

ACA GOVERNING COUNCIL MEETING

MINUTES

November 16-18, 2006

Call to Order

The ACA Governing Council meeting was called to order at 1:00 p.m., November 16, 2006, at the Hilton Arlington Hotel in Arlington, Virginia. President Marie A. Wakefield presided. Governing Council members present for all or part of the meeting were as follows:

Patricia Arredondo, ACA Past President
Bernal Baca, ACA Parliamentarian
James Blundo, AMHCA
Loretta J. Bradley, IAMFC
Kay T. Brawley, NECA
Randy Lee Burwell, Midwest Region
Brian S. Canfield, ACA President-Elect
David Capuzzi, AADA
Thelma T. Daley, ACA Treasurer
Dennis Engels, NCDA
Bradley T. Erford, AACE
Ned Farley, AGLBIC
Queen D. Fowler, AMCD
Nita Jones, Southern Region
George R. Leddick, ASGW
Stephen H. London, North Atlantic Region
Sandra I. Lopez-Baez, CSJ
Amie Manis, Student Representative
Sally Murphy, ASCA
Cynthia J. Osborne, IAAOC
Carolyn W. Rollins, ARCA
Laura Jo Severson, Western Region
Heather Trepal, ACC
Sonya Vassos, C-AHEAD
Marie A. Wakefield, ACA President
Sandra L. Winborne, ACEG
Richard Yep, ACA Executive Director
J. Scott Young, ASERVIC

Pamela O. Paisley, ACES representative, and Sylvia E. Shortt, ACCA representative, were unable to attend the meeting.

Others in attendance at the meeting as guests or observers, included the following:

Carol Bobby, Executive Director, Council for Accreditation of Counseling and Related Educational Programs

Holly Clubb, ACA Manager, Learning Resources

Jack Culbreth, Chair, Council for Accreditation of Counseling and Related Educational Programs

Jane Goodman, Chair, ACA Foundation and Past ACA President

John Hakemian, Business Manager, NECA

Mark Hamilton, AMHCA Executive Director

Robin Hayes, ACA Director of Convention and Meetings

Theresa Holmes, ACA Executive Assistant to the Executive Director

David Kaplan, ACA Associate Executive Director, Professional Affairs

Courtland C. Lee, ACA Past President

Carole Minor, Chair, ACA Insurance Trust

Sandi Morris, ACA Senior Conference Coordinator

Richard Mozier, ACA Associate Executive Director, Finance and Business Development

Carol Neiman, ACA Associate Executive Director, Membership and Meetings

Paul Nelson, Executive Director, ACA Insurance Trust

Cindy Welch, ACA Associate Executive Director, Human Resources and Office Services

Richard Wong, ASCA Executive Director

Parliamentarian's Remarks

Parliamentarian Bernal Baca commented on the rules for conduct of the meeting. He called attention to the meeting rules and information on handling of motions, and how the meeting should proceed.

Approval of Meeting Agenda

President Wakefield called attention to the proposed meeting agenda, and noted that as a first order of business, the Governing Council needs to approve the final agenda. Requests were made to remove three items (Election of Student Representative to Governing Council; Selection of new Editor for Journal of Counseling and Development, and Staff Retirement Proposal from Financial Affairs Committee) from the Consent Agenda. It was also agreed to change the item titled "Mandatory Membership" to "Collaborative Membership Development".

Following this discussion, it was moved by Arredondo and seconded by Vassos that: The Agenda for the Meeting be approved, as amended. Motion passed.

Approval of Consent Agenda

It was moved by Erford and seconded by London that: The Governing Council approve the Consent Agenda. Motion passed.

In order that there is a record of the individual items contained in the Consent Agenda, the Minutes will show each item adopted under the approval of the Consent Agenda.

Approval of Minutes of Previous Meetings

It was moved by Erford and seconded by London that: The Minutes of the following meetings be approved: ACA Governing Council, March 29-31, 2006 and ACA Executive Committee, May 19, 2006. Motion passed.

