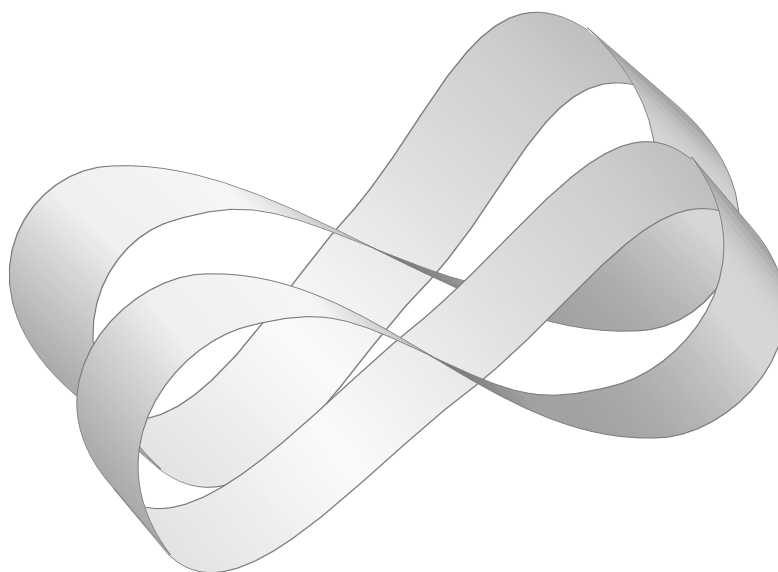


IAACT

2007

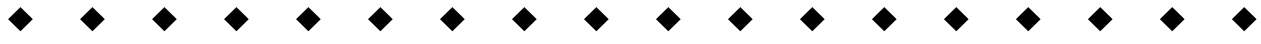
Board of Directors Meeting



The International Association for Applied Control Theory



*Con***tents**



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Additionally, phone conversations and email correspondence occurs weekly among Executive Council members. Our goal is to have weekly conversations between Chair and Vice Chair, and monthly phone conferences among the Treasurer, IAACT Coordinator and Treasurer Liaison. These and other individual phone conferences among Executive Council members are reported at our monthly meetings/phone conferences of the Executive Council.

One of the recent issues for IAACT was the change of the IAACT Coordinator. Scott Byerly, who served in this role for two years, resigned from his position in order to work with New View Publications. In April of 2007 we hired Virginia Tate, a recent graduate of UNC-Chapel Hill, as the new IAACT Coordinator. She had the good fortune of being trained in by Scott during the month of May. At one of the recent training weeks, IAACT presented Scott with a card and gift certificate expressing our appreciation for his service as IAACT Coordinator from 2005 to 2007.

During the past several months the Executive Council along with other Faculty members created or updated a number of documents. The following are posted on the IAACT web site:

- By-Laws
- 10th anniversary newsletter
- Monthly WebConnection
- Role descriptions of the Executive Council
- Membership directory
- Faculty Training Handbook

There are several individuals I want to mention for their extra efforts and attention to details on behalf of IAACT. Shelley Roy assisted Fred Good with the Handbook. Pamela Fox and Shelley Roy assisted with editing of the 10th anniversary newsletter. Virginia Tate assisted with other tasks, which Scott Byerly had started.

In the 10th anniversary newsletter of ACTion you can read about projects in which IAACT has been involved:

- Sponsorship of the annual ACT IV training in Hilton Head, SC
- Co-sponsorship of Carolina Connections for the past 3 years
- Annual Faculty Retreat
- William Powers presenting each year at Hilton Head, SC
- Participation in the Control Systems Group (CSG) annual meetings

Again, I want to thank the efforts of Perry Good and Jane Williams, as well as the staff of Unlimited Success, for their efforts to make Carolina Connections successful and energizing for so many people. Thank you to Pamela Fox for her attention to accompany Bill Powers at Hilton Head; and to Shelley Roy who organized the 2007 CSG conference in Minneapolis, Minnesota.

Additionally, in the 10th anniversary newsletter there are reports from:

- AACTA by Senior faculty member Judith McFadden
- Aloha Foundation by Senior faculty member Barnes Boffey

- Oasis Consulting by Senior faculty member Shelley Brierley
- Life Connections by Senior faculty member Glenn Smith

Finally, we want to thank Fred and Perry Good for their support in allowing the IAACT office to be located at New View Publications and E. Perry Good offices in Chapel Hill, NC. IAACT is a growing organization, as well as being lively and diverse, but we are not yet large enough to independently support an office, the necessary equipment, and a paid part-time Coordinator. We hope to have the resources in the future, but until then we appreciate the generosity of Perry and Fred Good. We also want to acknowledge and thank the New View staff, Yvonne Cleveland and Scott Byerly, for their assistance and dedication to work with and assist the IAACT Coordinator in the New View offices.

We invite you to review this binder and if you have questions, please don't hesitate to contact me as Chair of the Executive Council, or any of the other Council members. It is our intention to continue to provide the leadership for IAACT and we can best do this when we hear from you. Please let us know how we can best serve you. **Together we will continue** to build the art and heart of Control Theory.

Respectfully Yours,

Jeff Grumley

2007 Executive Council

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THE
INTERNATIONAL ASSOCIATION
FOR
APPLIED CONTROL THEORY

PROFESSIONAL DEVELOPMENT
AND TRAINING PROGRAMS

FACULTY TRAINING PROGRAM

PROCESS, POLICIES
AND PROCEDURES

International Association for Applied Control Theory
1024 Damascus Church Road
Chapel Hill, North Carolina 27516

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Purpose

The International Association for Applied Control Theory (IAACT) was established in February 1997 as a non-profit, tax-exempt organization. It was founded in order to promote research in the applications of Perceptual Control Theory and to teach those applications in the helping professions to include schools, counseling, justice, addiction and mental health and to support leaders and managers.

Mission

Together, we build the art and heart of Perceptual Control Theory

Motto

We live it!

Principles of Perceptual Control Theory

- People are internally motivated
- Behavior is the control of perception
- All behavior is purposefully intended to reduce error.
- We operate on multiple levels, with the higher levels providing reference perceptions for the lower levels.
- Change come thought effective self-evaluation

Definition

Perceptual Control Theory is the scientific theory of human motivation and behavior. It provides an explanation of internal motivation. It helps us understand how we act continuously and purposefully at many levels to achieve our goals in an ever-changing world.

*This definition was drafted by Mary and Bill Powers and endorsed by IAACT members in November, 1998.

Certification in Applied Control Theory

AACT Faculty Members and affiliated organizations frequently offer Intensive Seminars in Applied Control Theory as well as supplementary workshops that encourage the use of Perceptual Control Theory (PCT) in a variety of situations. For a list of upcoming intensive seminars and workshops, please see the training schedule. For more information about independently-offered, faculty-sponsored workshops, visit faculty members' websites.

Most individuals achieve Certification through a five-step process: ACT I, ACT I Practicum, ACT II, ACT II Practicum, ACT III: Certification. But there also exists the ability of faculty to create alternative paths to Certification. Participants have achieved Certification through leadership training programs, life skills courses, and participation in a variety of other trainings. Though the curriculum of these courses may vary, it still must meet the high standards and criteria set by the organization as a whole.

IAACT Certification Process

The International Association for Applied Control Theory (IAACT) grants certification to those who have successfully completed the following series of five training programs and have demonstrated their knowledge in some basic applications of Perceptual Control Theory, both personally and professionally, in one or more of these areas: education, counseling, management, corrections, family and individual growth. The five training programs are described below:

Course descriptions

ACT I (Applied Control Theory I)

A four day course intended for those with little or no exposure to Perceptual Control Theory. The emphasis is on small group work, where the major activity is practicing the use of Perceptual Control Theory through case study scenarios. Other workshop activities include lectures, discussions, problem solving, viewing video tapes and planning for implementation of the ideas and techniques studied during the week. Limited to 18 participants per group.

ACT I Practicum (Applied Control Theory Practicum I)

Prerequisite: ACT I

ACT I Practicum involves 30 hours of supervision done with an accredited IAACT facilitator in a small group setting. The thirty hours must include a minimum of 16 hours of face to face contact with an IAACT practicum facilitator. The goal is to assist participants in becoming familiar with the use of the basic concepts of Perceptual Control Theory through practice. Participants are expected to have a work or volunteer setting in which to practice their skills between practicum sessions. If you have a group of participants, a practicum can be arranged in your community. Verification of ACT I Practicum MUST accompany registration for ACT II week.

ACT II (Applied Control Theory II)

Prerequisite: ACT I and ACT I Practicum

This four day seminar is designed to develop and refine skills in the application of Perceptual Control Theory. One to one case study scenario exercises and group practices are provided. Limited to 18 participants per group.

ACT II Practicum (Applied Control Theory II Practicum)

Prerequisite: ACT II

ACT II Practicum involves 30 hours, 16 face to face hours of supervision in no less than three months. This is done with an accredited IAACT facilitator in a small group setting. Participants will concentrate on case study scenarios and focus on learning ways to give positive and constructive feedback effectively. Participants will develop the ability to deliver a short presentation on the concepts of Perceptual Control Theory. Arrangements may be made to conduct on-site groups. Verification of ACT II Practicum MUST accompany registration for ACT III (Certification Week).

ACT III (Certification Week)

Prerequisite: ACT II and ACT II Practicum

This four day seminar is designed to complete the certification process. Participants will deliver a short presentation on the concepts of Perceptual Control Theory. IAACT grants certification to those who have proven competence in understanding and applying Perceptual Control Theory. Limited to 13 participants per group.

Guidelines for sponsoring IAACT training

Cost for participants is set at \$495.00 US* per training week.

Sponsors pay IAACT \$150.00 US.

Participants are limited to 18 per instructor for ACT I and ACT II. ACT III is limited to 13 participants per instructor. Any exception to these numbers must be approved by the executive board of IAACT.

Remuneration to instructors is left to the discretion of each sponsor and instructor.

Instructors may also set fees based on a daily rate for closed weeks.

*All funds are shown in US dollars other countries will base their fees on the current exchange rate.

Procedures For Sponsoring IAACT Training

Sponsor/Instructor sends IAACT office notice 2 weeks in advance of intent to sponsor an ACT with anticipated number of participants (Registration Form).

