



## **ACEPT General Meeting Minutes**

**November 6, 2020**

**Virtual Meeting Via Zoom**

**1:00–2:00 pm ACEPT Virtual General Meeting**

**2:00-3:00 pm ACEPT Virtual Open Forum Large Group Discussion (requested by community)**

### Welcome and Introductions

- Introductions of ACEPT Executive Committee:
  - Miki Koyama (Past President), Anmol Satiani (President), Gwen Grant (President-Elect), Rachel Nitzarim (Treasurer), Caroline Novotny (Secretary), Lauren Nichols (Guidelines Committee), Sandra Clavelli (Professional Development), Kathy Emery (Website)
  - Caroline Novotny has recently stepped into the Secretary role as previously elected Secretary, Sara Sirota transitioned out of the role of ACEPT Secretary due to transitioning to a new employment opportunity not at a training site.
- Welcome and self-introductions of new ACEPT site/academic program representatives

### Committees and Reports

- Treasurer Report (Rachel Nitzarim)
  - Reviewed totals of current account amounts
  - Membership dues have been received from sites who have renewed or started their membership
    - Still accepting new memberships and payments for sites/programs
    - Membership payment link is on the ACEPT website
- Guidelines Committee Report (Lauren Nichols)
  - 2020-2021 ACEPT Guidelines and dates are now posted on the website
  - Recorded video of Guidelines Presentation for both sites and students will be accessible on the ACEPT website
- Professional Development (Sandra Clavelli)
  - CE Presentation on Friday Dec 4th of Practicum Fair: Telepsychology Amidst COVID-19: Training Considerations and Clinical Interventions, Colleen Monn, Psy.D
  - There will be another CE Presentation at Friday Feb 5th, 2021 meeting: TBD
- Student Development (Bonnie Hassan)

- Students will review the fair Instructions prior to the fair and provide feedback to the EC about the format
- Grant Committee is on hold
- Bylaws Committee will be eliminated - Community voting on bylaws amendments during this meeting
- Student Financial Concerns Committee (Anmol Satiani and Miki Koyama)
  - Committee developed to provide financial support for students in need
  - ACEPT will be hiring student worker from The Chicago School of Professional Psychology who will be working under Dr. Nitzarim and will be able to help this committee and also be involved with other work with ACEPT

### Old Business

- Deadline for annual dues and membership renewal has passed (Rachel Nitzarim)
  - However, **still accepting membership registration and dues**
- Virtual Practicum Fair will be on December 3 and 4, 2020 (Gwen Grant)
  - Information about fair and registration form was sent to ACEPT Listserv
  - Sites who have registered have been emailed to provide information to be included on Fair Site Schedule (host contact/site meeting links)
    - ACEPT is also creating a Site Information Guide that will be provided to students which will include Site Contact information and site brochures/program information
    - Meeting links and Site information due from Sites by November 13th to be provided to students the following week
      - Feedback from community to not post live meeting links to the public ACEPT website and to send Site Schedule with links directly to the Academic Training Programs/students
  - “Help Room” Link will be available during the Virtual Fair and run by ACEPT EC to assist with any issues
  - Student Tips/Instructions will be sent to students through their Academic Training Directors
  - CE presentation will be at 1pm on December 4th - link will be provided via email to those who have registered
  - **Thank you to all of the sites who have registered for the Virtual Practicum Fair. There was a closing period for registration to allow for planning. Please reach out to ACEPT if you have any concerns. Site directors can participate in CE presentation if they are not part of the fair.**
- Tax status of ACEPT (Anmol Satiani)
  - ACEPT is applying for Tax Exempt Status
- Ad Hoc Practicum Site Database Development Committee Co-Chairs (Miki Koyama)
  - The goal/purpose of this committee is being reviewed

- **ACEPT is looking for someone to co-chair/chair this committee. Please email Miki Koyama [M-Koyama@neu.edu](mailto:M-Koyama@neu.edu). If there is no interest, we will look to revisit the need for this committee at this time**
- **Update: one community member has expressed interest in co-chairing this committee**
- Professional Development Committee
  - ACEPT is looking for members to join the Professional Development Committee to support in developing ideas for and coordinating CEs and Professional Development for ACEPT.
  - **Please notify Sandra Clavelli directly at [SClavelli@allendale4kids.org](mailto:SClavelli@allendale4kids.org) or email [acceptchicago@gmail.com](mailto:acceptchicago@gmail.com) if you are interested**

