

AMERICAN PERSONNEL AND GUIDANCE ASSOCIATION

MINUTES

Board of Directors
January 16 - 18, 1969
Presiding: Gail F. Farwell

I. CALL TO ORDER

The first session was called to order by President Farwell at 9:20 a.m., January 16, 1969, at the APGA Headquarters Office in Washington, D. C. Members in attendance were:

Martin H. Acker	Walter N. Durost	Donald P. Hoyt
Herbert E. Agnor, Jr.	W. Price Ewens	Gilbert D. Moore
C. Denny Auchard	Gail F. Farwell	Merle M. Ohlsen
Katherine W. Cole	S. Norman Feingold	Gerald Saddlemire
Willis E. Dugan	Donald G. Hays	E. Wayne Wright

Ralph H. Johnson and E. G. Williamson were unable to attend.

Divisional Presidents-Elect and APGA Committee Chairmen in attendance for all or part of the meetings were:

Warren G. Findley, President-Elect, AMEG
Neal R. Gamsky, Chairman, Membership Committee
Oscar Gjernes, President-Elect, NECA, and Chairman, Placement Committee
Norman C. Gysbers, Chairman, Board of Journal Editors
Karl R. Kunze, Chairman, Finance Committee
Carl McDaniels, Chairman, Federal Relations Committee
Anthony C. Riccio, President-Elect, ACES
Eldon E. Ruff, Chairman, Study Committee on Office of Education Leadership
Albert F. Slawson, Chairman, Committee on Branches
Norman R. Stewart, Chairman, By-Laws Committee
Donald E. Super, President-Elect, NVGA

II. AN OVERVIEW OF BOARD STRUCTURE AND PROCESSES

The agenda for the Board meeting provided action items and background documents and materials for Subcommittee meetings and for plenary sessions of the entire Board. Several Committee Chairmen had been invited to present reports and recommendations to appropriate Subcommittees. Several Divisional Presidents-Elect were present and participated in the work of the Subcommittees.

The general opening session and meetings of the Subcommittees were held on Thursday and on Friday morning. Subcommittees met on Thursday and Friday nights. Plenary sessions to consider action recommendations followed on Friday afternoon and on Saturday. Two luncheons were held for the Board: Mr. Richard Marshall spoke on Thursday about the Plans for Progress Office with which he is associated. Mr. Marshall made an outstanding presentation of the vocational guidance and career development interests and activities of Plans for Progress. He invited APGA, its Divisions, and State Branches to form an

active working relationship with their program. Mr. Marshall and members of his Advisory Committee are scheduled for a special meeting at the Las Vegas Convention to facilitate a higher degree of involvement of APGA and its members.

Mr. Gerry Kauper of the New York City Convention Bureau spoke at the Friday luncheon. There was a working lunch around the Board table on Saturday. Mr. Warren Erickson of the Miami Beach Chamber of Commerce addressed the Board on Saturday morning with reference to Miami Beach as a future APGA Convention site.

Subcommittees, their membership, the agenda items referred to them for consideration, and the names of individuals scheduled to speak in the Subcommittees about specific topics, are as follows:

A. Committee on Program Direction and Development

(Martin H. Acker (Chairman), S. Norman Feingold, Herbert E. Agnor, Jr.)

1. Convention Reports
 - (a) Las Vegas Convention (Donald Hays)
 - (b) Future Conventions (E. E. Hunter)
2. Commission on Human Rights
3. Federal Relations Committee (Carl McDaniels)
4. Ad Hoc Committee on the Study of the U. S. Office of Education (Eldon Ruff)
5. Role of APGA in Salary Negotiations and Bargaining
6. Appointments to Editorial Board of Personnel and Guidance Journal
7. Confidentiality and Computer Data Banks
8. Proposed Policy Commissions

B. Committee on Internal Affairs

(Donald P. Hoyt (Chairman), W. Price Ewens, C. Denny Auchard)

