**Council of Specialties in Professional Psychology**

**Executive Committee Meeting Agenda with Minutes**

August 5, 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 |  |  |  |
| July minutes | To be approved | Approval deferred to next meeting to allow review by members/Cindy | Open |
| President’s Initiative | * Taxonomy Update
 | No discussion/Scott absent | Open |
| Taxonomy Review Committee | * Reviews
	+ 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 to review worksheet for Clinical Psych (tabled pending Review Committee appointments
 | No action/Scott absentVote on both reviews is anticipated for September EC mtg/Scott /Carlen | Open |
| Website | Website – update* Changes – checking in
* Need to update liaison lists
* Checklist from specialties
* Modification of Carlen’s credentials – checking

Cindy reported that the changes to the website are still pending by her. She also discussed with the EC the timeline and process for collecting the annual reports from the members. The EC came up with a proposed timeline and process:* Aug 15 Initial annual report request & website update request will be sent to members and liaisons
* Sept. 14 The annual report and website checklist will be included in the agenda
* Reminders will be sent to members and liaisons on Sept. 1, Oct. 1 and Oct. 15
* Annual reports due Nov.1
 | Website update changes still pending/CindyAnnual report requests and the website update checklist will be sent to all members and liaisons approximately August 15 with follow-up reminders sent every two weeks until the Nov 1 due date. | OpenOpen |
| Treasury Report  | No treasury changes since prior meetingDiscussion ensued about the Finance Committee and progress.  | Michele will convene the committee and begin preparations for the November hybrid mtg. | Open |
| Officers’ list of responsibilities  | Updates – Carlen indicated that she would like to have this completed prior to the end of her term in 2024 | Cindy & Michele  | Open |
|  |  |  |  |
| II. NEW BUSINESS |  |  |  |
| APA meeting  | No activities at APA 2024 were identified as important to monitor | Carlen  | Closed |
|  |  |  |  |
| III. OTHER INFORMATION |  |  |  |
| Upcoming meetings:Sept. Quarterly MtgEC Monthly Mtg | The Sept. Quarterly meeting date was confirmed for Monday, Sept. 16; however, Carlen and Cindy had each received calendar meeting invites from Kristen Highley at APA with different times.It was observed that the next EC mtg is scheduled to fall on Labor Day (Sept 2). The EC decided to move the meeting to one week later (Sept 9.  | Carlen will send an email to Kristen confirming the time and requesting a new invite be sent to the CoS members & Liaisons.A new EC mtg calendar invite will be sent out by Carlen |  |

**Quarterly Meetings:**

September 16 Monday (time to be confirmed) and (hybrid) November 18, 2024.

**EC Meetings:**

First Monday of the month @ 10:30 EDT (next mtg. Sept 9 due to Labor Day)