

# ACA GOVERNING COUNCIL MEETING

## MINUTES

October 3-5, 2003

### 1. Call to Order (Introductions and Announcements)

The ACA Governing Council meeting was called to order at 8:30 a.m., October 3, 2003, at the Hotel Washington in Washington, DC. President Mark Pope presided. Governing Council members present for all or part of the meeting were as follows:

Fred Bemak, External Process Observer  
Robert K. Conyne, ASGW, and Internal Process Observer  
Bernadine L. Craft, C-AHEAD  
Rebecca L. Farrell, Student Representative  
Samuel T. Gladding, ACA President-Elect  
Donna A. Henderson, ACES  
David B. Hershenson, ARCA  
Warren F. Housley, ASERVIC  
Keren M. Humphrey, ACCA  
A. Michael Hutchins, CSJ  
Charlene M. Kampfe, AADA  
David Kaplan, ACA Past President  
Rachel B. Kristianson, Western Region  
Michael C. Lazarchick, NECA  
Judy Lewis, ACA Parliamentarian  
Lynn E. Linde, Southern Region  
Colleen R. Logan, AGLBIC  
Kim Long, ASCA  
Ja'Nitta Marbury, AMCD  
Juliet V. Miller, NCDA  
Linda Osborne, North Atlantic Region  
Mark Pope, ACA President  
Linda L. Redmond, IAAOC  
John M. Rinke, Midwest Region  
M. Carolyn Thomas, ACA Treasurer  
Molly L. Van Duser, IAMFC  
Glenna Wentworth, AMHCA  
F. Robert Wilson, AACE  
Richard Yep, ACA Executive Director

Sandra L. Winborne, ACEG Official Observer, was unable to attend the meeting.

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

Gail Adams, AMHCA President  
Scott Barstow, ACA Director of Public Policy and Legislation

Carol L. Bobby, Executive Director, Council for Accreditation of Counseling and Related Educational Programs  
 Kay T. Brawley, NECA President  
 Brian S. Canfield, IAMFC Past President  
 Ollie Edwards, ACA Meetings Planner  
 Bradley T. Erford, AACE President  
 W. Mark Hamilton, AMHCA Executive Director and Chief Executive Officer  
 Robin Hayes, ACA Director of Convention and Meetings  
 Theresa Holmes, ACA Professional Affairs Department  
 Dayle Jones, C-AHEAD President  
 John Keys, Treasurer, Council for Accreditation of Counseling and Related Educational Programs  
 Courtland C. Lee, Chair, ACA International Committee  
 Janice Macdonald, ACA Director of Professional Services and Special Projects  
 Richard Mozier, ACA Associate Executive Director, Finance and Business Development  
 Carol Neiman, ACA Associate Executive Director, Membership and Meetings  
 Paul L. Nelson, Executive Director, ACA Insurance Trust  
 Michael Rankins, Presidential Intern  
 Russell A. Sabella, ASCA President  
 Debi Shields, ACA Meetings Planner  
 Sonya Vassos, C-AHEAD Past President  
 Cindy Welch, ACA Associate Executive Director, Human Resources  
 Richard Wong, ASCA Executive Director  
 Nancy G. Woodward, C-AHEAD President-Elect

## **2. Parliamentarian's Remarks and Approval of Meeting Rules**

Parliamentarian Judy Lewis outlined the purpose of parliamentary process and procedure to facilitate the Governing Council meeting. She called attention to the proposed Governing Council Rules of Procedure for the conduct of the meeting. Dr. Lewis highlighted several specific provisions contained in these rules.

Dr. Lewis also explained the process of using informal consideration for discussion of items. She noted that when the Governing Council is operating under this process, they are not bound by the formal parliamentary provision. This is the same procedure as used in the past to function as a "Committee of the Whole".

It was moved by Hutchins and seconded by Wilson that: The Governing Council approve the Governing Council Rules of Procedure for the meeting, as presented.  
Motion passed.

## **3. Approval of Meeting Agenda**

President Pope called attention to the proposed Agenda for the meeting. He noted several revisions to be made and asked if there were any others. Dr. Pope also called attention to the Consent Agenda and asked if anyone felt there were items that should be removed from that agenda and discussed individually. In the discussion that ensued, the following changes to the agenda were agreed upon.

- Item 27 (Professional Identity Motion) – nothing was received so this should be removed from the Agenda. (Items 28 and 29 to re re-numbered as 27 and 28).

- Add a new Item 29-A on Translation of Counseling Today Article into Spanish.. (This motion was originally discussed at the March 2003 meeting and action was postponed to this meeting.)
- Add a new item 29-B: People to People China Trip.
- After Agenda Item 11, add an item 11-A to list additional Division Bylaws revisions that should be considered. These were received and processed by the Bylaws Committee after the agenda was prepared. The items to be added under 11-A are as follows:
  - (13) American College Counseling Association (ACCA)
  - (14) Association for Adult Development and Aging (AADA)
  - (15) International Association of Addictions and Offender Counselors (IAAOC)
  - (16) Association for Specialists in Group Work (ASGW)
  - (17) Association for Counselors and Educators in Government (ACEG)
- Add under Agenda Item 27 (Public Policy and Legislation Committee Motion for state level legislative assistance) the AASCB National Credential Registry Report (Note this is intended as an information item only).

President Pope noted that Agenda Item 30 is for information only. At the last meeting this Bylaws amendment was adopted and the Bylaws Committee was instructed to develop appropriate wording. The information shown under Item 30 contains that appropriate wording but no further Governing Council action is needed.

It was moved by Linde and seconded by Hutchins that: The Governing Council approve the Governing Council meeting Agenda as revised. Motion passed.