IAACT office sends out packets, IAACT brochures and the latest IAACT Newsletter, IAACT Participant Data Form, IAACT Certificate Verification Form

Sponsor/Instructor faxes IAACT Certificate Verification Form to IAACT office at the end of the first day of training.

IAACT office will generate certificates and send (overnight if necessary) to sponsor/instructor for distribution to participants.

IAACT office generates invoice for IAACT administrative fees

Sponsor/Instructor mails payment for IAACT administrative fees to IAACT office.

Sponsor/Instructor faxes or mails completed IAACT Participant Data Forms to IAACT office.

IAACT office will enter all names and corresponding information from IAACT Participant Data Forms into database and send letters congratulating participants on completing ACT training and inviting them to become full members.

Professional Development Committee

The Professional Development Committee (PDC) of IAACT is charged with facilitating the process of developing, clarifying and communicating policies and procedures for faculty development which reflect the general consensus of the organization, the committee seeks input from the membership in order to develop policies that will lead to quality. Final policies must be approved by the IAACT Executive Committee and Faculty. The current Facilitator for the Professional Development Committee is Dr. Barnes Boffey, available at the following address:

113 True's Brook Rd.
W. Lebanon NH 03784
Phone and Fax: 603-298-1010
E-Mail: Barnes_Boffey@alohafoundation.org

Faculty Training Program

This information describes the current faculty training process. These procedures and policies have been approved by the IAACT Faculty after much input and discussion, and we hope to evaluate and improve the process as years go on. Our goal is to create a process which is congruent with our beliefs as an organization and with the principles of Perceptual Control Theory. Where difficult decisions had to be made, we hope we have opted for those choices which are based on trust, flexibility and creativity, and a desire to preserve and enhance our professional association as well as the individuals within it.

There are currently four faculty levels in IAACT:

Act I Practicum Facilitator

Act II Practicum Facilitator

Act I Instructor

Act II Instructor

There are competencies developed for each of the above levels. The program is designed so that competencies build one level upon the other. Faculty, therefore, move through the levels in sequence. The process is based on competency and varies in length based on the experience of the individual.

Mentors and Faculty Advisors

IAACT differentiates between faculty advisors and mentors.

As faculty advance through the program, they will choose two faculty advisors to help them develop a program to fulfill the competencies for each level in the training process. This is a special long term relationship in which the advisor agrees to serve as advisor, counselor, preceptor, teacher, instructor, tutor, monitor and proctor. Faculty advisors and candidate will be expected to negotiate with each other as to any financial arrangements involved.

Mentors, on the other hand, are persons with whom the candidate works in a less formal manner, generally to learn a specific set of skills or to experience new ways of teaching. Various people may add breadth, depth and understanding of Applied Control Theory as they serve as mentors.

Mentoring is a process which we see as part of our professional responsibility to improve the organization and the quality of everyone's teaching and learning. There is no financial remuneration involved in mentoring.

A participant will have two faculty advisors at each level, but there may be many mentors who assist in that process, and they will serve as the primary contact between the candidate and the organization.

Fee structure

Training program entry and exit fees go to IAACT to support its operation and enhance the quality of the Association. These fees are not part of the financial arrangements to be negotiated with faculty advisors. Faculty status enables a person to generate revenue by teaching through IAACT. All checks should be made out to IAACT.

Below is a list of entry and exit fees for each level:

	Entry	Exit
Act I Practicum Facilitator	\$100	\$100
Act II Practicum Facilitator	\$100	\$100
Act I Instructor	\$200	\$200
Act II Instructor	\$200	\$200

In situations where the above amounts present a hardship, payment plans may be negotiated with the PDC.

The faculty training process

To enter the Faculty Training Program, the first step is to send a letter of intent to the Chair of the Professional Development Committee (PDC) expressing one's desire to begin the training process. The candidate will be sent the current competencies for faculty programs and a list of all current IAACT faculty. The candidate then contacts two faculty advisors to assist him/her in developing a program to meet the specified competencies.

A major goal of the Faculty Training Program is to create caring and collegial relationships among IAACT faculty. This leads to an appreciation and respect for various perspectives, personalities, and teaching styles. As a variety of role models and learning experiences are necessary to achieve these goals, the following guidelines have been agreed upon by the faculty:

- At least one of the faculty advisors must be new at each level. (A policy is also being discussed which would stipulate that in the interest of providing many kinds of experiences, no faculty advisor could work with a candidate for more than two levels.)
- Faculty advisors must be at or above the level for which the candidate is training.

In unusual circumstances where exceptions to the above policy seem warranted, the candidate may submit a letter to the PDC providing a rationale for that desired exception. A determination will be made by the PDC based on criteria currently being developed.

When the candidate has agreements from 2 faculty advisors to help him/her develop and co-evaluate program competencies, the candidate submits those names and the appropriate entry fee for that level of training to the Chair of the PDC.

Upon acknowledgement of program entry fee and faculty advisor choices, the candidate and his/her faculty advisors will develop an advising plan and program of study to achieve and demonstrate competencies at the specified level. Duration of program, specific learning activities, and use of mentors, financial remuneration, and program content are all negotiable between the candidate and faculty advisors. When all three have agreed that the competencies have been met, a letter of completion should be submitted to the PDC accompanied by the appropriate program exit fee.

Professional Development checklist

- Candidate sends letter of intent to the PDC indicating desired faculty level. Materials sent to candidate by PDC include PDC Training Program Guidelines, current list of active IAACT faculty, competencies for Faculty Training Program.
- Two faculty advisors found by candidate (see PDC Training Program Guidelines for-choosing appropriate faculty advisors)
- Letter sent to PDC with names of faculty advisors
- Program entry fee sent to PDC (checks made out to IAACT)
- Training program developed, evaluated and completed by advisors and candidate
- Letter of completion and program exit fee sent to PDC by candidate and advisors

Faculty Membership

Practicum Facilitators pay annual dues of \$75.00. Instructors pay annual dues of \$225.00.

Current full membership is required to hold office within IAACT.

Current full membership is required of anyone serving as an instructor or seeking instructor status.

Faculty Retreats

IAACT sponsors an instructors' retreat each fall to strengthen the organization and to gain knowledge and grow as professional. Contact the IAACT office for more information, or visit www.iaact.com.

Regional Conferences

Yearly regional conferences are open to all members both full and student, are held in Australia, Canada and various parts of the United States. Contact the IAACT office for more information.

Membership

IAACT is a member-based organization. Anyone interested in Perceptual Control Theory and its applications is encouraged to support IAACT by becoming a regular member and by helping the organization develop and grow through volunteer service. If you are interested in becoming an IAACT volunteer, contact the IAACT office at www.iaact.com.

There are two categories of membership. They are described below.

Student members are automatically entered upon completion of an ACT week. Student members have on-line access to our newsletter as well as information on upcoming events, including training. Student members may upgrade at any time during the training process for \$25.00 thus becoming full members.

Full members receive an on-line copy of the IAACT newsletter, a copy of The Journal of Reality Therapy, a membership directory with all full members listed, access to our internet networking page, on-line highlights from all board meetings and a voice on pertinent issues. Membership dues are \$25.00 per year.

Communication

Website: www.iaact.com. Visit the website for copies of current and past newsletters, information about training events and links to member organizations.

An electronic newsletter is published quarterly. The newsletter provides information on training events, reports from members applying perceptual control theory in different professional settings as well as information on faculty advancement.

The Journal of Reality Therapy is released semiannually and sent to all current members.

Please contact the Coordinator's Office directly at 919-942-8491 or contact Virginia@iaact.com for more information about IAACT.



IAACT EXECUTIVE COUNCIL ROLE DESCRIPTIONS

IAACT was formed as a consensus organization and established as a not-for-profit association guided with by-laws that are posted on the web site.

CHAIR

- Facilitator and helper to members of the Executive Council and the organization.
- Attends to the process and content of business matters.
- Acts as the official figurehead for the organization at public events.

Duties:

Chief Correspondent:

- Drafts meeting agendas.
- Responds to issues from membership, faculty, or the broader community and submits to Executive Council for review, discussion and approved action as needed.

Annual Meeting:

- Drafts agenda and conducts meeting.
- Requests reports from officers and input from all members, including faculty, regardless of physical presence at the meeting.
- Monitors all task completion as specified in minutes.

Faculty Retreat:

- Oversees development of the agenda.
- Facilitates proceedings or delegates another member.

Executive Council:

- Corresponds regularly with the Executive Council.
- Oversees duties of Executive Council members according to role descriptions.

General:

- Monitors the public face of IAACT. (e.g. sees that credit is given for IAACT sponsored events.)
- Liaises between the Board and the members at large.
- Liaises between the Association and the Control Systems Group; William Powers, the originator of Perceptual Control Theory; and other organizations or individuals as designated by the members.

VICE CHAIR

- Performs all duties of the Chair at the Chair's request or in the event of the absence of the Chair.
- While acting, shall have all the powers of and be subject to all the restrictions upon the Chair.

Duties:

Membership:

- Develops and maintains the membership of the organization.
- Sends letter of congratulations to newly certified (ACT III) participants and invites to become IAACT members.
- Contributes to or invites others to contribute to the *WebConnection* to promote communication with members through Internet.

Leadership:

- Works with the Chair, Executive Council, and other members to provide leadership to the Association
- Works in consultation with the Chair to accomplish the mission and objectives of IAACT.
- Fields IAACT sponsored grant applications

SECRETARY

- Records minutes of all IAACT meetings and distributes to Executive Council prior to submission for publication on the website.
- Arranges for substitute minute-taker when unable to attend meetings.
- Performs other clerical duties as requested by Chair or members of Executive Council.

TREASURER

- Manages financial matters of the Association.
- Provides annual budget to the Executive Council for members' approval.
- Ensures development, review, and implementation of financial policies and procedures in collaboration with Executive Council, Coordinator, or other staff.
- Ensures availability of financial reports to the Executive Council, and to the Board of Directors at the Annual Meeting(s).
- Reports regularly to Executive Council on key financial events and concerns, as well as the fiscal health of the Association.

PROFESSIONAL DEVELOPMENT CHAIR

- Informs people about the faculty training process.
- Nourishes and monitors participants as the process unfolds.
- Makes recommendations regarding new policies or procedures to facilitate the development of new faculty. (This role has not included responsibilities for training outside the faculty development process.)