Approval of Additional Appointments

It was moved by Erford and seconded by London that: The Governing Council approve the additional appointments submitted by President Marie Wakefield. Motion passed. The appointments approved by this motion are as follows:

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| Nominations and Elections Committee: | Dr. Rose Cooper |
| Bylaws and Policies Committee: | Kelly Kardaras (student) Amy Childers (student) |
| Cyber-Technology Committee: | Dr. Sally Gelardin (3 years) Dr. Rhonda Paul (3 years) Laura Wyatt (student) |
| Publications Committee: | Dr. Nina Brown (3 years) Lori Ellison (student) |
| Public Policy & Legislation Comm: | Tiffany Hawkins (student) |
| Research & Knowledge Committee: | Dr. Suzanne Degges-White (chair) Dr. Daya Singh Sandhu (3 years) |
| New Professionals Task Force: | Dr. Harry Legum (chair) Dr. Hugh Crethar Dr. Christopher Roseman Dr. Jo-Ann Lipford Sanders Dr. Chris Brittan-Powell Ms. Veronica Goodwin |
| Branch Development Task Force: | Ms. Jean Underfer-Babalis (chair) Ms. Sharon Bowles Dr. Kelly Duncan Dr. Steve Eichel Ms. Mary Keene Mr. Ken Norem Dr. Jeffrey Siskind Ms. Tamera Suttle |
| Emerging Leader Task Force: | Ms. Nina Malinak (co-chair) Ms. Mika Watanabe-Taylor (co-chair) Ms. Mary Ballard Ms. Laurine Browder Ms. Heidi Davis Mr. Mark Kenney Ms. Mary Schroeder Ms. Lori Low Ms. Connie Matthews |
| ACA Wellness Task Force: | Dr. Gerard Lawson (chair) Dr. Craig Cashwell Dr. Paige Cummins Ms. Anita Engstrom Jones |

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| Signature Product Task Force: | Ms. Beth Venart Dr. Leila Roach Ms. Kirsten Murray (student) Ms. Mary Bartlett Dr. Todd Frye Dr. Jane Myers |
| Task Force on Promoting Resiliency In Military Families | Ms. Molly Van Duser Ms. Liza Hita |

Approval of Regional Meeting Dates for 2007

It was moved by Erford and seconded by London that: The Governing Council approve the Regional meeting dates for 2007 as submitted. Motion passed. The dates approved by this motion are as follows:

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| North Atlantic Region | September 27-30, 2007 – Pennsylvania |
| Midwest Region | October 4-8, 2007 – Minneapolis, MN |
| Southern Region | October 18-21, 2007 – Williamsburg, VA |
| Western Region | November 8-11, 2007 – location to be determined |

California Association for Counseling and Development Name change

It was moved by Erford and seconded by London that: The Governing Council approve the change in name of the California Association for Counseling and Development. The new name will be: California Counseling Association. Motion passed.

Interest Network Application from Historical Issues in Counseling Network

It was moved by Erford and seconded by London that: The Governing Council approve the application from the Historical Issues in Counseling to become an Interest Network in ACA. Motion passed.

Knowledge Based Governance

Mr. Paul Meyer of Tecker Consultants reminded the group of previous discussions of knowledge based governance and how it is applied in defining the direction of the Association and in guiding the Governing Council in its deliberations. He summarized previous discussions and called attention to the mega-issues that had been identified as a result of those discussions.

There followed a discussion of the top issues facing the Association at this time and of how the principles of knowledge based governance can be applied to address those issues.

Report From Council for Accreditation of Counseling and Related Educational Programs

Dr. Jack Culbreth, Chair of CACREP, and Dr. Carol Bobby, CACREP Executive Director, reported on the activities and future plans of the Council. They then responded to questions from the Governing Council.

Diversity Training

ACA Policy mandates that there be diversity training at the first Governing Council meeting of each Association year. Dr. Courtland Lee, a Past President of ACA, directed the diversity training at this meeting. He was assisted by three of his students in making the presentation.

Graduate Student Organization

Using the principles and strategy of knowledge based governance, the Governing Council discussed at length the matter of student involvement in the Association and how best to meet the needs of student members, both now and into the future. As a result of the discussion, the following motions were presented and acted upon.

It was moved by Erford and seconded by Murphy that: The Bylaws Committee be authorized to craft a proposed Amendment to include a graduate student as a voting member of the Governing Council. This amendment must be distributed to the Governing Council by February 1, 2007. Motion passed.