#### **4. Governance Restructuring**

President Pope called attention to the several documents that have been provided for the discussion on Governance restructuring. He noted that there were two possible motions in that material that will be discussed. Dr. Pope suggested that the Governing Council move into informal consideration to discuss the restructuring issue. Then, if motions are to be considered, the group will move back into a formal session to act on such motions.

To open the discussion, Past President David Kaplan presented background on the issue of governance restructuring and a summary of what has taken place to date on the issue. He outlined the reasons that this matter had been brought up and all of the processes that have been used to date. The intent of Dr. Kaplan's report was to bring new members of the Governing Council up to date on events to this point.

In summary, Dr. Kaplan noted that in order to deal with the crisis of the effect of declining division membership on the governance structure, it was decided to look at the possibilities and see how we could best serve the members and what might be the best structure for all parts of the Association.

Discussion first turned to the motion from the Executive Committee, and there were several questions asked to clarify the wording of that motion. It was noted that geographic areas are intended to mirror the current regions and that specialty areas are intended to correspond to the Divisions.

During the discussion of the Executive Committee motion, it was emphasized that before such a motion is approved, the Governing Council should also consider the other proposals that are being presented. Question was also raised as to whether there is still a will to move ahead with restructuring at this point.

Suggestion was made that the discussion on the Executive Committee motion be limited and that a time limit be set. At the end of that time limit, a vote should be taken on this particular motion. By a show of hands, it was agreed that this be done.

After further discussion, the group moved out of informal consideration and back into a formal meeting. President Pope noted that the next order of business would be to vote on the Executive Committee motion on governance that was before the group.

It was moved by the ACA Executive Committee that: The Governing Council approve the motion prepared by Hand and Osborne and recommended by the Executive Committee that: The ACA Governing Council be composed of ACA members representing specialty and geographic areas elected to three-year terms to fill vacancies as they occur. Specialty and geographic areas are those currently represented by Divisions and Regions on ACA Governing Council. Voting for specialty representatives is open to all ACA members. Voting for geographic representatives is open to all ACA members of that geographic area. Motion defeated (none for; 20 against, 2 abstain).

President Pope called attention to the motion that had been submitted regarding a possible external review. That motion was as follows:

It was moved by Henderson and seconded by Linde that: ACA obtain a comprehensive, external review to determine the strengths and weaknesses of the association.

It was moved by Henderson and seconded by Wilson that: Action on this motion be postponed until after the Treasurer's Report. Motion passed. (By this action the motion will be considered later in the meeting.)

## **5. Bylaws Amendments**

President Pope noted that this new Committee is being proposed to handle the awards operation. Awards are currently being handled through the Public Awareness and Support Committee and this function has been occupying most of the time for that committee. By establishing this separate committee, the current Public Awareness and Support Committee will be able to give attention to other projects.

It was moved by Kampfe and seconded by Osborne that: The Governing Council votes to establish a new Standing Committee (The Awards Committee) as described in the report to President Mark Pope from the ACA Bylaws Committee for 2003-2004. Motion passed. (By this action, the ACA Bylaws, Article XII, Section 1, shall be amended to add "Awards Committee" to the list of Standing Committees.)

It was moved by Kampfe and seconded by Gladding that: The ACA Bylaws be amended to allow for a student Representative to sit on the ACA Governing Council. This motion would amend the ACA Bylaws as follows:

The ACA Bylaws, Article X, Section 1 a) 3) be amended to add a section covering the student representative to the Governing Council. The Bylaws addition is as follows:

Article X (Governing Council)

Section 1 (Composition)

- a)
- b) The term of office for each *regular* member of the Governing Council shall be limited to a maximum of three years in any five year period except that:
- 3) A student representative enrolled as a full- or part-time student in a master's or doctoral program at the time his/her term begins and is a student member in good standing of ACA.
- c) The term of office for the Student Representative shall be one (1) year.
- 1) Student candidates must make application to ACA and complete the application process in accordance with the ACA Governing Council Student Representative Program guidelines.

(With the passage of these proposed amendments, all language following Article X, Section 1 a) 3) (newly inserted) shall remain unchanged in content; however, numbering and lettering will be adjusted to accommodate said amendment.)

Following discussion of the motion and agreement that further clarification was needed, It was moved by Kampfe and seconded that: This motion be tabled. Motion passed, and the motion is tabled.

**CONSENT AGENDA. All items on the consent agenda are approved as one motion. However, the items are listed separately in order that they are shown in the record. At the time of action on the consent agenda, it was agreed that Item 11-A be removed from the consent agenda and placed for discussion and action at the time of consideration for Agenda Item 23.**

#### **6. Ratification of Executive Committee Actions (CONSENT AGENDA)**

It was moved by Linde and seconded by Housley that: The Governing Council ratify the actions taken by the ACA Executive Committee at their meetings of May 2-4, 2003; June 11, 2003; June 16, 2003; and August 5, 2003. Motion passed.

#### **7. Approval of Minutes of Previous Meetings (CONSENT AGENDA)**

It was moved by Linde and seconded by Housley that: The Governing Council approve the Minutes of the following meetings.

ACA Governing Council – March 20-22, 2003

ACA Executive Committee – May 2-4, 2003

ACA Executive Committee – June 11, 2003

ACA Executive Committee – June 26, 2003

ACA Executive Committee – August 5, 2003

Motion passed.