Duties:

General:

- Corresponds with prospective faculty to help them find faculty advisors and understand the process.
- Keeps IAACT faculty apprised of the commencement and finish of individual faculty training.
- Acts as resource to share information about faculty and their level of training.

Monitor:

- Keeps records of faculty trainee's progress throughout their program.

- Collects fees and make sure advisors conform to guidelines.
- Ensures advisors have agreed to serve, and that they sign off on trainees before completion of program.

Registrar:

- Sends certificates to Advisors to sign and send to those who have completed programs.
- Sends letters of thanks to advisors and participants.
- Reports to IAACT office when someone completes a program.

Resource to Board:

- Acts as ex-officio voting member of the IAACT Executive Council
- Implements Faculty Development procedures approved by the Executive Council

TREASURER LIAISON

- Provides regular on site contact with the IAACT coordinator in all matters relating to IAACT- legal, financial, and administrative.
- Assists the IAACT coordinator to interface with independent organizations conducting IAACT-sponsored seminars, workshops, and other special events, such as *Carolina Connection*.

COORDINATOR

(To come, following discussions...)

**BY-LAWS
OF
INTERNATIONAL ASSOCIATION FOR
APPLIED CONTROL THEORY**



ARTICLE I – GENERAL

Section 1. Name. The organization is incorporated under the laws of the State of South Carolina and shall be known as the International Association for Applied Control Theory (IAACT).

Section 2. Location. The principle office of IAACT shall be situated at 1024 Damascus Church Road, Chapel Hill, North Carolina 27516. A change of location of the office may be authorized at any time by a majority vote of the board of directors.

Section 3. Purpose. IAACT is organized to advocate and to teach Perceptual Control Theory for the purpose of living effectively with others.

Section 4. Limitation of Methods. The organization shall observe all local, state and federal laws which apply to a nonprofit organization as defined in Section 501(c) (3) of the Internal Revenue Code, and under the laws of the State of South Carolina.

ARTICLE II – MEMBERSHIP

Section 1. Members. Membership is open to parties interested in the applications of Perceptual Control Theory.

Section 2. Membership Dues. Payment of dues constitutes membership. Benefits of membership are detailed in the IAACT handbook.

Section 3. Faculty. The faculty shall consist of instructors, practicum supervisors and persons who are in the program to become instructors or practicum supervisors. instructors.

Section 4. Faculty Dues. Dues for faculty are described in the IAACT handbook.

Section 5. Instructors. The senior faculty of IAACT consists of ACT I and ACT II instructors. The IAACT handbook describes the process for becoming an instructor.

ARTICLE III – BOARD OF DIRECTORS

Section 1. Number and Qualification. The senior faculty members of IAACT who have paid their annual dues constitute the Board of Directors. There are no limits to the number of Board members. Once a Board member has been removed or resigns, they must be voted in by a two-thirds vote of the Board in order to be reinstated.

Section 2. Removal. The Board, by a two-thirds vote, may, at any board meeting, and after due notice to all Board members, remove any member for misconduct, malfeasance in office, or for other good cause.

Section 3. Regular meetings. The Board shall meet annually and at such other times as the members shall schedule meetings. Such meetings shall be held at such time and place as the Board shall from time to time determine.

Section 4. Special Meetings. A special meeting of the Board may be called upon written request of the members of the Executive Committee. Notice of such special meeting shall be given to Board members no less than three weeks prior to such special meeting.

Section 5. Consent of Board members in lieu of meeting. Any action required or permitted to be taken at any meeting of the Board may be taken without a meeting if all members of the Board respond. Responses in writing will be filed with the minutes of the proceedings of the Board.

Section 6. Quorum. At least a majority of Board members shall be present to constitute a quorum at all meetings. All actions of the Board, except otherwise provided in these by-laws, shall be by a majority vote of the Board members present at any meeting.

Section 7. Nomination and Election of Officers. The nominating committee shall be composed of three Board members. The nominating committee will solicit prospective officers; provide the membership with a list of candidates, their qualifications and ballots; compile results and submit results to the Board at the annual meeting. Each Board member will have one vote.

ARTICLE IV – OFFICERS

Section 1. Officers. The officers of IAACT shall be Chairperson, Vice-chairperson, Treasurer and Secretary, each of whom shall be elected by the Board of Directors. The Director for Professional Development shall be appointed by the officers. These five persons constitute the Executive Board of IAACT. The Executive Board is empowered to make decisions on behalf of the Board when such decisions are in keeping with these by-laws and the IAACT handbook and are necessary to be made prior to a regularly scheduled or special meeting of the Board.

Section 2. Election, Terms of Office and Qualifications. The officers of IAACT shall be elected from the membership at an annual meeting of the Board. Each officer shall hold office for two years or until a successor is elected. Officers may serve no more than three successive terms.

Section 3. Removal. Any officer may be removed at any time for cause by a two-thirds vote of the Board.

Section 4. Vacancies. Any vacancy occurring in any office shall be filled by a vote at the next annual meeting. The Executive Board may select officers on an interim basis until such meeting.

Section 5. Chairperson. The Chairperson shall be the chief executive officer of IAACT and shall have general charge of the business affairs and property of the association, subject to the direction and under the supervision of the Board. S/he shall preside at all meetings of the corporation at which s/he is present; and shall in general, perform all duties and have all powers incident to the office of Chairperson, and shall perform such other duties and have such power as from time to time may be assigned to him/her by these by-laws, or by the Board.

Section 6. Vice-chairperson. The Vice-chairperson shall be Chairperson-elect. In the event that the office of Chairperson is vacated before the expiration of his/her term of office, the Vice-chairperson shall automatically ascend to the office of Chairperson. The Vice-chairperson shall perform all duties of the Chairperson at the Chairperson's request or in the event of the disability of the Chairperson, and when so acting shall have all the powers of, and shall be subject to all the restrictions which apply to the Chairperson. The Vice-chairperson shall be responsible for the schedule of the association's activities for the year and shall draft a tentative schedule of activities for the following year.

Section 7. Treasurer. The Treasurer shall review all accounts kept by the Coordinator of the association and present the Board with a full and accurate accounting of all receipts and disbursements made by the association.

Section 8. Secretary. The Secretary shall keep the minutes of the proceedings of all meetings of the Board and Executive Board and shall provide copies of such minutes to all members of the Board within thirty days following the meeting.

Section 9. Professional Development. The Director for Professional Development is responsible for overseeing IAACT faculty programs.

ARTICLE V – EXECUTION OF INSTRUMENTS

Section 1. Execution of Instruments. All documents, instruments or writings of any nature shall be signed by the Chairperson in his/her capacity as Chairperson, or a designated officer of the Board, and copies shall be distributed to the Secretary.

Section 2. Checks, Drafts, Etc. All notes, endorsements, acceptances and all written securities of the corporation shall be signed by the officers in such a manner as the Executive Board may from time to time determine. All checks and drafts on accounts and transfers of funds of the association shall be signed and countersigned by two officers of the board or their designee.

Section 3. Funds. All receipts of IAACT shall be deposited to the credit of IAACT in such banks as may be designated from time to time by the Executive Board.

ARTICLE VI – FINANCIAL RESPONSIBILITY

Section 1. Fiscal Year. The fiscal year of the corporation shall be such fiscal year as determined by the Executive Board. At this time it shall be July 1st through June 30th of each year.

Section 2. Annual Review or Audit. The books of the association and of its Treasurer shall be reviewed or audited annually by an independent certified public accountant. The annual review shall be made available for public inspection.

Section 3. Bonding. The Treasurer and the administrator of the association shall be bonded throughout their terms in an amount established by the Executive Board from time to time provided that the bond shall be at least \$10,000.

Section 4. Annual Dues. Annual dues for each association member are described in the IAACT handbook.

ARTICLE VII – GIFTS AND DONATIONS

Section 1. Designated Gifts and Donations. Any gift or donation made to the association, from any person, business or corporation, may be designated for a particular program or activity which is currently being carried on by the association. Any designated gift, if accepted by the association, shall be used only for the purposes for which it has been designated. The Board is empowered to reject any gift which it deems inappropriate.

Section 2. Undesignated Gifts and Donations. Any gift or donation received by the association which is not designated for a particular purpose, shall be used by the association in such a manner as it deems appropriate in furtherance of the objectives and purposes of the association.

ARTICLE VIII – AMENDMENTS

Section 1. Amendments. These by-laws and Articles of Incorporation may be amended or repealed, or new by-laws may be adopted, by an affirmative vote of three-fourths of all persons serving on the Board of Directors of the association at a regular or special meeting provided that written notice of the intention to amend, repeal or make addition to the Articles or by-laws is delivered to each Board member no less than three weeks prior to the meeting at which any such action is to be presented.

ARTICLE IX – PARLIAMENTARY PROCEDURES AND SEAL

Section 1. Authority. The proceedings of IAACT will be governed by and conducted according to the latest edition of Robert's Manual of Parliamentary Rules.

Section 2. Seal. IAACT may use a seal of such design as may be adopted by the Executive Board.

Professional Involvement

Jeff Grumley

IAACT has been involved in several projects throughout the year, most of which are a continuation of multi-year commitments to applying Control Theory in a variety of situations and locations throughout the world. The selection below represents the dedication by the entire faculty, from practicum supervisors to senior faculty members. For more information about the projects below: www.iaact.com/newsletters/index.html

We would not have projects listed below without participants at workshops and the array of employers who value both the results from ACT as well as the process of attaining desired outcomes. Without participants who are enthusiastic about learning and employers who hire us to train or consult in schools, camps, corrections, corporations, communities and various agencies and organizations, IAACT would not exist. We are grateful for all of you.

Additionally, as you know IAACT is a faculty driven organization; and our faculty ceaselessly pursues growth and understanding. I commend each of the faculty for their innovative ways of applying Control Theory in your professional and personal lives. Because of the IAACT faculty, we are flourishing as an organization dedicated to bring PCT to the real world. With the list of projects below I want to mention four areas of excellence by the IAACT faculty:

1. The faculty's ongoing effort to learn more about the science of PCT
2. The creative and diverse ways of implementing ACT
3. An enduring commitment to further skill development in teaching others
4. The constant attention to self-evaluation for strengthening relationships

Project List

- Association of Applied Control Theory Australia (AACTA)
- Unlimited Success—Jane Smith
- Mecklenburg County Sherriff's Office— Glenn Smith
- -DASH- Juvenile Court Diversion Program— Glenn Smith
- Timber Ridge Treatment Center—Glenn Smith
- St. Johnsbury Academy, VT—D. Barnes Boffey
- The Aloha Foundation—D. Barnes Boffey
- Corporate Consulting—E. Perry Good, Larry Larson
- New View Sponsored Seminars—E. Perry Good
- Restitution Peace Project—Lynn Taylor, Jeff Grumley
- Villa Nirvana—Pamela Fox
- Carolina Connections—Jane Williams and her staff at Unlimited Success; E. Perry Good
- Faculty Retreat—Chair of Executive Council
- Control Systems Group—IAACT

In addition to the above list there are two project highlights listed below that were not included in the 10th anniversary newsletter, Intensive Weeks in Northern British Columbia—Shelley Brierley, and ACT IV—Shelley Roy.

