** Website Content Coordination: Dr. Matt Zimmerman reported that AMCSource has been very responsive and helpful in assisting with the website development and coordination.

## IV. STANDING COMMITTEE REPORTS

1. Standing Committee on Conference Site Planning: Dr. Terri Rhodes has recommended to the board that this standing committee be dissolved, given that AMCSource has assumed many of the responsibilities that were formerly completed by committee members.
2. Standing Committee on Bylaws: Dr. Natasha Maynard-Pemba reported that she has drafted language for an amendment to dissolve the Standing Committee on Conference Site Planning. The members will vote on the amendment concurrent with elections.
3. Standing Committee on Diversity: Drs. Carmen Cruz and AY Bryant (Liaison: Dr. Frances Diaz). Dr. Diaz reported that the SCD Chairs will present their plans for their committees’ P&P later during this meeting.
4. Standing Committee on Nominations: Dr. Maureen Lafferty reported that she has received nominations for the President-Elect and Secretary offices and several nominations for board positions, including the Standing Committee on Website Management Chair position.
5. Standing Committee on Research: Dr. Mollie Herman (Liaison: Dr. Cyndy Boyd). Dr. Boyd reported that Dr. Herman and her committee have been active, with three projects. They have investigated licensure requirements across the states and provinces, investigated the career trajectories of ACCTA Diversity Scholars, and surveyed ACCTA members with regard to Self-Study experiences.
6. Standing Committee on Training Resources: Dr. Jon Brandon and Ellie Hakim. The Standing Committee on Training Resources continues to work to update the Training Resources section of the website.

## V. PROJECT/COMMITTEE REPORTS

## ACCTA Membership Survey: Dr. Covey reported that she will establish a work group to streamline the ACCTA Membership Survey.

1. Archives and History/Photography: Drs. Kathlyn Dailey and Natasha Maynard-Pemba. Dr. Dailey has submitted the ACCTA History Annual Report. Dr. Maynard-Pemba is working with AMCSource to arrange photographs on the ACCTA Website.
2. Board/Member Listserv: Dr. Covey reported that she is exploring the possibility of transferring the listserv to the ACCTA Website.
3. Care and Compassion: Dr. Covey initiated a discussion about developing criteria for making decisions about the Care and Compassion response. The board agreed to establish written statement about the Care and Compassion response in the P&P and to ensure that the members are well informed about how to contact the Care and Compassion Chair.
4. Conference Evaluation: Dr. Mollie Herman has been communicating with Dr. Covey about integrating the conference evaluation into the general ACCTA Survey.
5. Diversity Mentorship Scholarship Program: Drs. Tawa Sina and Heather Frost. Dr. Diaz (SCD Board Liaison) reported that the Standing Committee on Diversity – Steering Committee (SCD-SC) has developed policies and procedures to clarify tasks associated with selecting scholars and about the board liaison mentoring the scholars for their ACCTA Conference experience.
6. Grants: Dr. Terri Rhodes. Drs. Rhodes and Covey have been discussing the need for the Executive Committee to develop conference themes far enough in advance to enable ACCTA to access grants to pay for presenters. The current Executive Committee agreed to carry that aspiration forward.
7. Job Bank: Dr. Cathye Betzel continues to do a great service to ACCTA in her role as Job Bank Coordinator.
8. Listserv Surveys: Dr. Brigid Cahill has gathered the ACCTA Listserv Surveys and made them available on the ACCTA Website. She continues to provide a valuable service.
9. Site Visitors and Consultants List: Dr. Brooks Morse has compiled the Site Visitors and Consultants List for this year. It is available in the Board of Directors, Committee, and Activity Reports.