## **8. Committee and Other Appointments (CONSENT AGENDA)**

It was moved by Linde and seconded by Housley that: The Governing Council approve the Committee appointment as submitted by President Mark Pope. Motion passed. The Committee appointments approved by this motion are as follows:

### Governing Council Student Representative

Rebecca Farrell

### Task Force on Division and Organizational Affiliate Membership

Pam Paisley, Chair (to replace Dr. Christine Moll, who resigned)

### Task Force on High Stakes Testing

Brad Erford, Chair

Carol Dahir

John Fremer

Darryl Luzzo

Patty McDivitt

Janet Wall

### Task Force on Resolutions

Rita Chung, Chair

Cyrus Ellis

Vivian McCollum

Ron McLean

Sam Sanabria

### Task Force on Crisis Management

Bob Dingman, Chair (to replace Peggy Caldwell, who resigned)

Gloria Bockrath

Kevin Coffey

John DeGaglia

Michael Dubi

Carolyn Greer

Carol Hoheisel

JoAnn Jankoski

Cyndi Jordan

Gary Kesling

Jean LaFauci

Victoria Palmisano

John Nichols

Debra Pender

Kerry Ramella

James Rogers

Jane Webber Runte

Tammy Shaffer

Karen Soyka

Antoinette Towne

Molly VanDuser

Carol Walters

Timothy Welch

Pleasant Gill White

## **9. Recommendation from International Committee (CONSENT AGENDA)**

It was moved by Linde and seconded by Housley that: Beginning with the 2004 ACA convention an international forum will be an annual featured conference session. This session will be named the Hans Z. Hoxter International Forum. Motion passed.

## **10. Officer Reports**

Attention was called to the written reports from the President, President-Elect and Past President. These reports were for information only and no Governing Council action was required.

## **11. Bylaws Committee Motions (CONSENT AGENDA)**

Item 11-a on approval of Bylaws from several Divisions and Branches, was moved to be discussed in conjunction with Agenda item 23 (update on revocation of division charters). Items 11-b and 11-c were acted on as a part of the consent agenda.

It was moved by Linde and seconded by Housley that: The ACA Policies and Procedures Manual, Series 1400, be amended to add a new Policy 1415.1 – Awards Committee. This policy shall read as follows:

Title: AWARDS COMMITTEE

- A. Awards Committee Responsibilities: The Awards Committee shall develop procedures and administer the awards program for the Association. The committee shall be responsible for implementing the strategic plan and addressing the on-going needs of the Association. Reference: Series 1400M – Strategic Planning (40)
- B. Committee Members: The Awards Committee shall consist of at least nine members who shall serve three-year terms. ACA members who qualify according to ACA policy shall apply to the ACA President-Elect to become committee members. The ACA President-Elect shall appoint three committee members to begin the next July 1 from among those who have applied. The Committee chair shall be chosen by the ACA President-Elect from among the committee members and shall serve for one year beginning the next July 1.
- C. Committee Reports: The Awards Committee will transmit an annual written report to the President of the Association at a time assigned by the President.

Motion passed

It was moved by Linde and seconded by Housley that: Policy 1401.1 – Public Awareness and Support Committee, be amended to delete the phrase “and administer the awards program for the Association.”

(Also deleted from the ACA Policy and Procedures Manual shall be: Policy 1410.5, Policy 1410.6, and Policy 1410.7 that dealt with the award program duty within the Public Awareness and Support Committee. These policies shall now be found within Awards Committee as Policy 1415.2 and Policy 1415.3.) Motion passed.

## **12. Approval of Legislative Agenda (CONSENT AGENDA)**

It was moved by Linde and seconded by Housley that: The ACA Governing Council approve the Public Policy and Legislative Agenda for the Second Session of the 108<sup>th</sup> Congress, as submitted. Motion passed.

### **13. Motion to Extend the Term of Linda Osborne (CONSENT AGENDA)**

It was moved by Linde and seconded by Housley that: The Governing Council approve the request from the North Atlantic Region that the term of Linda Osborne as North Atlantic Region Representative to the ACA Governing Council be extended by one additional year. Motion passed.

### **14. Ethics Adjudication Process (CONSENT AGENDA)**

It was moved by Linde and seconded by Housley that: The Governing Council approve the Ethics Adjudication Process as submitted by the Ethics Committee. Motion passed.

### **15. Treasurer's Report**

Treasurer Carolyn Thomas presented the financial report. She began her report by outlining the role and responsibilities of the ACA Treasurer and the role of the Financial Affairs Committee. She also noted that it is the Governing Council's responsibilities to take actions to safeguard the Association's finances.

Dr. Thomas next discussed the budget trends and comparisons of the current budget with past years. She commented on several specific items in the budget and explained the reasons for some of the budget decreases. She noted that despite the deficits, the Association is financially stable. However, it has been necessary to draw on some of the reserves. She reported that the Financial Affairs Committee is closely monitoring the budget figures and trends. She called attention to the monthly income figures and noted that membership is down over the recent months.

Following this presentation, Dr. Thomas responded to questions from the floor on the various sections of the financial documents. There was a discussion on the membership drop and possible reasons for this. Dr. Thomas noted that there were five trends that the group needs to be aware of. They are: (1) diminishing membership; (2) expense and revenue trends; (3) cash flows; (4) insurance trust; and (5) expenses over revenues. She emphasized that the group especially needs to look at these concerns.

Dr. Thomas summarized her report with several comments, including the fact that the Association may be looking at a second deficit for the current fiscal year. She mentioned some possible ways to assure this does not happen, but indicated that this could have a significant impact in the way the Association operates and the services that can be offered. There was a lengthy discussion of some things that might be considered to help improve the financial picture.

It was moved by Osborne and seconded by Humphrey that: The Governing Council accept the Treasurer's report submitted by Carolyn Thomas to the Fall 2003 Governing Council. Motion passed.