INTENSIVE WEEKS OF TRAINING IN NORTHERN BRITISH COLUMBIA

By Shelley Brierley, M. Ed, CCC, RCC, Senior Instructor IAACT

Since IAACT's inception in 1998, I have taught a great number of intensive weeks. On many occasions I had the good fortune to work with my colleagues in North America and Australia, as well as with a variety of organizations. For those interested in learning, the training is life changing. Since what I really enjoy in my work is watching people stretch, grow, and work towards their potential, it has been a delight and privilege to be a part of the journey with so many people.

One organization I have had the good fortune to work with over the years is called Project Parent North (PPN), an outreach program in Prince George, British Columbia, Canada. The agency is funded through the provincial health department as well as human resources. Its mandate is to provide a number of support services to individuals, couples and families who experience difficulty coping in any number of areas in their lives.

Those attending the training offered in conjunction with IAACT, are learning ways to apply the ideas in their interactions with individuals, couples, families, and youth. The site has counselling facilities, outreach programs, home visits, home support, and a day care. Families frequent the facility for counselling, to learn more about areas such as effective parenting, communication skills, and job readiness. As well, staff provide support for those in substance abuse programs, those dealing with issues around incarceration, and others attempting to regain custody of their children.

Many of the counsellors do regular home visits to teach parenting skills and work actively with families to help them create more balance and cooperation in their lives.

Cindy Ignas, the Director of PPN, a very capable counsellor and accredited ACT I supervisor, uses these ideas in staff supervision as well as in her work with the client population at PPN. Because of the nature and complexity of issues presented by clients, when I contracted with the agency to do training, Cindy requested that we incorporate The Circle of Strength™ into the intensive weeks. The approach was two-pronged: to provide a basis for staff team building and to offer counsellors the necessary skills to work with diverse populations. The training focused intensely on the dynamics of conflict and peace in both intra and interpersonal relationships. Team members use what they learned in the training toward developing a cohesive team approach, integrating the concepts of PCT and the Circle of Strength™ into both their collegial and client interactions. Another IAACT instructor, Larry Larson, was their ACT 2 Instructor.

In the weeks offered over the ten-year period, the training focused on family systems. Based on Perceptual Control Theory, the Circle of Strength™ provided a platform from which to view many different issues involving conflict – something their staff deal with on a daily basis. The training offered counsellors new perspectives on their own behaviour, helping them to maintain self-balance in spite of clients' presenting problems. This in turn allowed them to better assist clients with their plans to move forward in their own lives. When I sent a copy of this article to Cindy for authorization to print it, she kindly sent back the following unsolicited comments to submit with the article:

“What I found most useful over the years in our staff development training was having you model all the pieces of leadership, team building, and competencies for strength based practice, especially the Circle of Strength. The Method of Levels (MOL) is perhaps the best example of strength based practice ever developed. There are a number of staff who have over the years embraced your teachings, for example, reminding themselves of the person they want to be in difficult situations. I think you have captured the essence of having a vision and guide for professional development if a team and its individuals are to be successful. Thank you for all the many blessings.”

Deeper understanding of how and why people behave helps counsellors diminish their judgment of clients. This allows them to work from a more compassionate basis within the limits of their role, as they assist clients in setting their own life direction.

It has been my pleasure to work with the staff of Project Parent North in conjunction with IAACT.

Shelley Brierley, M. Ed, CCC, RCC

January 2007

			Jan 07
Ordinary Income/Expense			
Income			
4090 · Membership Dues			
		Faculty Membership	250.00
Total 4090 · Membership Dues			250.00
4110 · Grants			6,130.00
Total Income			6,380.00
Expense			
Grant Expenditures			6,100.00
		6160 · Dues and Subscriptions	42.35
		6260 · Printing and Reproduction	783.08
		6270 · Professional Fees	
		6650 · Accounting	60.00
Total 6270 · Professional Fees			60.00
		6550 · Office Supplies	150.83
		6670 · Program Expense	
		Gifts	1,000.00
Total 6670 · Program Expense			1,000.00
Total Expense			8,136.26
Net Ordinary Income			-1,756.26
Net Income			-1,756.26

February 2007

			Feb 07
Ordinary Income/Expense			
Income			
	ACT I Intensive Seminar Fees		450.00
	ACT II Intensive Seminar Fees		450.00
	ACT III Intensive Seminar Fees		150.00
4090 · Membership Dues			
	Faculty Membership		500.00
	Total 4090 · Membership Dues		500.00
	4110 · Grants		3,065.00
	4170 · Program Fees		285.00
	Total Income		4,900.00
Expense			
	Grant Expenditures		3,000.00
	6160 · Dues and Subscriptions		33.55
	6250 · Postage and Delivery		1.80
6670 · Program Expense			
	6450 · Contract Labor		288.75
	6670 · Program Expense - Other		211.18
	Total 6670 · Program Expense		499.93
	Total Expense		3,535.28
	Net Ordinary Income		1,364.72
Net Income			1,364.72

March 2007

		Feb 07
Ordinary Income/Expense		
Income		
	ACT I Intensive Seminar Fees	450.00
	ACT II Intensive Seminar Fees	450.00
	ACT III Intensive Seminar Fees	150.00
	4090 · Membership Dues	
	Faculty Membership	500.00
	Total 4090 · Membership Dues	500.00
	4110 · Grants	3,065.00
	4170 · Program Fees	285.00
	Total Income	4,900.00
Expense		
	Grant Expenditures	3,000.00
	6160 · Dues and Subscriptions	33.55
	6250 · Postage and Delivery	1.80
	6670 · Program Expense	
	6450 · Contract Labor	288.75
	6670 · Program Expense - Other	211.18
	Total 6670 · Program Expense	499.93
	Total Expense	3,535.28
	Net Ordinary Income	1,364.72
Net Income		1,364.72

April 2007

		Apr 07
Ordinary Income/Expense		
Expense		
	6160 · Dues and Subscriptions	44.70
	6350 · Travel & Ent	
	6370 · Meals	100.00
	6380 · Travel	720.41
	Total 6350 · Travel & Ent	820.41
	6670 · Program Expense	
	6450 · Contract Labor	663.75
	6670 · Program Expense - Other	6,446.94
	Total 6670 · Program Expense	7,110.69
	Total Expense	7,975.80
	Net Ordinary Income	-7,975.80
Net Income		-7,975.80

May 2007

		May 07
Ordinary Income/Expense		
Income		
	ACT I Intensive Seminar Fees	400.00
	4090 · Membership Dues	
	Faculty Membership	500.00
	General Membership	25.00
	Total 4090 · Membership Dues	525.00
	4170 · Program Fees	95.00
	Total Income	1,020.00
Expense		
Event Expenses		
	6360 · Entertainment	25.00
	Total Event Expenses	25.00
	6160 · Dues and Subscriptions	42.68
	6250 · Postage and Delivery	312.00
	Total Expense	379.68
	Net Ordinary Income	640.32
Net Income		<u>640.32</u>

June 2007

		Jun 07
Ordinary Income/Expense		
Expense		
	Event Expenses	649.87
	6160 · Dues and Subscriptions	71.17
	6240 · Miscellaneous	100.00
	6670 · Program Expense	
	6450 · Contract Labor	800.77
	Total 6670 · Program Expense	800.77
	Total Expense	1,621.81
	Net Ordinary Income	-1,621.81
Net Income		<u>-1,621.81</u>

Minutes
IAACT Board of Directors Meeting
Hilton Head, S.C.
January 13, 2006

Present: Shelley Roy, Pam Fox, Perry Good, Barnes Boffey, Glenn Smith, Lynn Taylor, Jeff Grumley, Jane Williams, Fred Good.

Shelley Roy, Chairperson, welcomed everyone.

Finance

- The treasurer's report was distributed. The current balance in the account is \$7,271.75. Glenn owes \$1,400.00, making the balance \$8,671.75 once his funds are deposited into the account.
- An on-line account will be set up so that the treasurer, wherever his/she is, has access to the account. Fred will set this up.
- Fred will look into the IAACT credit card system which is costing us \$40/month at the moment.
- Glenn noted that \$2,900 per month goes through the IAACT account into an account which he manages. IAACT is acting as a conduit for a grant which he obtained for the work he is doing. Glenn agreed to send IAACT a quarterly report for this account.
- It was reiterated that IAACT can act as a conduit for faculty who obtain grants if they obtain approval from the IAACT Board to do so.

New Officers and Procedures

- The new IAACT officers were elected as follows: Jeff Grumley, President; Pam Fox, Vice President; Denise Pappas, Treasurer; Lynn Taylor, Secretary.
- The outgoing IAACT officers will write up job descriptions for their job by February 15, 2006 and send them to the IAACT office to be sent to the Board Chair who will send them to the Board for any changes and approval.
- Fred will write up a job description for the IAACT clerical position. It will be prioritized. The clerical position will not exceed eight hours per week.
- Fred will oversee the IAACT clerical person, who is now Scott at New View. His designated IAACT day is Friday afternoon.
- IAACT will send Nancy Elmore an invoice for \$125.00 to be a practicum supervisor.
- The procedure for recording the minutes and posting them to the web site is the following: The minutes will be sent to the Board by a week after each meeting for approval. Board members will have a week to review them at which time they will be posted on the web site.
- The by-laws will be posted on the web site.

Faculty and Membership

- Barnes read off a list of faculty to determine their status. He will be sending a letter to faculty members whose status is questionable asking them whether they want to continue to be on the IAACT faculty and what the requirements are to maintain active status.
- The procedure to become an IAACT faculty member will be reviewed by the Board,

posted on the web site and made available to anyone interested in becoming a faculty member.