It was then moved by Erford and seconded by Farley that: The Executive Committee will formulate a working group to make recommendations for a graduate student entity. The working group will include representatives from the Bylaws Committee, graduate students, Governing Council, and other experts. The working group recommendations will be ready for discussion at the March 2007 Governing Council meeting. Motion passed.

Election of Student Representative to Governing Council

It was moved by Arredondo and seconded by Engels that: The Governing Council elect Amie Manis to be the graduate student voting member of the Governing Council for FY 2007. Motion passed.

Action Regarding the Council for Accreditation of Counseling and Related Educational Programs (CACREP)

The Governing Council met in Executive Session to discuss future relationships with the Council for Accreditation of Counseling and Related Educational Programs (CACREP). After the Executive Session, the following motions were acted upon.

It was moved by Engels and seconded by Leddick that: ACA's current Task Force on CACREP codify ACA's ongoing relationship with CACREP. Motion passed.

It was then moved by Leddick and seconded by Engels that: The ACA Executive Committee explore all options and liabilities regarding relationships with CACREP. Motion passed.

Mandatory Membership Task Force

Attention was called to the report from the Task Force on Mandatory Membership and the Governing Council discussed this matter using the strategies of knowledge based governance. Following considerable discussion, a motion was formulated to address the next steps in considering this.

It was moved by Erford and seconded by Young that: The Financial Affairs Committee will conduct a feasibility study on the financial implications of the following membership options:

1. Offer combined ACA, division and branch dues
 2. Offer combined ACA and division dues
 3. Require division membership of ACA members
 4. Provide a variety of membership levels and services at different rates
 5. Provide current membership categories with a menu of services from which to choose
 6. Provide ACA members with the option of joining any and all divisions at no cost.
- Feasibility study results will be available by the March 2007 ACA Governing Council meeting.

Motion passed.

Following this action, the proposed motion on Collaborative membership that had been submitted by Dr. Capuzzi was withdrawn.

Signature Product Task Force

Attention was called to the written report from this Task Force and there was some discussion. It was determined that no further action is indicated at this time.

Bibliometrics Task Force

The written report from this Task Force was noted. The Task Force will continue its work with further consideration to be given at a later time. The hope was expressed that more input can be obtained from the Editors. It is expected that there will be recommendations coming from this Task Force by the March 2007 Governing Council meeting.

Appointment of ACA Treasurer

President-Elect Brian Canfield advised the Governing Council that he wished to appoint Dr. David Capuzzi to serve as ACA Treasurer for FY 2008.

It was moved by Canfield and seconded by Leddick that: Dr. David Capuzzi be confirmed by ACA Governing Council as Dr. Brian Canfield's Treasurer for FY 2008.
Motion passed.

Treasurer's Report

Treasurer Thelma Daley presented a report on the financial status of the Association. She called attention to the written report of financial information and pointed out highlights of the report. She responded to questions from the floor and there was discussion of some of the specific items in the budget and in the report. This report was for information only and did not require any action by the Governing Council.

Budget

Discussion of the Budget was covered as a part of the Treasurer's report and there were no budget items that required Governing Council action at this meeting.

Staff Retirement Proposal from Financial Affairs Committee

It was noted that this proposal has no financial implications for the Association, but is simply an action necessary for ACA staff to make a change in their retirement account if they so desire.

It was moved by the Financial Affairs Committee that: The Governing Council permit those ACA staff wishing to move funds from our current 403b vendor (TIAA-CREF) into an account with another vendor be allowed to do so prior to the anticipated change in legislation (January 2007). Motion passed.

Executive Director's Report

Executive Director Richard Yep reported on activities that are currently being carried out and on plans for future projects. He commented on a number of special areas and responded to questions from the group. There was a discussion of some of these activities, but no action by Governing Council was required.

The Executive Director's report also covered an update on the ACA Convention in Montreal and on the planned conventions for the next two years.

Selection of New Editor for Journal of Counseling and Development

Since the selection of an editor for the Journal of Counseling and Development is a personnel matter, the Governing Council moved into Executive Session to discuss the matter. Following the Executive Session, the following motion was adopted.