### **4. Governance Restructuring**

By earlier action at the time Governance Restructuring was discussed, this motion had been tabled for discussion until after the Treasurer's report. President Pope called on the ACES Representative, Donna Henderson, to introduce and discuss the proposed motion. She indicated that this motion had come from the ACES Board due to a feeling that it might be well to hire an external consultant to make a more objective study than could be done internally.

In her presentation, Dr. Henderson noted that the ACES Board, in submitting this motion, was unaware of an earlier study that had been made through ASAE. At this point in the discussion, the tabled motion was again placed on the floor for further discussion. That motion is as follows:

It was moved by Henderson and seconded by Linde that: ACA obtain a comprehensive, external review to determine the strengths and weaknesses of the association.

Question was raised as to whether this matter had been referred to the Financial Affairs Committee for review, as per policy. President Pope advised that it had been so referred and that the Financial Affairs Committee had indicated that the \$10,000 or more financial impact is a reasonable estimate of potential costs.

In the discussion that followed, the question was raised as to how the ASAE report in the backup material might relate to this proposed motion and what has been done in relation to the ASAE report in regard to what it recommended.

Following the discussion, vote was called for on the motion that: ACA obtain a comprehensive, external review to determine the strengths and weaknesses of the association. Motion defeated.

President Pope next called attention to a motion that had been submitted that would require a Bylaws Change and that therefore it will be sent to the ACA Bylaws Committee and then to the Financial Affairs Committee. He noted that it is anticipated that this motion might then come back to the Governing Council for action at the Spring 2004 meeting. That motion is quoted here for information.

It was moved by Craft and seconded by VanDuser and Lazarchik that: Any member of ACA is required to maintain concurrent membership in one or more ACA divisions effective July 1, 2004. Ruled that as this motion requires a Bylaws change, it will be referred to the Bylaws Committee and the Financial Affairs Committee before consideration by the Governing Council.

## **16. Executive Director's Report**

Executive Director Richard Yep reported on activities that the Association and the headquarters have been involved with over the past months. He commented on some of the legislative initiatives and noted that additional information on this will be presented later in the meeting. He next commented on some of the arrangements and planned special activities for the 2004 Convention in Kansas City, and indicated that the convention is being co-sponsored by the Branches in four states – Missouri, Kansas, Nebraska and Oklahoma. He noted that the registrations are coming in well at this point.

Mr. Yep discussed the arrangements for the Leadership Conference that is being held this fall. This takes the place of the four regional conferences and there are currently over 100 participants registered. He commented on the National Awards and indicated that the announcements and nomination packets have been sent out. The report also touched on a number of other projects and activities that the staff has been involved with.

The Executive Director continued by outlining the goals that he has set: These are (1) to insure financial stability and solvency in the organization; (2) to increase efficiencies by utilization of the new data base system and the web site; (3) a positive work environment for the staff; (4) responsiveness to the needs of members and leaders; (5) services that we provide for the branches and divisions; (6) develop the tools and resources for professional counselors; (7) public policy efforts; (8) bringing back personal skills and learning to the benefit of ACA; (9) finding time to pursue what is needed; and (10) increase recognition of ACA and the counseling profession.

Mr. Yep noted that he is required to submit to the Governing Council at each meeting three reports. These are (1) unanticipated expenses; (2) an investment report; and (3) professional fees. He called attention to these written reports that are available to Governing Council members.

The report was concluded by noting several concerns, including being aware of monitoring of the budget, consideration of membership and marketing and how we plan and operate this, thoughts on possibilities for non-dues revenues, and the need to be continually aware that all of us are really customer service representatives.

### **17. Division/Organizational Affiliate/Branch Services**

Linda Osborne introduced two suggestions that had come from the Executive Committee. These resulted in two motions. The first is for the preparation of a branch fact sheet or flyer to be included in the new membership packet in the same way that division information is provided.

It was moved by Osborne and seconded by Humphrey that: As an interim measure to the design of a Branch pamphlet that a branch fact sheet flyer be immediately drawn and disseminated in the new ACA member packet of information.

The discussion that followed touched on how this would be handled and where the money to provide the flyer would come from. It was noted that it might be necessary to cut other programs to be able to afford this.

It was moved by Gladding and seconded by Redmond that: Discussion of this motion be postponed until later in the meeting. Motion passed, and the motion will be considered at a later time.

### **Update on Public Policy and Legislation Activities**

President Pope introduced Scott Barstow, ACA Director of Public Policy and Legislation, to make a presentation to the Governing Council of the various legislative and public policy activities being carried out by that office. He distributed printed material covering some of the major activities and then elaborated on the major ones. Among the concerns that were noted were issues related to Medicare and the attempt to get reimbursement for LPC's on mental health related issues. Another big priority issue being followed is education funding, and he noted what is being done in that area.

Mr. Barstow also summarized a number of other areas where ACA is involved in trying to get legislation adopted. He then discussed the matter of licensure portability and the document being developed by the AASCB. Following his presentation, he responded to a number of questions from the floor.

## **20. Diversity Training**

President Pope introduced Dr. Courtland Lee, Chair, and Dr. Fred Bemak, Member, of the ACA International Committee to present a program on diversity from an international perspective. Drs. Lee and Bemak shared a number of their experiences in other countries and of the different customs that they encountered. They then noted that their presentation would focus on where ACA is going or needs to go as we become more interconnected globally. They stated that ACA needs to cooperate with professional associations in other countries. It is important for us to understand that we are not the only professional associations around the world.

Dr. Lee stated that the Governing Council needs to think about where ACA is going in relation to interconnecting with other associations in the world, and asked that the group consider three questions for discussion. The questions are: (1) what would it look like and what would it feel like for ACA to collaborate on a global scale? (2) what are the barriers to looking and feeling like this? (3) as Governing Council, how do you overcome these barriers? Governing Council members were asked to discuss these questions and then come back together to consider the results of the discussion. Following this process, the group came back together and there were many comments and suggestions put forth in response to these questions.