- Faculty should review their biographical information on the IAACT web site and send an updated photograph to Scott.
- Fred will send Barnes Boffey a hard copy of the labels for all faculty members.
- Faculty should try to post their activities on the IAACT web site.
- Lynn Taylor will try to send the information on the participants who have completed ACT training in a comma delineated file so that it can be consolidated with New View's and Glenn Smith's lists. If we have to enter this data by hand, we will do so.
- Jeff wants to continue the effort to increase membership in IAACT and wants to make a concerted effort to focus on growing the faculty training program.
- Each faculty member is encouraged to try to contact two people personally and encourage them to get involved again.
- An automatic letter about membership will go out to participants when they are certified. Their instructor will also follow up with an email.
- Pam will contact Judy to discuss how to link the Australian newsletter *Perceptions* to the IAACT web site.
- Fred will contact Larry Litwack to suggest that he name the journal something like the *Journal of Living Control Systems*. IAACT will buy 100 copies of the journal for distribution to IAACT members, pending the name change. Update: Larry has decided to keep the name.
- It was agreed that instructors pay \$150 per ACT. An ACT consists of 18 participants or less. If a week exceeds this number, it will be considered two weeks.

Goals and Responsibilities

- We reviewed the goals we set last year to assess whether we met them or not. We decided to revisit the IAACT mission statement and beliefs. Jeff will facilitate this process via email. Shelley and Pam will revise the home page of the IAACT web site. Fred will work on revising the IAACT handbook. We will continue to support PCT through support of CSG through one registration of an IAACT member to the CSG, having Bill Powers speak on the Saturday prior to Hilton Head, a faculty retreat, and subscriptions to the journal upon name change.
- The faculty retreat will be held in Chicago Oct. 20-21, 2006. Jeff Grumley will coordinate the event.

Respectfully submitted,
Fred Good

Agenda
IAACT Board of Directors Meeting
Fayetteville, North Carolina
June 18th, 2006

WELCOME

REVIEW AGENDA

REVIEW MINUTES FROM JANUARY MEETING AT HILTON HEAD

OLD BUSINESS

- Proposed Budget 2006 – prepared by Scott Byerly
- Review goals from Hilton Head Board Meeting, January 2006
- Quarterly report from Glenn re: IAACT sponsored grant
- Membership dues: 2005 general memberships to be extended through 2006??
- Letter about membership in IAACT sent to those completing ACT 3
- Faculty retreat to be held in Chicago Oct. 20 – 22, 2006. Jeff will coordinate the event. Plans in progress.

NEW BUSINESS

- Treasurer's report submitted in writing by Scott Byerly
- Tuition for IAACT chairperson to CSG – provided for attendees?
- Newsletter new look – thanks Mina and Scott!
- Webconnection new look – thanks Scott!
- IAACT Web site updated—thanks Scott!
 - Update of Faculty list and bio's
 - Posting of upcoming events—
- Shelley Roy's workshop prior to Chicago Connection Faculty Retreat October 20 -22, 2006
 - By-Laws posted on IAACT website
- Update database – in process by Scott
- Non-current faculty status

- Membership and Faculty dues – in US dollars, cash, check or credit card.
- Advisory (editorial) committee for newsletter – issue raised by Mina
- August 2006 notification about grant application for Cumberland County – Perry
- What's the difference between newsletter and webconnection?
- Discussion/email between Pamela and Jeff regarding aligning IAACT with PCT, which resulted in #12.
- Ask for (at least three?) volunteers to write their perspective of how PCT is the theoretical basis for one of the strategies or programs or books identified as part of the IAACT compendium? For newsletter?
- Faculty Retreat Oct. 20-22 in Chicago – plans are in process
- Shelley Roy's workshop before Faculty Retreat

Professional Development report:

- Mike Nesser – ACT I Practicum Facilitator (Shelley Roy & Jane Williams, advisors)
- Jenny McFadden of Australia has begun (and is already quite well along in her training) the ACT I Instructor training process (Shelley Brierley and Don White, advisors)

Other business

Minutes
IAACT Board of Directors Meeting
Fayetteville, N.C.
June 18, 2006

Present Members: Pam Fox, Kay Currin, Jane Williams, Jeff Grumley, Shelley Brierley, Denise Pappas, Shelley Roy, Glenn Smith, Patti Sebestyen, Perry and Fred Good, Lynn Taylor (via conference call); Office: Scott Byerly.

1. Jeff Grumley called the meeting to order at 2 PM. He asked that we follow Robert Rules of Order. He welcomed Scott Byerly and handed out the agenda. He noted that the Executive Council would meet in addition to the Board meeting.
2. Scott presented a financial report to date which did not include Hilton Head. He also presented a proposed budget which was approved.
3. A motion was passed that events co-sponsored with IAACT could ask the Board for up to \$300.
4. A motion was passed that the executive council would write up a procedure for co-sponsoring events with IAACT.
5. A motion to accept Barnes Boffey's recommendation was accepted.
6. Shelley Roy and Fred Good will work on the handbook.
7. A motion was passed that the executive council take up all old business and report back to the Board. Glenn will report back to the Executive Council regarding the filing of financials to appropriate sources.
8. A motion was passed to have the IAACT meeting in Chicago (October 20-22) this year and to have it in Las Vegas in 2007.
9. A motion was passed (Denis Pappas abstained) not to have the 2005 books audited by an outside accountant (although reviewed by an accountant) and to have the 2006 books audited.
10. A motion to support the CSG meeting by reimbursing equally the four IAACT members attending the China CSG conference the equivalent of one registration was passed.
11. A motion was passed to revise the by-laws by September 1, 2006, circulate them and ratify the changes at the meeting in October.
12. A motion was passed that all monies paid to IAACT should be in US\$.
13. A motion was passed that any official communication regarding IAACT should be addressed to the Board Chairman and that no individual member of IAACT can speak for the organization unless specifically designated to do so by the Board.

The meeting was adjourned.

Agenda
IAACT Board of Directors Meeting
Las Vegas, NV
October 20-21, 2006

I. Call to Order

II. Reading and Approval of Minutes

III. Reports of Boards and Officers

A. Report of the Chairman

B. Report of the Treasurer

C. Report of the Director for Professional Development

IV. Unfinished Business

A. Approval of revisions to handbook and by-laws

B. Report from Fred Good and Glenn Smith about status of 2005 financials

C. Report from Glenn Smith about the financial status of his grant

D. Discuss IAACT's co-sponsorship of events: How do we identify those events, and what is IAACT's responsibility with regard to those events?

V. New Business

A. Motion to convene a nominating committee to fill vacancy of Vice-Chair

B. Motion to purchase digital video camera for IAACT and to clarify who may use it and how it may be used

C. Motion to evaluate and update IAACT members' benefits

D. Motion to charge inactive faculty members \$50 for annual membership dues

E. Motion to establish December 30 as deadline for paying IAACT faculty membership dues, with reminder notice to be sent by November 15

F. Motion to discuss acknowledgement and celebration of IAACT's 10th anniversary

VI. Announcements

A. Life Connections, Inc. is sponsoring ACT I and ACT II in Charlotte, NC, on October 30-November 2, 2006.

B. Oasis Consulting Limited is sponsoring *Circle of Strength Level II: Realigning and Redefining Core Beliefs – Behavior in Peace and Conflict* in White Rock Beach, BC, Canada, on November 2-3, 2006.

C. Shelley Roy is offering *Clear Out the Clutter: Untangling the Mystery of Behavior* in Minneapolis, MN, on November 27-28, 2006.

D. New View Publications is sponsoring ACT I, ACT II, and ACT III in Hilton Head, SC, on January 15-18, 2007. IAACT is sponsoring ACT IV.

E. IAACT is sponsoring the 2007 *Carolina Connection Conference* in Winston-Salem, NC, on March 22-23, 2007.

VII. Adjournment

Minutes
IAACT Board of Directors Meeting
Las Vegas, NV
October 20, 2006

I. Meeting called to order at 2:00 p.m.

Present – Jeff Grumley (Chair), Barnes Boffey, Patti Sebestyen, Shelley Roy, Perry Good, Fred Good, Glenn Smith, Jane Williams, Shelley Brierley, Denise Pappas, Lynn Taylor

II. Reading of June 18 minutes

- Motion by Shelley Roy, seconded by Perry, that the minutes be approved with the following changes (to be made by Fred):
 - Item #5 – edit to clarify Barnes’ recommendation.
 - Item #8 – edit out the first “to”.
 - Item #3 – to be deleted, as it is misleading as stated. Executive Council will have latitude to decide on co-sponsored events when a request is made.
- Motion carried.

III. Reports of Boards and Officers

A. Report of Chairman:

1) IAACT Administrative Coordinator, Scott Byerly, has submitted weekly report to Chairman on his activities such as:

- The Web Connection – brief IAACT activity updates
- Quarterly Newsletter - more in-depth articles from faculty.
- Writing description of roles of Exec. Council (to be reviewed by Council before publication on website)
- Updates to website, etc.

The Board decided that the Administrative Coordinator will continue to report to the Chairman weekly and to the Executive Council (and anyone else requesting) with monthly activities report and bank reconciliation.

2) Chairman sent a letter to Diane Gossen re her inactive faculty status. She requested a membership list and by-laws. After Admin. Coordinator updates faculty list on website, he will refer Diane to website and will send a copy of the by-laws. Diane sent Shelley Brierley a PDF file with 20 pages of correspondence with various IAACT faculty members over the past years. Chairman clarified that only official correspondence came from himself and Perry.

- Motion by Shelley Brierley, seconded by Patti, that any significant correspondence sent by the Chairman be first reviewed by the Executive Council and that this procedure be added to the by-laws. Carried.

B. Report of Treasurer:

I) Outgoing Treasurer, Fred Good, presented Admin. Coordinator's budget report. When Scott started as Admin. Coordinator the books were restructured by an accountant to bring to an accurate and auditable state. Fred recommended that the job of the new treasurer, Denise Pappas, be to monitor the books and financial report of the Admin. Coordinator once the final updates are completed. Discussion items:

- Unless income exceeds \$25,000, IRS does not require a report or audit.
- With the addition of Glenn Smith's grant, income will exceed \$25,000 in 2006 and report will be required.
- Should IAACT pay the cost for this report?
- Should an admin. fee be built into the grant budget?
- Is UFARS federal coding necessary for this or future grants to align with government processing?
- Treasurer and Glenn will work with the accountant to answer these questions and report back to the Executive Council.
- Motion by Barnes Boffey, seconded by Fred, to have outgoing and new Treasurers work with Admin. Coordinator and accountant to complete the books and develop clear and proper procedures for reporting income and expenditures of all transactions. This will be presented at the next Board meeting for approval, then posted to website. Carried.