It was moved by Arredondo and seconded by Bradley that: The search for the Journal of Counseling and Development journal editor be extended through February 1, 2007, and that the President appoint a search committee inclusive of members of the Publications Committee and the two Governing Council liaisons. Further that the search committee be instructed to pursue a search for an editor with a strong counseling identity. Motion passed.

Report from ACA Insurance Trust

Dr. Carole Minor, Chair of the ACA Insurance Trust, and Paul Nelson, Executive Director, presented a report to the Governing Council on the current status of the Trust and on future plans. They also responded to questions from the group. This report was for information only and no Governing Council action was required.

Report from NBCC

No report was received from NBCC. Richard Yep commented briefly on their activities, and no Governing Council action was indicated.

Report from ACA Foundation

Dr. Jane Goodman, Chair of the ACA Foundation reported to the Governing Council on activities being carried out by the ACA Foundation and on its financial status and investments. She responded to questions from the floor. This report was for information and no Governing Council action was required.

Reports from Officers

Attention was called to the written reports submitted by President Wakefield, President-Elect Canfield, and Past President Arredondo. These reports were for information only and did not require Governing Council action.

Motions Referred to Financial Affairs Committee

Attention was called to three motions that had been referred to the Financial Affairs Committee at a previous meeting of the Governing Council. The Financial Affairs Committee has now responded to these referrals and is submitting financial information in order that the Governing Council can consider further action. After some discussion of these items, the following three motions were adopted.

Motion #1

It was moved by Rollins and seconded by Capuzzi that: The motion by the Governing Council in March 2006 regarding publication of links to research sites be referred to the Research and Development Committee for implementation. Motion passed. The motion referred to reads as follows:

Each issue of Counseling Today and the ACA website will contain a list of links to research sites that provide current information on best practices and on innovative counseling techniques. A staff member of ACA will be given the assignment of collecting and publishing this list, with advice and review from a professional advisory committee appointed by the President of ACA.

Motion #2

It was moved by Rollins and seconded by Winborne that: The motion by the Governing Council in March 2006 regarding establishment of a voluntary mentoring program be referred to the Professional Development Committee for implementation, with consideration for the activities and projects already under development by the committee. Motion passed. The motion referred to reads as follows:

ACA will establish a voluntary mentoring program for members of the Association. A call for volunteer mentors and for members who wish to be mentored will be published in the September, October, and November issues of Counseling Today. Starting in January, lists containing the names, email addresses, areas of specialization, and geographic location of available mentors and mentees will be published in each issue of Counseling Today or on the ACA website. In this way, those wishing to be mentored will be able to connect with a willing mentor in their area of specialization and/or geographic area.

Motion #3

It was moved by Erford and seconded by Vassos that: The motion by the Governing Council in March 2006 that the Task Force on Branch Development be made a Standing Committee be referred to the Bylaws Committee to prepare a proposed Amendment to the ACA Bylaws that will move the Task Force on Branch Development to a Standing Committee of the Association. This proposed amendment will be distributed to Governing Council by February 1, 2007. Motion passed.

Schedule for Future Governing Council Meetings

President-Elect Canfield indicated that he would like to confirm the schedule for Governing Council meetings during his Presidency in FY 2008. To do this, the following motion was adopted.

It was moved by Canfield and seconded by Arredondo that: The following meeting dates and locations be established for Governing Council meetings in FY 2008.

October 25-27, 2007 – Washington, DC area

March 24-26, 2008 – Honolulu, HI

Motion passed.

Membership Recruitment

There was a discussion of how to increase membership of those involved in counselor preparation programs. As a result of the discussion, the following motion was submitted.

It was moved by Engels and seconded by Trepal that: ACA identify and appoint a point of contact person at each counselor preparation program who will serve as a local ACA recruiter at that institution, and that this effort constitute a pilot program. Motion passed.

Appreciation

It was moved by Rollins and seconded by numerous Governing Council members that: The Governing Council thank President Marie Wakefield for a very productive meeting. Motion passed by acclamation.

Adjournment

There being no further business, the meeting of the ACA Governing Council was adjourned at 4:20 p.m., on November 18, 2007.