## VI. LIAISON AND CONFERENCE REPORTS - Dr. Julie Corkery, Secretary, has compiled the liaison reports for the year.

## VII. INTERNAL BUSINESS

A. AMC Update. The board reviewed the Annual Report from AMCSource, which will be available on the ACCTA Website. Dr. Tricia Besett-Alesch, Treasurer, presented ACCTA’s spending on AMCSource’s services. Dr. Covey noted that AMCSource, given that it has multiple clients, has been able to exert leverage as a repeat customer to negotiate better conference costs than ACCTA has been able to negotiate independently. The ACCTA Board unanimously supported ACCTA’s continuing relationship with AMC\Source.

B. 2013 Conference Programs and Issues – The board reviewed the following elements of the Conference Program and confirmed readiness.

1. Conference Connector Program and New/Returning Member Orientations. Drs. MaryJan Murphy and Karen Lese-Fowler are ready.
2. AV Coordination: AMC Source is coordinating.
3. Opening: Dr. Mary Ann Covey is prepared for her State of ACCTA Address Conference Opening.
4. Annual Survey: Dr. Mollie Herman is working to streamline the survey. She will present results from this year’s survey during the Business Meeting.
5. Diversity Scholar Presentations: Drs. Tawa Sina and Heather Frost have selected the Diversity Scholars, who are prepared to present to us and participate in the conference.
6. Passages: Dr. Tm Paquette is prepared to facilitate.
7. Helen Roehlke Award: Dr. Mary Ann Covey is prepared.
8. Culture Sharing: Drs. Carmen Cruz and AY Bryant are prepared to facilitate.
9. Socials: Dr. Natasha Maynard-Pemba will coordinate social during the ACCTA by identifying nightly gathering locations.
10. Standing Committee Meetings: Drs. Maynard-Pemba, Brandon, Herman, Rhodes, Cruz, Bryant, and Lafferty are prepared for the Standing Committee Meetings they chair.
11. Liaison Reports: Dr. Mary Ann Covey has invited six of the liaisons to serve on a panel presentation. Dr. Cathi Grus, APA Education Directorate Deputy Executive Director, and Cindy Cook, ACCCCS Liaison, will present during Monday’s Business Meeting.
12. CoA Presentation: Dr. Covey reported that Drs. Susan Zlotlow and Liz Klonoff from the Commission on Accreditation will present unopposed during the conference.
13. Group Picture/Board Picture: Dr. Natasha Maynard-Pemba reported that she has identified a location for the conference attendees’ photo.
14. Excursions: Drs. Sharla Boyd, Carmen Cruz, and Cindy Cook, Conference Hosts, have arranged excursions.
15. Nominations: Dr. Maureen Lafferty is prepared to oversee the electoral process.
16. SCD Meeting: Drs. Carmen Cruz and AY Bryant, Standing Committee on Diversity Chairs, have developed an agenda for the SCD Meeting.
17. Affinity Groups: Drs. Carmen Cruz and AY Bryant are prepared to organize Affinity Groups.
18. Ad Hoc Meetings and Conversation Hours: We have a White Board that will enable members to arrange ad hoc meetings.
19. ACCTA Leadership Meeting – Drs. Mary Ann Covey, Maureen Lafferty, Tricia Besett-Alesch, and Julie Corkery, and Continuing Board Members will meet with nominees and anyone interested in being nominated during the conference for an ACCTA Leadership Meeting.
20. Awards and Recognition: Drs. Andrew Shea and Mary Ann Covey are prepared.
21. APA Self-Study and Site Visitor Workshops – For the first time, we will have both a Site Visitors Workshop and a Self-Study Workshop, with approximately 20 participants for each.