C) Report of Director for PD: All is well.

Unfinished Business

A) Fred distributed revised IAACT Handbook and requested feedback via email by December 1, to Fred and Shelley (Roy?).

- Some additions needed such as inactive and active faculty.
- Timely revision at the ten-year anniversary of IAACT.
- Perry requested printing of some hard copies for clients.
- Fred will ask Admin. Coordinator to get cost estimate.
- Add this item to New Business for Hilton Head meeting.

B) & C) Glenn Smith reported that the 2005-06 \$35,000 grant was spent. Project total was \$52,554 with \$15,774 in-kind contributions. The government submits funds to IAACT, which are then turned over to Life Connections, contracted to deliver the program. IAACT Admin. Coordinator records grant income and expenditures, monitored by the Treasurer.

- Funding from the Dept. of Juvenile Justice and Delinquency Prevention, targets first time theft offenders who must attend two – 3 hour courses with their families. An intake worker contacts families and does follow-up, program has 2 instructors. Next year private funders will be approached such as mall managers & corporations as the program directly benefits them.

D) IAACT co-sponsored events.

- Need definition of co-sponsored events

- Must distinguish between putting up and receiving part of proceeds from events. i.e. Loop sponsored by IAACT, but New View does the registrations etc.
 - Need list of events requesting/eligible for co-sponsorship
 - Need approval process to fast-track funds for IAACT sponsored events, up to \$300.
- Motion by Fred Good, seconded by Shelley, to form a sub-committee and submit recommendations on co-sponsored events at Hilton Head Exec. Council meeting. Jane, Shelley Roy, Patti, and Perry volunteered to form sub-committee.
 - Carried.

New Business

Agenda additions:

- Add item #10 from June 18, Fayetteville minutes.
 - Addition of two new members on Executive Council
 - member at large
 - director of communications (review newsletter articles for accuracy and accordance with PCT).
- A) Pamela Fox resigned her position of Vice-Chair for personal reasons. The by-laws state that the Executive Council can appoint an interim Vice-Chair. Need to convene nomination committee for voting process in Hilton Head.
- Motion by Perry Good, seconded by Fred, that we incorporate Director of Communications in Vice-Chair role.
 - Carried. Shelley Roy volunteered to review newsletters articles.
 - Motion by Shelley Roy, seconded by Barnes, to appoint Patti Sebestyen as interim-VP until Hilton Head. Will ask Kay Curren to assist in role. Carried.
 - Motion by Barnes Boffey, seconded by ?, not to have Member at Large position. Carried.
- B) Purchase of video camera.
- Motion by Fred Good, seconded by Jane, to pay Glenn Smith for IAACT camera purchased in China. Amendment by Perry that we pay for the camera and authorize Scott to purchase equipment necessary to make it completely functional – tripod, cable, hard case. Carried.
 - Shelley will write up the procedure for IAACT equipment to be used by others.
- C) Membership benefits.
- Larry Litwack's journal has been requested by members.
 - Motion by Shelley Roy, seconded by Shelley Brierley, to purchase the journal for members on record and double link our website with Larry's. Costs are \$7 x 40 members for final issue only. Carried. Shelley Brierley will encourage others to submit articles to the journal.
 - Discussion:
 - Clarify IAACT fees & benefits by Hilton Head, January '07.

- Do not need a member's only area of website as no longer offering 5 years for \$50 membership.
- CD's can be made of main presentations, etc. and sent to members as benefit. Non-members would purchase.
- Thanks for getting schedule of ACT weeks to Scott.

D) Instructor Dues

- All instructor dues paid up.
- Motion by Shelley Roy, seconded by Shelley B., to continue the practice of \$50 for inactive faculty. Carried.

E) Agreed by all members to keep faculty fees due date as is. Denise will check with accountant on fiscal year, expenditures, etc., and installment plan for those in need.

- Motion by Barnes, seconded by Perry, for faculty-in-training fees for Australia to remain the same, submitted to IAACT in U.S. \$ equivalent. Fees are split half and half between Australia & North America IAACTs. Barnes will ask Australian IAACT for input re faculty dues.

F) Discussion for 10th anniversary year activities including awards, re-scheduled for next day's meeting.

(Next day ideas:

- Slide show of old and new photos.
- Discussion at each of the sub-events throughout 2007.
- Committee struck to plan theme for celebration:
Terry Fowler, Rick Watlington, Perry Good, Shelley Roy, & Shelley Brierley.)

G) #10 June 18 minutes. Fred will ask Scott to pay out the agreed fee between Glenn, Shelley Roy, Shelley Brierley and Judy McFadden who attended the CSG Conference in China.

VII. Meeting adjourned at 4:40 p.m.

Minutes
IAACT Board of Directors Meeting
Hilton Head, SC
January 12, 2007

Present: Glenn Smith, Denise Pappas, Fred Good, Jane Williams, Perry Good, Shelley Roy, Pam Fox, Barnes Boffey

I. Call to order: 11:20 a.m. EST

II. Reading and approval of previous minutes

Moved by Barnes Boffey; seconded by Jane Williams

III. Reports

A. Chairman: Attached

i. Jane Williams moved; Barnes Boffey seconded:

“Recommend for content of Chairman’s Yearly Report:

- Status of all Executive Committee Meetings
- Current issues facing IAACT
- Recommendations and Vision
- A Synopsis of Faculty efforts towards the Vision”

ii. Fred Good moved; Shelley Roy seconded:

“The present chairman will review the job descriptions of officers, consult current officer and present a formal collection of job descriptions at the next board meeting; including the IAACT co-coordinator.”

iii. Glenn Smith moved; Perry Good seconded:

“That upon election the Executive Council will develop a social contract as to how they will operate. It will be reported in writing to the board at large, including a process for how the Exec. Coun. will be accountable”

B. Treasurer:

i. Fred Good moved; Barnes seconded:

“Accept Treasurers report as presented.”

ii. Fred Good Moved Jane William Seconded:

“All expenditures are approved by the treasurer. Amounts exceeding \$200 will require pre-approval.”

iii. Glenn Smith moved; Jane Williams seconded:

“1) Fred Good and Denise Pappas will obtain an accountant to restructure the IAACT accounting system to the satisfaction of the treasures and IAACT coordinator, including the closure of 2006 books.

2) The IAACT coordinator assistant treasurer and treasurer will obtain a credit card which we authorize Fred Good, IAACT coordinator and the present treasurer, to sign.

3) Fred Good will act as assistant to the treasurer, allowing him to supervise and direct the IAACT coordinator and sign checks.”

C. Director for Professional Development

i. The question arose as to the approval process. A note by the two faculty advisors is sent to Barnes Boffey.

ii. Glenn Smith moved; Perry Good seconded:

“Glenn Smith will chair, Denise Pappas and Pam Fox will serve as committee to develop a procedure for scholarships for IAACT sponsored events.”

IV. IAACT Co-sponsorship of events

Jane Williams reported: Three to six months ahead of the proposed event the faculty member will make a proposal to executive board. The proposing faculty member is responsible for marketing, planning and coordinating the event.

V. 10th Anniversary

Fred Good reported: The summer newsletter be a special 10th Anniversary Issue available online (in color) and printed (black and white) no later than June 1st. Faculty shall be prepared to write specific articles with a template provided. Email suggestions or content or details to Scott @IAACT.com.

VI. Unfinished Business

A. Handbook and by-laws – Barnes Boffey moved; Jane Williams seconded:

“The handbook and by-laws will be posted on the web-site and comments should be submitted to Fred Good and/or Shelley Roy by January 30, 2007, at which time it will be printed.”

B. Financial Procedures – See treasures report.

C. Procedures for equipment: Jane Williams moved; Barnes Boffey seconded that the proceed be accepted with a change of the word *LCD* to **Equipment**

D. Potential Annual Award – Discussion about moving it from an award to recognition of 10 People for the 10th Anniversary non-faculty members Glenn Smith and Jane Williams will be contacting faculty...

VII. New Business

A. Motion to accept 2007 Budget: Barnes Boffey moved

B. Sponsoring Jan. 16th Principals Jane Williams moved and Barnes Boffey Seconded that IAACT support administrators / superintendents not to exceed \$350.00

C. Criteria for newsletter discussion. Fred Good and Barnes Boffey will submit the criteria to faculty at large requesting feedback by January 22, 2007.

Glenn Smith moved and Perry Good seconded:

“An editorial committee of Fred Good, Barnes Boffey and Pamela Fox be established.”

VIII. Nominations

Perry Good moved and Jane Williams seconded:

“Glenn Smith fulfills the position of Vice- President replacing the interim position of Patti Sebestyen.

All other officers will remain in office until January 2008 at which time a nominating committee will present a new slate of officers for the January 2008 Board of Directors Annual Meeting.

IX. Other Business:

For those who heard Kent McClelland’s session at the CSG Conference 2005 in Guelph, the book *Purpose, Meaning and Action: Control Systems Theories in Sociology* has been published and is now available through New View Publications.

X. Jane Williams moved and Barnes Boffey seconded adjournment at 4:32 p.m. EST

2007 Goals

A. Support the continuation of the study of Perceptual Control Theory by:

- Sponsoring one faculty scholarship for the registration at the CSG annual conference.
- Co-sponsoring the Loop the Practicum Supervision and Beyond, only to the point of breaking even (cover any costs not covered by registrations.)
- Sponsoring a small group session with Bill Powers at the annual Board Meeting (cover all expenses for Bill and a small honorarium.)

B. Develop a multi-cultural faculty through:

- Scholarships for registration to The Loop: Practicum Supervision and Beyond.
- Recruitment of a diverse faculty.

C. IAACT Unplugged: Production of Support Materials:

- Production of video CD’s
- Educational materials

D. Explore and support the research and evaluation of IAACT programs.

E. Develop a comprehensive plan for the 10th Anniversary Celebration

- Special Addition Newsletter
- Other activities based on committee recommendations.