Although there was no formal action on this topic, many excellent ideas were expressed and President Pope thanked Drs. Lee and Bemak for their presentation and for the discussion that had been generated. The Governing Council was advised that the comments that had been made will be transcribed and disseminated on the Governing Council list serv.

## **21. Strategic Planning**

President-Elect Sam Gladding opened the presentation on Strategic Planning and provided some background on how strategic planning should be considered. President Pope noted that under knowledge based governance, the Governing Council, rather than the Strategic Planning Committee, should have primary responsibility for this. Dr. Gladding suggested that the Governing Council divide up into small groups to discuss the twelve goals contained in the Strategic Plan and to evaluate whether the Association is on the right track in regard to strategic planning.

Following this process, the group came back together and each of the six groups reported on the two goals that had been assigned to their specific group. When these reports were complete, discussion continued on the strategic plan. There was an expression of opinion that there needs to be feedback on whether the goals are being achieved and it should be made specific what is to be accomplished, with deadlines for these things to be completed. Discussion continued on the need to establish more specific goals and plans and to include how these would be carried out. That would also include how objectives would be financed, who would be assigned to carry them out, etc.

President Pope noted that there would be motions coming before the Governing Council for action later in the meeting. He also indicated that a block of time will be set aside later in this meeting to discuss prioritizing the goals and how strategic planning should be carried out in the future.

## **22. Committee and Task Force Reports**

President Pope asked that the Governing Council Liaisons for each of the Committees that had submitted a report, comment on the report from their committee(s) and determine whether there is action needed on any items in the report.

Ethics Committee Report – Linda Osborne. Note that this Committee is working very hard and they are moving along at looking at each section of the ethics document. Are planning a town meeting at 2004 convention to discuss what they are doing and expect to submit a draft document for feedback. It was suggested that this town meeting be publicized prior to the convention.

Public Policy and Legislation Committee – Lynn Linde and Michael Hutchins. Note that this a group of people who are very committed. They are very active in the legislative arena. They have developed the legislative agenda that was approved earlier in this meeting. Are also working to provide assistance to states in the area of licensure and attempting to gain licensure in the remaining states. The Committee also provides training for association leaders and will do this kind of thing again at the leadership meeting at the end of October. Attention called to a proposal that the Committee has presented to the Governing Council concerning state level assistance.

Practice Research Network Task Force. Ask that Governing Council look at the report and be aware of what this Task Force does.

International Committee – Charlene Kampfe. Note that many of the things that appeared in the strategic plan are also things that this Committee has been charged to do. Note the motion that has been adopted earlier in the meeting to set up a Hans Hoxter International Forum at the convention each year. The Committee sponsors a reception for international visitors at the annual convention and it is hoped that Governing Council members will plan to attend that.

Bylaws and Policies Committee – Rachel Kristianson. The Committee has been using an electronic form to review the Bylaws. The report that has been submitted covers all of the Division bylaws that have been reviewed. The Governing Council will be asked to act on the Division bylaws later in this meeting regarding the several motions contained in the report of the Bylaws Committee.

Strategic Planning Committee – Ja'Nitta Marbury. Note that there was a considerable discussion of this Committee earlier. In addition to the revised Strategic Plan, the Committee has proposed a motion to add three questions to the scanning process that is done.

It was moved by the Strategic Planning Committee that: Three questions be added to the scanning process to better address the needs of members. These questions are: (1) What are the major issues that clients/students are bringing to you in your counseling? (2) With what personal and societal issues could a professional counselor be helpful? and (3) What are the legislative issues that impact you or your clients? (Give examples). Motion passed.

## **17. Division/Organizational Affiliate/Branch Services**

Attention was called to the motion that had been proposed earlier in the meeting but that had been postponed for action. President Pope asked that discussion on this agenda item be resumed at this point so the motion was again on the floor.

It was moved by Osborne and seconded by Humphrey that: As an interim measure to the design of a Branch pamphlet that a branch fact sheet flyer be immediately drawn and disseminated in the new ACA member packet of information.

It was moved by Osborne and seconded by Hutchins that: This motion be tabled. Motion passed and this motion was tabled.

It was then moved by Osborne and seconded by Rinke that: The Governing Council approve the motion to design, print and disseminate a Region and Branch pamphlet liken to the Division pamphlet. Inclusion of this packet in a new ACA member packet of information will begin as soon as these pamphlets are printed and ready for dissemination. Motion passed (7 for; 4 against; 11 abstain).

There was a discussion of the importance of having such a pamphlet to strengthen the Branches, and the discussion also covered possible ways for handling the costs of doing this kind of thing. Concern was expressed that this action would set a precedent of approving a governance project and asking that it be financed from the programs and operation side of the budget. There was also a concern for the financial situation this year and the possibility was raised of postponing the costs for this to next year's budget. The issue was also raised as to how to determine who the appropriate contacts would be in the states.

## **25. ACA Insurance Trust Update**

In the absence of Loretta Bradley, Chair of the ACA Insurance Trust, Michael Hutchins, a member of the ACA Insurance Trust Board, was asked to report on the status of the ACA Insurance Trust. He summarized the events surrounding insurance that have taken place during the last year. As a result of the former insurer going into receivership, it was necessary to locate a new company and in the end it was decided to go with another company. A downside is that the ACA Insurance Trust no longer administers the program and this has resulted in a reduction in staff.