1. Finance Committee (Karl E. Kunze)
 - (a) Proposed Dues Increase
2. Proposed APGA Budget Revision (Karl E. Kunze and E. E. Hunter)
3. Placement Committee (Oscar Gjernes)
4. Memorial Funds
5. Revision of APGA Stationery
6. Council of National Organizations for Children and Youth
7. Legal Counsel
8. Revised Fiscal Year
9. Finance Committee Policy Proposals

C. Committee on Structural Review

(Gilbert D. Moore (Chairman), E. Wayne Wright, Katherine W. Cole)

1. By-Laws Committee (Norman Stewart)
2. Committee on Branches (Albert Slawson)
3. Confirmation of new APGA Treasurer
4. ACPA Correspondence
5. President-Elect Merle Ohlsen's Committee Plans and Policies

D. Committee on Membership Services and Relationships

(Donald G. Hays (Chairman), Walter N. Durost, Gerald Saddlemire)

1. APGA Services to Divisions and Branches
 - (a) Proposed new Department of Services to Divisions and Branches
2. Committee on Membership (Neal Gamsky)
3. Board of Journal Editors (Norman Gysbers)

4. Proposed Changes in Responsibility of the American Board on Counseling Services
5. Emeritus Members
6. APGA Membership Directory
7. Massachusetts Personnel and Guidance Association Loan Request
8. APGA and Divisional Publications
9. Retired Member Dues Rate
10. Maintenance Membership Charge for Life Subscribers

E. APGA Elected Officers

1. Affiliation with National Interagency Council on Smoking and Health
2. Nancy C. Wimmer Award
3. Relationships of Different Units of the Association
4. Upward Bound Program
5. In addition, APGA elected officers consulted with the Subcommittees at various times.

III. INFORMATION PRESENTED AT OPENING PLENARY SESSION

President-Elect Ohlsen was asked to report on the programs that he would want to have emphasized during his term in office. He identified four areas of concern to him: (1) membership qualifications, (2) professional commitment, (3) member involvement, and (4) committee structure and organization.

The Executive Director identified five program areas that have implications for budget planning: (1) proposed Commissions on professional and societal issues, (2) increased activity in the area of federal relations and legislative development, (3) a fully coordinated publications program, (4) the placement service, and (5) the form of future conventions.

Eldon Ruff, Chairman of an ad hoc committee concerned with the place of guidance and counseling in the U. S. Office of Education, described the strategies and recommendations that appear in his Committee's report (Attached as Appendix A).

Karl Kunze, Chairman of the Finance Committee, presented the Finance Committee report, and the Board discussed the current financial situation of the Association. In addition, the December 16, 1968 memorandum of the Executive Director regarding the proposed change in APGA dues structure was provided to the Board for their discussion and action. This report, together with a summary chart describing the five dues alternatives, will be made available to all APGA members in the March 1969 issue of the Guidepost.

Donald Super, President-Elect of NVGA, reported on a scheduled August 1969 meeting in Mexico of the International Association for Educational and Vocational Guidance.

Divisional Presidents made brief verbal reports about their own groups.

The first session of the Board of Directors was adjourned at 2:35 p.m., and the remainder of the day was spent in meetings of the Subcommittees of the Board of Directors.

The second session was called to order by President Farwell at 2:02 p.m., January 17, 1969, at the APGA Headquarters Office in Washington, D. C. The same members were in attendance as in the first session.

IV. ACTION ITEMS CONSIDERED AT PLENARY SESSIONS

A. Legal Counsel

The matter of a change in the Association's legal counsel was discussed and it was moved and seconded that: The Board of Directors reaffirm the policy that the Executive Director appoint the supporting staff including legal counsel functions necessary to carry out the operation. Motion passed.

B. Council of National Organizations for Children and Youth

It was noted that APGA has been a member of the Council of National Organizations for Children and Youth for some time. The Council is now in need of additional funds and have asked member associations for contributions. It was moved and seconded that: The Association contribute \$100.00 to the Council of National Organizations for Children and Youth. Motion passed.