Agenda
IAACT Board of Directors Meeting
Carolina Connection
March 21, 2007

New Business responsibilities chart from previous agenda.

Review roles descriptions.

Review “responsibilities” re IAACT and New View offices.

Financial items:

- Update re bank account and signatories.
- C.C. items?
- Other?

Executive Council strategic planning meeting funded by IAACT during non-teaching week?

A.O.B.?

Minutes
IAACT Board of Directors Meeting
Carolina Connection
March 21, 2007

Meeting started at 6:15 p.m.

Present: Barnes Boffey, Fred Good, Jeff Grumley, Glenn Smith, Lynn Taylor, Jane Williams.

Old Business

- Minutes of March 15th approved with the following amendment - *IAACT is paying for instructor's lodging at Carolina Connection.*

IAACT Coordinator Position.

- Decision - IAACT office will stay at New View for now.
- New View makes significant in-kind contribution of space, equipment, and services.
- This decision may be revisited after the 2007 goals are completed (communication, Exec Coun meeting regularly, and procedures in place, i.e. a functioning NFP).
- Functions of IAACT and New View need to be differentiated
- New task list and role description for the IAACT Coordinator will be put into place once all roles are finalized.
- Jeff will write a letter of appreciation to Scott for his work with IAACT
- Want to be an organization that recognizes people via letters of appreciation, recruits members, make contacts, (Perry doing it now, but shouldn't have to do it for all of IAACT.)

New Business:

Role/Job Descriptions

- Two sets of submissions
- Descriptions should maintain a level of generality
- Jeff will review, finalize, then send to Fred for insertion in Handbook

Finances

- Right up to date! Exec. Coun. is very pleased at the work done by Denise, Fred, Scott, and accountant.

Handbook

- Entire handbook under review to make it current
- Fred started revisions with input from members/board/exec.coun.
- Goal for completion by Fayetteville session in June
- Call or email Fred re any suggested changes.
- Need by-laws section that defines responsibilities of Exec. Council
- Newsletter submission policy needs to be added to handbook.

IAACT Non-Profit Status

- Non-profit charter incorporated in SC.
- Fred will check on status in NC.
- Should have a federal tax number

- Only exempt of taxes charged against IAACT credit card. Must go to the state and request state tax exemption.

Glenn's Grants

- Have articles of incorporation as non-profit in S.C.
- Need permission to get federal tax-exemption for grants
- Fred and Glenn reworked grant proposal section in Handbook and procedures for administrative fees for services
- IAACT has 2 chequing accounts – IAACT and IAACT-Life Connections under same tax i.d. number
- County cheques deposited into IAACT-Life Connections account
- Glenn no longer signatory
- When someone gets grant, a separate IAACT account will be set up with designated signatory.
- A procedure to this effect needed for handbook
- Administration fee for grants worked on by Glenn and Fred
- Fred will do further research to get background material and will report at next meeting.
- A procedure will be required for handbook.
- Decision: Glenn to make donation to IAACT for 2006-07, then will pay 1% of total grant for 2007-08, and review for 2008-09 on case by case basis. Motion by Barnes, seconded by Fred.

10th Anniversary

- Terry and Fred working on a plan since brain-storm at Las Vegas
- Fred to review lists and get committee together to move ahead with plans. Will report back to Exec. Coun.
- Will continue with special cakes at ACT certification weeks throughout the year
- Binder celebrating 10 years of IAACT for each Board member at Fayetteville meeting June 1 2007
- Fred and others will assemble at IAACT / New View Office.
- Binder to include the following items (party responsible):
 - Revised Handbook (Fred)
 - Job descriptions (Jeff)
 - By-laws / charter (Fred & Glenn)
 - Financial summary (Denise & Fred)
 - Exec. Coun. Report (Jeff) - include officers & activities of Exec. Council, grants, financial up-dates/changes, goals for this year - communication and procedures, goals, etc.
 - Projects and accomplishments, activities planned for next year, special appreciations, etc. (Jane, Perry, Lynn and others)
 - Minutes (Lynn)
 - Grants (Glenn, Fred)
 - Active faculty list (Barnes)
 - Active membership list (Scott & Glenn)
 - Future goals (Exec. Coun.)

Meeting adjourned 7:26 p.m.

Agenda
IAACT Executive Council
Phone Conference
February, 2007

Executive Council role description

Discussion about Shelley Roy's "Letter of Support"-- using technology for practicum in ACT certification

Communication

- Use of email for Executive Council, conference call, separate contacts as needed
- Chair and Vice Chair phone contact/communication every Friday
- Chair phone contact with IAACT Coordinator every Friday
- Treasurer, IAACT Coordinator and IAACT Liaison communication every week
- Monthly written report by Treasurer to Executive Council regarding expenses

If people have issues or items for discussion, please bring them to the Executive Council conference call; submit to Chair for the agenda

From Treasurer

1. Hilton Head 2006 Expenses Budget for 2007/08.
 2. Carolina Connection 2006 Expenses Budget for 2007/08.
 3. IAACT CPA 2007 and not for profit status selection process and deadline task dates.
 4. 2006 income tax and Lynn McGee Closure in hard copy ..process and deadline task dates.
 5. 2007 Budget expectations, process and procedure.
 6. 2007 IAACT Credit card.....how and in what way, procedures and responsibility.
 7. Standing meeting dates and times for communication and IAACT check signing availability.
- In completing the above tasks, I am wondering if it would be worthwhile to also assign Chairs to oversee IAACT involvement in the process, past the Exc. Council, and to support the IAACT Coordinator in articulation of tasks.
 - I would like to recommend Glenn Smith to chair the Hilton Head IAACT 2008 activities including Bill Powers total experience/activities and Jane Williams to chair the Carolina Connection activities 2008.
 - At the direction of the Exc. Board. I would recommend a budget anal of 2007, of those two activities...of what IAACT spent and why. I would recommend IAACT be clear on their responsibility.
 - I would recommend IAACT be clear on New View's responsibility.
 - The IAACT coordinator is working on the detail of these events for 2007, currently. For both Hilton Head and Carolina Connection, 2007.
 - I also recommend the IAACT Executive Council is that needs to be used as IAACT expenses are set up for each activity and then approved.
 - But concluding with what process needs to be used when IAACT approval amounts are changed and need to be approved again.

After we find a process that works, we can recommend it to the entire board in Fayetteville,

Notes
IAACT Executive Council Meeting
Phone Conference
March 1, 2007

Meeting started at 6:00 p.m.

Present - Fred, Glenn, Denise, Barnes, Jeff, & Lynn

1. Faculty Dues

- Executive Council members need to submit faculty dues as soon as possible to set a good example.

2. IAACT Coordinator position

- Fred to discuss and clarify details of position with IAACT Coordinator, Scott Byerly.
 - a. Need to define the duties of the position re expectations for items such as faculty dues, data base location and maintenance, procedures following trainings, treasury, etc.
 - b. Need to develop guidelines for use of data base.
 - c. All IAACT operational areas need to be reviewed as has been done with financial area.
 - d. Scott plans to resign immediately following Carolina Connection Mar. 22-23. He will bring the books up to date beforehand.
 - e. New coordinator position to be discussed at Carolina Connection meeting.

3. Financial reports

- Fred will email monthly income and expenditure report to Exec. Council, after monthly reconciliation (finance committee Denise, Fred, Scott for now, then plan for future procedure and positions?)

4. Grants

- Glenn and Fred will work out a procedure to handle grants run through IAACT. Considerations:
 - a. Almost impossible to get federal tax exemption on grants as non-profit organization.
 - b. Accept applications for grants that fall within IAACT mandate evaluated on a case by case basis.
 - c. Establish a range for administration fee, commonly 5-15% (one way to generate income to increase IAACT viability and generate resources/seed money to support IAACT sponsored activities).
 - d. Submit grant proposals to Exec. Council through Vice-Chair.
 - e. Glenn's applications to five other counties for grant funding.

5. Hilton Head ACT IV 2007

- To be discussed at Carolina Connection meeting:
 - a. Shelley Roy's instructor payment. No contract ahead of time, low enroll-

ment, no prorating.

- b. IAACT running it vs New View.
- c. Exec. Council promoting H.H. ACT 4 independently.
- d. How much is it working to hold ACT 4 in terms of IAACT mission?
Changed format needed?
- e. IAACT willing to spend \$2,000-4,000 per year on H.H.?

6. Carolina Connection 2007

- a. What is our mission and vision re C.C.?
- b. Exec. Council should make decisions about C.C.
- c. Need clear procedures vs assumptions regarding roles/responsibilities/partnerships of New View, Unlimited Success, and IAACT around C.C.
- d. IAACT has a lot of investment in C.C., but will it cover our costs?
- e. What expenses, if any, will be covered for the presenters this year?
- f. IAACT paying for instructors rooms? What are the precedents? Fred will speak with Perry (and Jane?) bring to Exec Coun discussion about expenses for speakers, meeting rooms, meals, etc. and by whom.
- g. Other choices can be made once we know what we want to cover.

7. Meetings

- a. Should IAACT funds used to bring Executive Council officers together for meetings? It is difficult to meet during busy conference times such as H.H.& C.C.
- b. Next meeting – March 15 at 6:00 p.m.
- c. Meeting adjourned at 7:05 p.m.

Agenda
IAACT Executive Council
Phone Conference
March 15, 2007 6 p.m. EST

Call to order – Chair

Approval of Agenda

Approval of Notes from March 1st Conference Phone Call

Old Business – see Notes from March 1st meeting.

1. Officers roles - Chair
2. Faculty dues
3. Coordinator position
4. Financial reports
5. Grants
6. HH ACT IV 2007
7. Carol. Conn. 2007
8. Ex. Council Meetings

New Business

We need officers to be assigned tasks, what will be done, and when it will be done. For example:

- A. Who is assigned task,
- B. what is task to be completed, and
- C. deadline to finish.

<u>Issue</u>	<u>Officer</u>	<u>Task</u>	<u>Deadline</u>
1.	A.	B.	C.
2.	A.	B.	C.
3.	A.	B.	C.

Announcements

Next meeting is at 6 p.m. on Wednesday, March 21st in Winston-Salem

Adjournment

Notes
IAACT Executive Council
Phone Conference
March 15, 2007

Meeting started at 6:05 p.m. EDT

Present: Barnes Boffey, Fred Good, Jeff Grumley, Denise Pappas, Glenn Smith, Lynn Taylor

Agenda approved

Barnes - all items produced by the current Exec. Council since the beginning of their term of office be collated and bound in a report for the director's meeting: agendas, minutes, financial work, roles, policies, newsletters, other items needing approval, etc.