As a result of this change, our members have looked for insurance in other places and this has caused a reduction in people who are currently insured. They are beginning to return but it is too early to tell what the lasting effect will be.

The ACA Insurance Trust Executive Director, Paul Nelson, continued the report and expanded on some of the programs and how they differ from past programs. He indicated that it is anticipated that the current program will be an improvement on what has been in the past. He noted that the current role of the Trust staff is to market the program and also to be involved in risk management. He further noted that payments from the insurance company now come on a quarterly basis rather than on a monthly basis as in the past. It is the goal of the Trust to maintain its responsibility to ACA and to keep payments to ACA current.

## **17. Division/Organizational Affiliate/Branch Services**

Following the Insurance Trust report, discussion returned to Agenda Item 17 on Division/Organizational Affiliate/ /Branch Services.

It was moved by Rinke and seconded by Osborne that:: The Branch/Region pamphlet be developed during the FY '04 year and the printing and dissemination be charged against FY '05.

It was moved by Kampfe and seconded by Henderson that: The motion be amended to state that the Branch/Region pamphlet be developed, printed and disseminated during FY '05. Amendment passed.

Vote was then called on the amended motion that: The Branch/Region pamphlet be developed, printed and disseminated during FY '05. Motion passed.

President Pope next called attention to the proposal to provide electronic rosters to Divisions and noted that at the March 2003 Governing Council a motion had been proposed to provide Quarterly electronic rosters to Divisions with an MSA agreement upon written request. At that time, that motion was referred to the Financial Affairs Committee for a report before taking action. The Financial Affairs Committee has provided a financial impact statement for doing this. The Committee estimates the staff cost at \$25.00 per roster. ACA provides accounting service for twelve Divisions, resulting in an annual cost of \$1,200.00. However, current policy requires that any services be provided on a cost reimbursement basis.

It was moved and seconded that: ACA provide Quarterly electronic rosters each year to Divisions that have a MSA agreement with ACA upon written request by the Division and at no cost to the Division.

It was moved by Wilson and seconded by Conyne that: The motion be amended to add "beginning with FY '05". Amendment passed (17 for; 5 against).

Vote was then called for on the amended motion that: ACA provide Quarterly electronic rosters each year to Divisions that have a MSA agreement with ACA upon written request by the Division and at no cost to the Division, beginning with FY '05. Motion defeated (4 for; 16 against).

## **26. Council for Accreditation of Counseling and Related Education Programs (CACREP) Update**

President Pope introduced Carol Bobby, CACREP Executive Director, and John Keys, Public Board member of CACREP. He indicated that they would present a report of CACREP activities. Dr. Bobby indicated that CACREP has just completed a meeting of its Board and that an updated directory of accredited programs will be published soon. She noted that at the present time there are 180 accredited programs and this represent approximately half of the eligible programs for accreditation.

Dr. Bobby commented on several specific activities that CACREP is involved in at the present time. She noted on the upcoming standards revision process and emphasized the importance of doing this to insure that the standards for preparation of future counselors remain relevant. She noted that every seven years CACREP takes an in-depth look at each of the standards. Mr. Keys also discussed the programs that are being carried out. Following the presentation, Dr. Bobby and Mr. Keys responded to questions from the Governing Council.

### **23. Update on Revocation of Division Charters**

President Pope summarized the action taken by the Governing Council in March 2003 to begin the revocation process for the two Divisions (ASCA and AMHCA) that were out of compliance. At the same time, the Governing Council also asked the Bylaws Committee to look at the Bylaws of all other Divisions to be sure they are in compliance. He noted that since that time there have been many discussions with the two Divisions that are out of compliance. Dr. Pope noted that at the latest meeting of the ASCA Delegate Assembly, the ASCA Delegates voted in favor of Bylaws revisions which would bring ASCA into compliance. At the AMHCA Conference, they also discussed this at great length, although there is no resolution by AMHCA as yet.

Dr. Pope also commented on actions by the ACA Bylaws and Policies Committee and on how the Committee operates in order to determine whether or not a Division is substantially in compliance with the ACA Bylaws. He noted that the Committee has developed a check list, and has identified four issues as being the most critical in determining whether or not a Division is in compliance. Those four issues used to determine whether a Division is substantially in compliance (meaning that the Division is in compliance) are: (1) Within their Bylaws they must state that they are a Division of the American Counseling Association; (2) They had to state in their Bylaws that they are organized in accordance with the Bylaws of the American Counseling Association; (3) They had to have no statements that they are not subject to the Bylaws of the American Counseling Association; and (4) There had to be an effective date when their Bylaws went into effect.

ASCA Representative Kim Long and ASCA President Russell Sabella reported to the Governing Council on ASCA's actions by the Delegate Assembly to amend their Bylaws to bring them into compliance with ACA Bylaws. This is now being ratified by mail ballot and it is anticipated that this will be finalized when that process is completed. Dr. Sabella asked for permission to phase in the statement that ASCA is a Division of ACA on its printed materials as new supplies are needed rather than to scrap everything at this time and reprint.

It was moved by Long and seconded by Osborne that: The revocation process to revoke the ASCA charter be rescinded upon the positive formal vote of the ASCA delegate assembly regarding the changes of bylaws to meet ACA bylaws compliance.

It was moved by Long and seconded by Kristianson that: A substitute motion be adopted which states: Upon approval of ASCA's Bylaw amendments, by ASCA Delegate Assembly, that state: "ASCA is a Division of the American Counseling Association and is organized in accordance with the Articles of Incorporation and the Bylaws of ACA", that the ACA Governing Council terminate revocation procedures and find ASCA substantially in compliance with ACA Bylaws pending the approval of the ACA Bylaws and Policies Committee. Substitute motion passed.

