

# **Minutes of the IAACT Annual Meeting**

*Hilton Head Island, S.C.*

January 13, 2005

Present: Shelley Roy, Chair; Jeff Grumley, Vice-Chair; Lloyd Klinedinst; Barbara Bollman; Lynn Taylor; Jane Williams; Perry Good; Fred Good, Secretary.

The agenda was set as follows:

1. Response to Diane Gossen's letters
2. Treasurer's report
3. IAACT Website
4. Establishment of clerical position
5. Officers
6. Membership
7. Goals
8. Support PCT
9. Miscellaneous

1. It was agreed that a letter be sent to Diane Gossen saying that currently her training, as set forth in her correspondence to IAACT, does not meet the organization's criteria. Her curriculum is not based on PCT and the loop and she includes more than 15 to 18 participants in her training sessions. It was agreed that the letter state that IAACT was always open to reconsideration of Chelsom's status with respect to IAACT were she to comply with IAACT criteria.

2. The treasurer's report reflected that IAACT had a net income of \$4,820.71 for fiscal year 2004. It was noted that there would be some large expenses associated with the current meeting and with the upcoming IAACT regional meeting in North Carolina.

3. It was agreed upon that IAACT make a \$500 contribution to the Mary Powers scholarship fund which has been established in her memory within the Control Systems Group. We will reconsider making another such contribution next year.

4. A clerical position will be established within IAACT in order to centralize the organization's office. Currently this position is held by Colin Dietch, a Chapel Hill student working part-time. Colin will write a detailed job description for this job. The IAACT financial records and checkbook will be maintained by this person. On-line bill pay will be established so that designated board persons (Treasurer and Chair) are able to access the account.

5. A nominating committee will be appointed to present a proposed slate of officers for 2006. Two positions will be added to the Board of Directors. These are Member-at-large and Communications Officer.

6. There was a discussion about focusing on developing IAACT's membership, shifting from being totally a faculty-centered organization to one which actively develops a membership base. Thus, it was agreed upon that we should review what benefits accrue to persons who pay their \$25 membership fee. These benefits include:

- The privilege of attending Board of Directors meetings

- Receiving the faculty directory

- Receiving an email of the newsletter

- Receiving an email of the bi-monthly web bulletin

Persons completing their ACT I will automatically be enrolled as members of IAACT for one year.

Lloyd Klinedinst agreed to write a plan for undertaking a membership drive and maintaining an on-going membership function within IAACT.

A membership brochure will be designed and published on the web site after approval by the Board. Shelley will send a copy of the old IAACT membership brochure to Lloyd.

Fred will check with Colin to insure that member email addresses are included in the IAACT data base. Lynn Taylor and Glenn Smith will send via email the names and email addresses of all persons completing ACTs through their weeks. It was emphasized that a list of participants in ACT weeks with pertinent information (dates, full name, address, email, level of training, instructor) should be sent to Colin Dietch.

There should be a statement regarding privacy included in the membership brochure.

Members should be billed yearly on the anniversary of joining.

Shelley Roy will compose a membership letter to be included with the membership brochure and sent to everyone who has done an ACT to date.

Jeff Grumley will make sure that a web bulletin is done every other month.

7. Goals for 2005

1. Increase membership and connection to members
2. Support the continuation of Perceptual Control Theory
3. Streamline web connections and usage
4. Update database
5. Compose and send out membership invitation letter
6. Develop membership brochure
7. Design and implement a membership plan
8. Undertake two networking conferences

8. IAACT will continue to support the development of Perceptual Control Theory by:

- Sending Shelley Roy to the Control Systems Group annual conference

- Inviting Bill Powers to Hilton Head next year (2006)

Offer “The Loop – Practicum Supervision and Beyond” as part of the curriculum at Hilton Head

9. A letter will be written to Sally Berman regarding the possibility of hosting a meeting in Chicago over a Friday/Saturday.

Fred and Lloyd will review and update the by-laws for Board consideration

IAACT will help support New View expenses at Hilton Head by helping with the first night social for the IAACT intensive weeks, the get-together for administrators at Marley’s and other meeting planning expenses estimated to be around \$1,000.

Glenn Smith will be asked to send the IAACT office a copy of the current handbook so that it can be updated.