Jeff will provide a summary from items handled to date.

Policy decisions made will be in effect until the next faculty meeting (Fayetteville? Hilton Head?).

Minutes from Mar. 1 approved.

Old Business

Roles:

- Submit any suggested changes on roles to Jeff a.s.a.p.
- Scott submitted his Coordinator position description.
- Council will review and finalize item.
- Finalize all roles by Carolina Connection.

IAACT Office:

- Fred – explained the many benefits of keeping the IAACT office at New View which provides in-kind contributions of space, equipment, phone answerer, graphics design, etc. Suggestion to keep office in its present location until such time as IAACT can afford to hire a full-time person. Fred will look at IAACT handbook and define policies and procedures, etc.
- Denise – if the position stays with New View office, then can separate gradually for independence of IAACT. Need to clarify which duties are specific to each organization.

Financial:

- Financial reports: sent out today for review and ready for C.C.
- Need to review what is useful now and what remains to be done.
- Jan. and Feb. reports are good in the new format.
- Quickbooks does not include detail, only summaries.
- Coordinator keeps detailed breakdown of account line items.

Carolina Connection and Other IAACT Events

- Carolina Connection projected income \$7,955.
- Projected expenditures total \$7,428.
- Will review final figures at C.C.

- Denise – Need to develop procedures around holding future IAACT sponsored events such as C.C. (eg. contractual agreement ahead of time). Need clarity of roles of organizations involved, expectation for participants, faculty, etc. Will have procedures ready for approval at Fayetteville meeting.

- Jeff - All requests for special events expenditures will go in writing to Chair or Vice Chair, then to Treasurer, then to Exec. Council for discussion and final approval (or not) given in written contract. Procedure once approved, will be added to handbook.

- Next year, people holding C.C. will be asked to submit a simple proposal to IAACT with events and budget.

- Jeff - spoke with Perry about C.C. He is not asking for IAACT to cover travel or honorarium as it's covered under a school grant in the area where he is doing consulting. No other expectations for expenditures other than those covered by Jane or Perry at C.C. Lodging is being paid for instructors.

- Denise – Could set a standard amount of “petty cash” for instructors’ general expenses during C.C.

- Fred will relay to Perry and Jane that IAACT trusts them that things will be done equitably. Fred – IAACT wants to get procedures down for the future.

- Barnes drafted the following procedure:
 - If an individual or group chooses to create an event which they want to co-sponsor with IAACT, they must submit a proposal to the Chair or Vice Chair of the Executive Council which includes a description of the event, the relationships and roles played by both IAACT and the co-sponsor, and a budget which spells out projected income and expenses. The IAACT Executive Council will determine whether the event is within the mission and resources of IAACT and develop a specific plan with the co-sponsor, spelling out agreements about finances, event policies, and other issues that need to be clarified.

- Motion to accept by Denise, seconded by Fred (may need some small edits?).

- Denise – What is status re IAACT funding Exec. Council getting together for compression and future planning, not during a teaching week? Need at least two-days of focused planning for this. Denise and Fred to make a plan for this in time for C.C.?

- **Grants** – Glenn will call Fred on Mon. Mar. 19 to work out figures re the grant.
- Hilton Head – Shelley Roy's payment taken care of.
- Denise – IAACT Wachovia Bank account is in Charlotte. Bank statements come to New View. IAACT (?) second account for Life Connections for Glenn's grants. Useful to bring the account to Chapel Hill branch and have one account instead of two? Is leaving Life Connections account in Charlotte cleaning it up enough?
- As Treasurer, Denise should be signatory and may want more specific procedures re expenditures. Glenn should be off as signatory. Grant funds can be sent directly to IAACT office, then a cheque made out to Glenn from IAACT.

Next meeting at 6:00 p.m. EDT at C.C.

7:00 pm. meeting adjourned.

Notes
IAACT Executive Council
Phone Conference
Monday, April 23, 2007

Meeting started at 6 p.m. EST

Present: Jeff, Glenn, Denise, Barnes, Fred (no pre-sent meeting agenda).

1. After discussion Executive Council decided to stop sending the LCD projector to IAACT faculty who want to use it. Instead Perry will buy the LCD projector and attempt to send it to whomever would like to use it. No fee will be charged IAACT for use of the LCD projector.
2. Perry contacted Chair about Atlanta contract - the funding source had as part of its criteria that the groups would be 22 members. She informed the Superintendent (or designee) of IAACT's policy about group numbers. The Cobb County (Atlanta) representative said they would work with Perry to not fill the groups, if someone cancels as often happens with the large school contracts. The Executive Council appreciated notification, and after discussion decided to tell Perry to proceed with contract even if it meant—for this contract—there would be 22 participants per group.
3. Barnes asked about planning for the summer Board of Director meeting, especially completing the tasks for the packet. Jeff will (re-)send the notes from the March 23rd meeting in Winston-Salem at Carolina Connection.
4. Treasurer and Liaison will set time to talk each month about financial matters.
5. Liaison (Fred) reported that Debit Card was being resolved.
6. Coordinator term has ended with IAACT; Jeff sent letter (and cc'd to Executive Council) a letter of appreciation to Scott Byerly.
7. Treasurer reported that a grant is being pursued by Adams County, IL (Quincy) to work with IAACT to provide services of a variety of instructors to train participants who have had Glasser training. Decided that Denise, from Quincy, would be the contact person. No individual instructors or business will compete for services with Adams County. IAACT will be the identified group, and it will be up to the representatives from the funding source to determine which instructor to provide the category of training (juvenile justice, therapists, etc.) Denise Pappas has done an excellent job of keeping the Executive Council informed about this grant.

Next phone conference Thursday, May 17th at 6 p.m. EST.

Notes
IAACT Executive Council
Phone Conference
May 17, 2007

Present: Jeff Grumley, Glenn Smith, Barnes Boffey, Denise Pappas, Fred Good, Lynn Taylor

IAACT Office

- Virginia Tate hired for Coordinator position.
- Denise will call to introduce herself.
- Following week another meeting with Fred.
- Denise, Fred, Virginia to talk next week and once per month.

Finance

- Financial report for April to be started by Virginia.
- Financial reports brought up to July end, before August mtg.

10th Anniversary

- Send photos to Fred
- Jeff sent out responsibilities for packet for August meeting.
- Exec. Summary almost done – will be circulated to Exec. Council well before Board of Directors Mtg. in August.
- Jeff & Lynn work more on their pieces next week.
- Report on all things we've done – one page with photos per item that is friendly, inviting. Aloha Foundation and others how IAACT/PCT has influenced/impacted organizations?
- Exec. Coun. work as group together to do the presentation.

Grants

- Glenn has another grant from Mecklenberg County & new one expanding to one other county. (Iredale County?).
- Procedure established by July 1. In place by end of June.
- Wants to start July 1 for IAACT to take over payment procedure. Funds to come to IAACT, and cheques then made out to Glenn.

Nice to reach a maintenance stage with Exec. Council!

Next meeting - how to present the material collectively, and not personalize anything.

Next mtg. Wed. June 6, 6:00 p.m.

Agenda
IAACT Executive Council
Phone Conference
July 19 2007

Executive Council

Agenda for Thursday, July 19, 2007

1. Packet for Board of Director's meeting
 - Revised handbook - Fred
 - Job descriptions - Jeff
 - By-laws and Charter (Fred and Glenn)
 - Financial summary, and documents for appendix ((Denise and Fred)
 - Current IAACT directory -- ask Virginia to compile
 - Exec Coun Report/Summary
 - Current IAACT faculty as of 6/1/07 - Barnes
 - Minutes and Agendas - Lynn
 - Projects - Jane, Perry, Lynn, and others
 - Grants (Glenn, Fred)
 - Active membership list (and directory, see above)
 - Future goals
 - Discuss future goals
 - Executive Council Retreat for October dates?

2. IAACT Coordinator projects
 - Time sheets
 - Financial reports
 - Unpaid faculty
 - PO Box
 - Signature for checks
 - Participant data forms from ACT training
 - Board of Director packet

3. Great job on 10th anniversary newsletter

4. Shelley Brierly email

5. Anything else

Notes
IAACT Executive Council
Phone Conference
July 19 2007

Present: Jeff Grumley, Denise Pappas, Barnes Boffey
Meeting called to order at 7:14 p.m. EST

Reviewed agenda (see below)

Agenda

1. Packet for Board of Director's meeting
 - Revised handbook - Fred
 - Job descriptions - Jeff
 - By-laws and Charter (Fred and Glenn)
 - Financial summary, and documents for appendix ((Denise and Fred)
 - Current IAACT directory -- ask Virginia to compile
 - Exec Coun Report/Summary
 - Current IAACT faculty as of 6/1/07 - Barnes
 - Minutes and Agendas - Lynn
 - Projects - Jane, Perry, Lynn, and others
 - Grants (Glenn, Fred)
 - Active membership list (and directory, see above)
 - Future goals

2. Discuss future goals
-- Executive Council Retreat for October dates?

3. IAACT Coordinator projects
 - Time sheets
 - Financial reports
 - Unpaid faculty
 - PO Box
 - Signature for checks
 - Participant data forms from ACT training
 - Board of Director packet

4. Great job on 10th anniversary newsletter

5. Shelley Brierly

Discussion about # 1

Decided on a three ring binder with nice cover. Make 50 copies. Use numbered sections. Take to Kinkos.

Discussion about #2

Idea to have visioning meeting for anyone who wants to attend, one day before Hilton Head business meeting/Powers' event/training week; will further discuss at August Executive Council phone conference

Discussion about #3

- Coordinator is doing a good job; communicating well with her supervisor, Treasurer; and with Chair
 - Increased hours of Coordinator for a couple of weeks
- Treasurer to find out about detail for line items of financial reports in preparation for Michigan meeting

Discussion about # 4

Hooray!

Discussion about # 5

Chair to contact Shelley B.

Next meeting, Thursday, August 30th at 7 p.m. EST

Meeting adjourned 8:15 p.m. EST

Respectfully submitted,

Jeff Grumley, Chair

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2007

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Future Goals



**Here's
where
we
need
your
help
!!!!**