

## **Agenda**

### **Executive Council Conference Call - September 6, 2007**

1. Review of BOD meeting in Winston Salem
  - revising Binder and publishing it on the web
  - revising 10th anniversary newsletter and publishing it on the web
2. Action plan for what needs to be done **now**
  - proposed budget for Hilton Head 2008
  - proposed budget for Carolina Connection 2008
3. Letter from Lynn Taylor summarizing request for IAACT to have a policy or procedure to support instructors (this will be sent out via email to EXEC COUN)
4. EXEC COUNC (and others?) to investigate and initiate grantsmanship center process (Fred Good to chair this committee)
5. Computer purchased for IAACT office
6. Questions or issues from Chair
  - duties of IAACT Coordinator
  - Faculty Retreat in 2007 or 2008 in Mexico
  - Exec Coun Retreat in 2007 in Chicago/Rockford
7. Report from Co-Chairs of Curriculum Committee (Shelley Roy & Pamela Fox)

Addition:

8. CSG registration fee payment.

# Executive Council Phone Conference

Meeting Notes Thursday, Sept. 6, 2007

Started at 7:05 p.m. EST

Present: Jeff Grumley, Lynn Taylor, Fred Good, Glenn Smith, Barnes Boffey. Regrets: Denise Pappas and Glenn for leaving early.

Review agenda.

Additions

- CSG registration fee payment (item 8.)
  - Virginia's request for info. – Barnes sent her updated faculty list.
1. Review of BOD meeting in Winston Salem.
    - Revisions to 10<sup>th</sup> anniversary newsletter will include Shelley Brierley's project report. Jeff will email Virginia to include the report on the website.
    - Picture label needs to be changed to "Richfield, MN" (first cert. group)
    - Virginia can now post info. on website (thanks to help from Scott). She is doing a good job in her new position and communicates regularly with Jeff, Fred, and Denise (see attached info.)
  2. Action plan needed for 2008 budget items.  
Tabled to next mtg. when Glenn and Denise are available.  
This year Carolina Connection may have broken even.  
Hilton Head may have lost a couple of thousand – Jeff to check.
  3. Lynn's request re Diane Gossen's letter on northern project. IAACT Exec. Council is very supportive of faculty and can respond appropriately as requested, i.e. writing a letter confirming Lynn as a member in good standing, contacting recipients of D's letter, or whatever else might help clarify any misperceptions. Lynn will send info. to EC members with clarification of facts and requesting what specifically might help (if anything).
  4. Grantsmanship process – Fred will order the short version of info. and send email to EC to review and discuss at later date.
  5. Computer and printer/scanner were purchased for IAACT office. Scott helped with installation, software, and website in-service for Virginia.

6. Interest in faculty retreat in Mexico before Pam and Daniel Fox sell their facility in 2008?
  - Due to expense, distance, and timing challenges, declined for now. (Better to take a holiday there and just relax!)
  - Exec. Coun. retreat is needed to accomplish the focused work regarding Grantsmanship process of program planning, proposal writing, etc. Fred spearheading this initiative to help take IAACT from small faculty run organization to one that is promoting applications of PCT in schools, counseling, etc. on larger scale to larger funders. Fred will email an outline and distribute the short version package of info. to get the process started.
  
7. Curriculum committee – in progress. Lynn will email Shelley Roy about status of revisions discussed in Flint.

Fred clarified that there is a difference between the handout New View uses for ACT weeks, and what an IAACT curriculum might look like. Need to move towards differentiating the two. IAACT could develop it's own independent document based on desired competencies and related activities. In Flint several instructors (Shelley R., Pamela, Jeff, Lynn, and Fred) reviewed ACT 1 Handout used by New View. Having two separate curriculum documents would end any confusion around this issue.
  
8. Tuition for CSG – China covered for some people in past. Jeff did not attend the MN conference this summer. Policy says that the Chair gets reimbursed for tuition at CSG meeting. Should the Vice-Chair and/or Coordinator who arranged it all be reimbursed for their tuition? Need to clarify purpose for this procedure – do we want to continue it? Started with interest to link with and support CSG. Barnes will email ideas to us for discussion and decision.
  
9. Next meeting – Thurs. Oct. 11 at 7:00 p.m. EST

Meeting ended at 8:08 p.m. EST

**Attachment:**

Two weeks of work summary from IAACT Coordinator, Virginia Tate

8-30-07 Hi Jeff, Last week I focused on getting all the participant data forms from the Winston Salem and Flint Seminars entered into the database. Scott ordered IAACT's new computer equipment and I will forward the receipts to you in separate emails. I completed a \$65

rebate on the printer, which was originally \$123.00. I also completed a \$20 rebate on the monitor, which was originally \$265.00. I have also attached a document listing all items purchased and their final cost. The computer was delivered earlier this week. I have been working on cleaning up and organizing all the files on my current computer so that we can save them to disk and transfer everything to the new computer. Scott will have to help me with this since he is the resident computer whiz.

I also have been gathering all the information that needs to be updated on the website. I have a list of everything that we have talked about that needs to be updated, but if you think of anything else please let me know. I am also planning on working on gathering info for the Fall Newsletter.

9-05-07 I worked 8 hours today, so I will not be in again until next week – next Thursday. I already sent a copy of my complete September schedule to the Faculty, but I also attached another here, just in case.

Scott had the new computer all set up when I came in today and it is wonderful! I spent some time today getting all my files and email set up and organized. We switched from Thunderbird to Outlook for email and were unable to transfer my contacts list so I had to recreate it from scratch.

My current project is updating the website. I hit a minor glitch because, unlike Scott, I am not experienced in writing html code. He and I decided that it would be far too time consuming for me to learn code so instead we found a free program that allows you to edit web pages without knowing how to write code (it is similar to FrontPage). I have been gathering and correcting all the info and updates needed and preparing them so that I can just cut and paste them into the page-building software. There is some information that I need from faculty members, so I will update everything as I have it available to me.

I know that the Fall Newsletter must be coming up soon, so I talked to Fred briefly today about this. He said he would get back to me with information. I also will need the Agenda and Notes from tomorrow's Exec. Council Phone Conference so I can add that to the website as well.

I am also waiting for the September bank statement so that I can reconcile the books and send you a financial report. Hopefully I will have that by the next time I am in the office.

I think that pretty much sums up what I have been working on today. If there is anything else that you think I should be working on please let me know. As always, feel free to call my cell phone if there is anything that you think of before next Thursday.