### **11. Bylaws Committee Motions**

President Pope noted that earlier in the meeting the section on approval of Bylaws for several Divisions and Branches had been moved from the Consent Agenda for action later in the meeting. It was therefore agreed that this item be acted upon at this time.

It was moved by the ACA Bylaws and Policy Committee that: The Governing Council approve the Bylaws from the following entities:

- (1) Association for Gay, Lesbian and Bisexual Issues in Counseling (AGLBIC)
- (2) Association for Multicultural Counseling and Development (AMCD)
- (3) American Rehabilitation Counseling Association (ARCA)
- (4) National Career Development Association (NCDA)
- (5) National Employment Counseling Association (NECA)
- (6) Association for Counselor Education and Supervision (ACES)
- (7) Association for Assessment in Counseling and Education (AACE)
- (8) Association for Spiritual, Ethical, and Religious Values in Counseling (ASERVIC)
- (9) Counselors for Social Justice (CSJ)
- (10) Counseling Association for Humanistic Education and Development (C-AHEAD)
- (11) Alaska Counseling Association
- (12) Louisiana Counseling Association
- (13) American College Counseling Association (ACCA)
- (14) Association for Adult Development and Aging (AADA)
- (15) International Association of Addictions and Offender Counselors (IAAOC)
- (16) Association for Specialists in Group Work (ASGW)
- (17) Association for Counselors and Educators in Government (ACEG)

Motion passed.

#### **24. Motion on Council for the Advancement of Standards in Higher Education Project on Shared Ethical Principles**

President Pope called attention to the proposal to support the CAS Project on Shared Ethical Principles. He also indicated that this document has been reviewed by the ACA Ethics Committee and that Committee has given unanimous support to this project.

It was moved by Humphrey and seconded by Kampfe that: ACA supports the Council for the Advancement of Standards in Higher Education (CAS) Project on Shared Ethical Principles. Motion passed.

#### **18. Update on Kansas City Convention**

Robin Hayes of the ACA Director of ACA Meetings Services, presented a progress report of activities relating to the 2004 Convention. She noted that the advance registration materials have been developed and mailed, and that it has also be set up so that people can register online. She stated that it is also possible to book a hotel room online. Registrations to date look very promising. Hope to see more registrations by next deadline of November 15. Ms. Hayes commented on some of the arrangements for convention activities, and responded to questions from Governing Council members.

Ollie Edwards reported on arrangements for the various business and ancillary meetings for the 2004 Convention. She noted that the ACA Governing Council meeting is scheduled for Tuesday, March 30, 2004 (8:00 am to 5:00 pm), Wednesday, March 31, 2004 (8:00 am to 5:00 pm), and Thursday, April 1, 2004 8:00 am to 12:00 noon). ACA will cover room and tax for Governing Council members for Monday, March 29; Tuesday, March 30; and Wednesday, March 31. Ms. Edwards noted that all ancillary meetings have been scheduled.

### **19. Future Convention Sites**

Robin Hayes reported on future convention possibilities. She reported specifically on the 2005 Convention that had been approved for Albuquerque. However, there are some concerns about the facilities and whether or not these would be sufficient to accommodate the ACA Convention. She indicated that at the present time ACA is awaiting a re-bid package from Albuquerque to see if things can be worked out.

Ms Hayes noted that Montreal has been identified and approved as the convention site for 2006. She further indicated that at the present time, possible cities for the years 2007 through 2010 have been identified.

It was moved by Kaplan and seconded by Henderson that: The Executive Director continue to negotiate contracts at the following convention sites:

2007 – Austin, Texas

2008 – St. Louis, Missouri

2009 – Seattle, Washington

2010 – Pittsburgh, Pennsylvania

Motion passed.

### **NEW BUSINESS: Fellows Award**

In response to a request from the body, President Pope outlined the history of the establishment of the Fellow Award as a way to recognize members for significant, distinctive, and/or unique contribution to the counseling profession. It was determined that for this first year there would be no more than twenty-five awards. The award requires a minimum of a Master's degree in counseling or a related field, be a member of ACA for no less than two years, be a member in the year the Fellow status is conferred, have at least five years of professional experience subsequent to the Master's degree in counseling, be nominated by three other Fellows (but upon recommendation of the Governing Council this requirement may be waived for individual cases). Dr. Pope noted that Fellows can meet the criteria in one of four areas: (1) professional practice, (2) scientific achievement, (3) leadership and governance, and (4) teaching and training.

### **NEW BUSINESS: Policies and Procedures Manual**

Executive Director Richard Yep reminded the Governing Council that there is currently a policy that states that the entire Policies and Procedures Manual is to be printed and given out to every Division President and Governing Council members and possibly other leaders. We are seeking some direction as to how to have this available in a more cost effective manner.

Although there was no formal action, it was agreed by the Governing Council that: The Policies and Procedures Manual will be maintained electronically by ACA Headquarters and that it will be made available to the ACA Governing Council and other leaders upon request. Agreed to by consent of the body

## **21. Strategic Planning**

President Pope noted that it had been agreed to spend some additional time on Strategic Planning. The session began by discussion of how to proceed. Question was raised as to whether time should be spent to prioritize the goals submitted by the Committee or whether a different approach would be more useful. Dr. Pope indicated that his thought was to prioritize the goals that were presented and possibly come up with additional goals. He noted that the discussion will continue for one hour, at which point it will be determined which of the goals can be turned over to the Executive Committee for consideration.