### New Business

- Amending the bylaws (Anmol Satiani and EC)
  - Reviewed the proposed amendments to the ACEPT bylaws which were sent to community prior to the meeting to review
  - The reason that we have been working to revise the bylaws is that our attorney believed that we needed to make some changes to make them more in line with how we are operating and more compliant with IRS standards. Some amendments included, but were not limited to, specifying that we operate as though we are a 501(3)(c), explaining our membership and voting processes in more depth and more accurately, including possibility of virtual meetings, having more accurate information about location of meetings, elections, Executive committee position descriptions, and committees (adding Guidelines and Student Financial Concerns Committees, deleting committees that no longer exist), using gender inclusive language, eliminating statements suggesting that the Executive Committee is financially compensated for their work with ACEPT, and deleting physical office location for ACEPT.
  - **Verbal Vote was held with the option to respond in the virtual Zoom chat; In order to amend bylaws, 1/10<sup>th</sup> of the membership is a quorum which we had at this meeting. The action passed by 2/3rds vote of those attending the meeting. Bylaws were amended in this meeting.**
  - No objections or concerns raised and all in agreement
  - Participants were asked to email the ACEPT email account if they had any concerns within one week, we did not receive any emails.
- ACEPT is in the process of updating current website and making website membership portal (Anmol Satiani)
- Planning for the future ACEPT meetings, continuing to plan for virtual meetings
  - December 3 and 4, 2020 (Virtual Practicum Fair)
  - February 5, 2021 - Virtual Meeting and CE Presentation
  - May 14, 2021 (Annual Conference)

- Universal Site Form Update (Miki Koyama)
  - Additions to form: Remote/in-person training or services offered at site, additional expense requirements for students to be identified on site form
  - If you have already submitted the Universal Site form, please directly contact the Academic Programs to notify them of additional expense requirements for your site so they can make students aware

#### **ACEPT Community Agenda Items/Announcements:**

- Dr. Kati Hefferon: She will be stepping down from her website manager role at ACEPT. This will also be her last year at the Connections Organization as she will be starting a professional endeavor. Dr. Gwen Grant will take over her position as the Training Director of the Connections Internship Consortium (CIC). **Thank you Dr. Hefferon for your many years of dedication to ACEPT and the psychology training community!**
- Anne Kubal: Site name change to Eating Recovery Center and **Pathlight** Mood and Anxiety Center
- Stephanie Wright: New Training coordinator at SAIC
- Brenda Huber: Rush is a new training site and new member of ACEPT
- Recommendation for social justice/diversity theme for ACEPT conference/CE presentation

#### **ACEPT Virtual Open Forum Discussion:**

- **Themes/Trends**
  - **Discussion of how sites are navigating COVID-19 protocols and safety for students**
    - Sites are following IDPH guidelines and recommendations for in person/vs remote services. Several sites are fully remote for all services
    - Review of current status of sites:
      - Rush and Pathlight are fully remote and do not anticipate being in person for the rest of the training year and possibly next year
      - Haymarket has been in person for residential treatments, increasing screenings and testing for staff as well as implementing PPE, working closely with Chicago Dept of Public Health, rapid testing for all clients requiring negative results to start treatment
    - Some sites did have trainees on site while conducting remote services at start of training year, have since moved to trainees also being remote
    - Discussion of awareness of mental health/stress of staff and trainees
    - Navigating confidentiality issues for trainees conducting therapy at home, offering site access/confidential rooms on site as needed
    - Review and discussion of site concerns that messages to trainees at times get lost while remote; however, sites have been patient with trainees as

they adjust to the fully virtual format - need for additional training time to review protocols and process

- Review and discussion about meeting expectations for direct services hours - overall sites are still able to fulfill most hour requirements for trainees. Graduate programs are also reaching out to APA about potentially lowering hour requirements due to COVID-19
- Discussion of conducting live observations of trainees while remote
  - Supervisors have been conducting live observations on Zoom. Introduce self so client is aware, but then turning off video. (Can change settings on video to do not show non-video participants on screen)
  - Trainees still recording their video sessions with consent and bringing them to supervision for audio review
- Discussion of additional training information for working with clients remotely
  - Adding questions to the typical intake form regarding whether the client is in confidential space, if anyone else is in the room, where the client is (for crisis needs)
  - Script shared from Center on Halsted (Email EC if you would like access)
  - Recommendation to conducting mock intakes in training to observe students and give feedback