 C. Additional Business

1. Budget related to midyear meeting. President Covey expressed the need for a mid-year board meeting, given the pace of change within the field. The board agreed to support an additional night’s lodging for a mid-year meeting associated with the APPIC Conference. For board members who are not able to attend the APPIC Conference, arrangements will be made for them to participate in a board meeting via technology. The board will review the process and make a decision about whether to continue to meet for a mid-year meeting in the future.
2. Future Conferences:
	1. Conference 2014. http://www.ranchobernardoinn.com/ San Diego, CA, September 12-17, 2014.
	2. 2015 Conference site – Dr. Covey will request that Debbie Nolan from AMCSource investigate conference sites in Denver, Minneapolis, Nashville, and Salt Lake City for 2015.
3. Future Travel. The following liaisons were confirmed:
* ACPA Commission on Counseling and Psychological Services (CCAPS) - Dr. Emily Russell Slife. Next year it is in Indianapolis, IN: March 30 – April 2.
* American Psychological Association (APA) Convention – Dr. Mary Ann Covey and President-Elect. Next year in Washington, DC: August 7-10.
* APA Board of Educational Affairs (BEA)/APA Consolidated Meetings (Fall and Spring): Dr. Mary Ann Covey. Washington, DC.
* Association for the Coordination of Counseling Center Clinical Services (ACCCCS) – Dr. Cynthia A. Cook. Austin, TX: May 20-24.
* Association of Psychology Training Clinics (APTC) – Dr. Natasha Maynard-Pemba. Next year in San Juan, Puerto Rico: February 27 – March 2.
* APPIC in Austin, TX: May 1-3 – Dr. Mary Ann Covey **(Mid-year meeting)**
* Association for University and College Counseling Center Directors (AUCCCD) – Dr. Tricia Besett-Alesch. San Diego, CA: October 26- 30.
* Council of Chairs of Training Councils (CCTC) with BEA - Dr. Mary Ann Covey.
* Council of Counseling Psychology Training Programs (CCPTP) – Dr. Mary Ann Covey at Pre Counseling Psychology Conference in Atlanta, Georgia: March 12-16.
* Association of State and Provincial Psychology Boards (ASPPB). Dr. MaryJan Murphy. Las Vegas, NV: October 16 - 20.
* National Council of Schools and Programs of Professional Psychology (NCSPP). Matt Zimmerman. New Orleans, LA. January 20-25.

**VIII. AGENDA BUSINESS**

1. Membership Data/Conference Survey/ACCTA Survey - Dr. Covey and the board developed a plan for a work group to review the data we have about and from our membership and to streamline the way we gather it.
2. New Supervision Guidelines Proposal – Dr. Karen Lese-Fowler agreed to chair a committee charged with developing ACCTA’s response to the APA Board of Educational Affairs Task Force on Supervision Guidelines document, “Guidelines for Competency-based Clinical Supervision in Health Service Psychology Education and Training Programs.”
3. Drs. Carmen Cruz and AY Bryant, Standing Committee on Diversity (SCD) Chairs, presented the work of the SCD – Steering Committee (SCD-SC). The Chairs and the SCD-SC members who were present for the conference, Drs. Maria Carrubba-Whetstine, Pam Epps, Carina Sudarsky-Gleiser, also attended the presentation to the board. The Chairs outlined the history of their work on intentional evolution of SCD, the rationale for changes, and the creation of the Steering Committee. They described how they plan to conduct the nominations and election process for the members of the Steering Committee, the Chairs of the SCD, and the SCD Slate. They have written a document for the SCD P&P that clearly outlines functions for all SCD positions. They affirmed a plan for SCD to organize the Affinity groups and Culture Sharing. The board expressed enthusiasm and gratitude for the work of SCD-SC.
4. Drs. Covey, Shea, and Zimmerman considered with the board the continuing need for the Standing Committee on Website Management. All who have been directly involved agreed that the MemberClicks has eased the burden for the Standing Committee Chairs, but they also affirmed that specific expertise and commitment for the role remains necessary and relevant. The board affirmed the decision to maintain the Standing Committee on Website Management along with the Website Manager designation for one of the board members positions.
5. Accreditation (See National Issues Impacting Accreditation document). The board unanimously affirmed their support for accreditation as the standard of preparation for psychologists. They worked to identify ways to support members in their efforts to attain accreditation. Many of the meetings associated with this conference were designed in part to support programs in their efforts to gain accreditation.

### IX. FAREWELL and THANKS TO DEPARTING BOARD MEMBERS

**X. ADJOURNMENT**