

**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 10<sup>th</sup> 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 of the IAACT Board of Directors Meeting**  
**October 20, 2006, Las Vegas, Nevada**

**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:

- 1) 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.

**IV. 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.

V. **New Business**

Agenda additions:

- i. Add item #10 from June 18, Fayetteville minutes.
- ii. 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 – tri-pod, 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 10<sup>th</sup> 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.**