

Minutes of the IAACT Annual Meeting

Hilton Head Island, S.C.

Friday, January 13, 2006

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

Shelley welcomed everyone.

1. 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.
2. The IAACT officers were elected as follows: Jeff Grumley, Chair; Pam Fox, Vice Chair; Denise Pappas, Treasurer; Lynn Taylor, Secretary.
3. 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.
4. Fred will oversee the IAACT clerical person, who is now Scott Byerly at New View. His designated IAACT day is Friday afternoon.
5. Fred will look into the IAACT credit card system which is costing us \$40/month at the moment.
6. 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.
7. 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.
8. The procedure for recording the minutes and posting them to the website 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 website.
9. 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.
10. IAACT will send Nancy Elsmore an invoice for \$125.00 to be a practicum supervisor.
11. 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.
12. 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.

13. Faculty should review their biographical information on the IAACT website and send an updated photograph to Scott.
14. Fred will send Barnes Boffey a hard copy of the labels for all faculty members.
15. 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.
16. Faculty should try to post their activities on the IAACT web site.
17. The by-laws will be posted on the web site.
18. Fred will write up a job description for the IAACT clerical position. It will be prioritized.
19. The clerical position will not exceed eight hours per week.
20. 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.
21. Each faculty member is encouraged to try to contact two people personally and encourage them to get involved again.
22. Pam will contact Judy to discuss how to link the Australian newsletter *Perceptions* to the IAACT website.
23. 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.
24. It was agreed that instructors pay \$150 per ACT. An ACT consists of 18 participants or less.
25. An automatic letter about membership will go out to participants when they are certified. Their instructor will also follow up with an email.
26. 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 website. 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.
27. The faculty retreat will be held in Chicago Oct. 20-21, 2006. Jeff Grumley will coordinate the event.

Respectfully submitted,
Fred Good