Dr. Pope suggested that the process for discussion strategic planning proceed as follows: Each person would be given five votes and the votes can be distributed among the twelve goals as desired. The votes will then be tallied to rank the goals in order of importance as determined by the tally. Following this exercise, the group will come together for further discussion. Dr. Pope began this process by noting what the ranking exercise showed. The rankings were as follows:

First – (Quantity 21) Goal 2: Promote Public Policy and Legislation for Counseling

Second – (Quantity 19) Goal 1: Increase Public Awareness of and Advocacy for Counseling

Third (Tie) – (Quantity 15) Goal 10: Provide Organization, Administrative and Financial Resources to Achieve the Association Mission, AND (Quantity 15) Goal 12: ACA will Provide Professional Development to Membership

Fifth (Tie) – (Quantity 14) Goal 3: Promote Standards for Professional Preparation and Practice in Counseling, AND (Quantity 14) Goal 5: Enhance Respect for and Recognition of Human Dignity and Diversity

Seventh – (Quantity 10) Goal 7: ACA will Promote a Sense of Professional Unity that Respects the Unique Contributions of ACA Entities

Eighth – (Quantity 7) Goal 8: ACA will Promote Collaboration Among Professional Counselors and Counseling Organizations Throughout the World

Ninth – (Quantity 5) Goal 6: ACA will Promote Collaboration Between ACA and Related Professional Organizations

Tenth – (Quantity 4) Goal 9: Identify and Respond to Challenges That Impact Effective Counseling Practices

Eleventh – (Quantity 2) Goal 11: ACA will Stimulate, Disseminate, and Respond to Research and Knowledge Related to Counseling

Twelfth – (Quantity 1) Goal 4: Promote the Use of Technology in the Counseling Profession

Following this process, the discussion continued on these goals and what these rankings reveal. President Pope then called attention to the motion that is being presented for action by the Governing Council

It was moved by Kaplan and seconded by Kristianson that: A Strategic Planning Subcommittee of the Governing Council be established to prepare the Strategic Plan for ACA. That it be composed of two (2) Division representatives to be elected by the Division members of the Governing Council; one (1) Region representative to be elected by the Region members of the Governing Council; the ACA President, ACA President-Elect, and ACA Past President, and one (1) representative from Underrepresented groups appointed by the current ACA President. The ACA President-Elect will be Chair and the ACA Executive Director will serve as an ex-officio member.

President Pope advised the Governing Council that the present Strategic Planning Committee (a Standing Committee) will gather data, scan the environment, make sure that all the information is collected, and will then put all of this into a report to be given to this Subcommittee. The Subcommittee would then prepare a draft for the Governing Council. Dr. Pope also noted that he has asked the Executive Director to look at and prepare a document that looks at the process of strategic planning, budgeting and appointments, and try to integrate those and submit the information to the Governing Council at the spring meeting.

It was moved by Kaplan and seconded by Kristianson that: The motion be amended to add the word “annually” after the statement on the election of Division representatives and Region representatives. Amendment passed.

It was moved by Marbury and seconded by Hutchins that: The motion be further amended to state that the Graduate Student representative to the Governing Council be appointed to the Strategic Planning Subcommittee. Amendment passed.

Vote was then called for on the amended motion that: A Strategic Planning Subcommittee of the Governing Council be established to prepare the Strategic Plan for ACA. That it be composed of two (2) Division representatives to be elected annually by the Division members of the Governing Council; one (1) Region representative to be elected annually by the Region members of the Governing Council; the ACA President, ACA President-Elect, and ACA Past President, the Graduate Student representative to the Governing Council, and one (1) representative from Underrepresented groups appointed by the current ACA President. The ACA President-Elect will be Chair and the ACA Executive Director will serve as an ex-officio member. Motion passed.

Following the adoption of this motion, the Regions and the Divisions caucused to elect their representatives to this Subcommittee. As a result of this caucus, the following people were elected:

Lynn Linde – representing Regions  
 F. Robert Wilson – representing Divisions  
 Glenna Wentworth – representing Divisions

**NEW BUSINESS: Translation of *Counseling Today* Article into Spanish**

President Pope noted that this proposal had been on the Agenda for the March 2003 Governing Council and at that time had been referred to the Financial Affairs Committee to look at financial implications. It is now coming back to the Governing Council for further consideration. This motion has come from the Public Awareness and Support Committee.

It was moved by the Public Awareness and Support Committee that: Either “Finding Your Way” or “Dignity, Development and Diversity” column of *Counseling Today* be translated into Spanish.

The discussion of the motion raised the question of actual cost and possible alternate methods of carrying out this kind of thing. There was also consideration of how the translation could be handled in an appropriate way. There was a feeling that it is important to do this kind of thing if it can be carried out.

It was moved by Miller and seconded by Conyne that: The motion be amended to add the statement that this will not result in an increase of the size of *Counseling Today*. Amendment defeated, so the amendment is lost.

It was moved by Humphrey and seconded by Long that: The motion be amended to state that this will take place beginning in FY '05. Amendment passed.

Vote was then taken on the motion that: Either "Finding Your Way" or "Dignity, Development and Diversity" column of *Counseling Today* be translated into Spanish, and that this take place beginning in FY '05. Motion defeated.

### **Referrals of Unfinished Business**

President Pope asked the group to decide how they wished to handle those issues on the Agenda that had not been considered due to time limitations. It was determined that those items would be handled as follows:

#### Referral to Executive Committee for Action

- Public Policy and Legislation Committee Motion for Legislative Grants
- People to People Ambassador Trip to China
- Recognition of Long Standing Members

#### Refer to Spring 2004 Governing Council

- Discussion on Retired Member Discounts
- Definition of Divisions

### **Adjournment**

Moved and seconded that: The meeting be adjourned. Motion passed.

There being no further business, the meeting of the ACA Governing Council was adjourned at 11:00 a.m., on October 5, 2003.