**Council of Specialties in Professional Psychology**

**Executive Committee Meeting Agenda with Minutes**

March 4, 2024

10:30 am EDT / 9:30 am CDT / 8:30 MDT / 7:30 PDT

**INVITED:** Carlen Henington (President), Michele Rusin (Treasurer), Cindy Carlson (Secretary)

**ABSENT:** Scott Sperling (President Elect)

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| **AGENDA ITEM** | **DISCUSSION/CONCLUSION** | **ACTION/ RECOMMENDATION**  **Responsible Party(ies)/ Due Date** | **STATUS**  **Open/Closed** |
| I. OLD BUSINESS |  |  |  |
| February minutes | To be approved | Approved | Closed |
| President’s Initiative | * Taxonomy discussion tabled from February meeting pending input from Scott   + Appoint Workgroup to develop strategies for next steps in Taxonomy   *Scott sent step-by-step dissemination plan for the taxonomy to the EC via email following the Feb mtg. but was not present at the Mar mtg to discuss further.*  *There was consensus among the EC on the need for a clear step-by-step project completion process that can be used to track completion rates for each step by all specialties.*   * Ultimate goals:   + Incorporate language into program descriptions * Include Taxonomy in training documents in programs and other training entities (e.g., APPIC & CoA Standard I)   + Taxonomy in practice (Exemplars)   + Taxonomy in Model Act, APPIC, & CoA documents the link to online toolkit (not all 15 specialties uploaded to website).   *Cindy reported on her review of the CoS website for completion and access to specialty presentations. Although most specialties had a placeholder heading, only five of 15 specialties have presentation uploaded with links that could be opened to permit access to the presentation.* | Carlen  The topic of dissemination of the Taxonomy and a workgroup to move it forward will be added for discussion to the CoS Quarterly Mtg. agenda.  Carlen will email Scott re status of taxonomies in the searchable program.  Scott is deemed to be the best person to head the dissemination effort.  Making presentations accessible on the CoS website will be included in the website update initiative (see below) | Open  Open |
| Taxonomy Review Committee | * Appoint Committee to join Ad hoc member Scott Sperling * Up for Review   + CFP - Chanda Graves (Chair of the Renewal of Specialty Task Force )   + Group   + CHS – Lloyd Berg, Society for Health Psychology President, Dr. Mark Vogel * Request from Lindsay Phillips- [lindsayphillipspsydabpp@gmail.com](mailto:lindsayphillipspsydabpp@gmail.com) to review worksheet for Clinical Psych (tabled pending Review Committee appointments | This item will be placed on the CoS Quarterly meeting agenda. Nominations will be solicited. Scott & Michelle will identify & members for the CoS Taxonomy Review Committee | Open |
| Website | Specialties to review their websites for changes – minor or major overhaul.   * Checkllist draft | Carlen will place this on quarterly CoS March meeting agenda and distribute a website checklist to all members to complete for requested changes on their specialty. | Open |
| Treasury Report | Michele reported on the status of the budget and payment of dues. Overall the budget is reported to be in good shape. Michele will report at the next meeting on the payment of dues and initiate payment of 2024 dues. Michele noted the need to authorize a co-signer for the checking account. It was agreed that the Secretary will serve in this role. | Michele will do a ‘deep dive’ into the budget to provide a more detailed report regarding the budget for the next meeting. Michele will also work with Wells Fargo to add a co-signer to the CoS checking account.  Carlen will appoint an ad hoc committee to examine the issue of a dues increase. |  |
| Officers’ list of responsibilities | Carlen requested that each officer create a list of responsibilities that can be handed down to future officers to maintain continuity and a record across individuals. | Carlen will complete this for the President and President-Elect positions. Michele and Cindy will complete for Treasurer and Secretary respectively. |  |
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| II. NEW BUSINESS |  |  |  |
| APA Update | APA has requested that CoS quarterly meetings, which are staffed by APA, be shifted to the work week. APA requests the September CoS Quarterly meeting be re-scheduled off Saturday Carlen noted that APA, in further budget tightening efforts, will no longer support food costs for the Nov. in person CoS mtg, but will provide free meeting space in the APA building. With this additional budget expense, the possibility of a dues increase was mentioned. Cindy noted the challenge of a dues increase for small boards with limited budgets. | Carlen will place rescheduling item on the quarterly March CoS meeting agenda.  Carlen will place the item of raising dues on the quarterly March CoS meeting agenda and propose the creation of an ad hoc committee to study the pros and cons.  Cindy will confirm with Kristen (APA) current liaisons to CoS and their the attendance at the upcoming meeting. |  |
| CoS report at CRSSPP meeting | Carlen serves as liaison from CoS to CRSSP. | How CoS liaison roles have been carried out previously will be place on Quarterly March meeting agenda |  |
| III. INFORMATION |  |  |  |
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