C. Change in Dues Structure

Attention was called to the Executive Director's memorandum of December 16, 1968, which outlined some alternatives for a change in the Association's dues structure. It was moved and seconded that: On the summary of dues alternatives, the first six expense items following "Basic Services" read as follows: Building and Property Reserve \$1.00, Fixed Cost Increase .83¢, Policy Commissions \$1.67, Branch and Division Leadership Development .30¢, Guidepost Expansion .20¢, Program Development Reserve .50¢. Motion passed.

It was then moved and seconded that: The Board of Directors recommend to the Senate Alternative No. 3 as shown on the summary of dues alternatives and as modified by the Board of Directors. Following some further discussion on the dues a vote was called for on the motion and the motion passed. (The summary of dues alternatives as modified by the Board of Directors is attached as Appendix B.)

It was next moved and seconded that: The Board of Directors instructs the APGA staff to delineate the proposal and the time schedule and what the procedures for anticipated changes involving the membership, Divisions and State Branches would be. Motion passed.

Motion was made that: The Senate be advised that the second preference of the Board of Directors is for Alternative No. 2. There was no second so this motion was lost.

It was moved and seconded that: Add-a-Division dues be set at the same rate as the dues set by the several Divisions. Following further discussion, this motion was withdrawn by agreement of maker and seconder.

It was then moved and seconded that: An APGA member may choose to elect membership and pay dues in any Division for which he is qualified. Motion passed.

It was moved and seconded that: One dollar (\$1.00) of each Division dues be retained by APGA headquarters to cover membership processing costs. Motion passed.

Finally, it was moved and seconded that: The Board of Directors recommends a change in the By-Laws to the effect that an individual becomes a member by paying Association dues as established by the APGA Senate and Division dues as established by the Division. Motion passed.

D. Placement Service

It was moved and seconded that: The Chairman of the Convention Placement Committee serve as an ex officio member of the Placement Service Review Committee. Motion passed.

It was moved and seconded that: Following the present volume year, there be a charge of \$1.00 for anonymity and assignment of box numbers in issues of the Placement Bulletin. Motion passed.

It was then moved and seconded that: Charges to employers for listings in the Placement Bulletin shall be based on the number of listings and the amount of space. The minimum charge of \$5.00 entitles the employer to ten typewritten lines. Additional space shall be provided at charges proportional to this rate. Motion passed.

It was moved and seconded that: Sales of back issues of the Placement Bulletin to employers be made at a charge of \$3.00 per issue. Motion passed.

It was next moved and seconded that: There be a late registration assessment at the Convention Placement Center of \$3.00 in addition to the regular \$5.00 fee. Motion passed.

It was moved and seconded that: There be an over-run of the April Placement Bulletin in lieu of a separate publication for the Convention, copies to be distributed free to registrants at the Convention Placement Center. Motion passed.

It was then moved and seconded that: The Placement Bulletin be issued four times during the 1969-70 year: December, July, February and April (Convention issue). Motion passed.

Finally, it was moved and seconded that: The Placement Service Review Committee study alternative plans for performing effective placement services including the listing of openings and availability in the Guidepost. Motion passed.

E. Appointment of new APGA Treasurer

It was moved and seconded that: The Board of Directors appoints Leonard Tysver of Minneapolis, Minnesota as Treasurer-designate to be confirmed by the May meeting of the Board of Directors, to serve for a three-year term. Motion passed.

F. Clarifications Regarding Divisional Separation

Following discussion of possible procedures in the event a Division

desired to separate from the Association, it was moved and seconded that: The Board of Directors accepts and supports the clarifications set forth in the letter of November 22, 1968 from the Executive Director to the President of ACPA. Motion passed, with one abstention. (These clarifications are attached as Appendix C.)

A proposed policy statement concerning Divisional separation was presented from the Board of Directors Subcommittee on Structural Review. Action on the policy statement was tabled during the second session and returned for action during the third session on January 18, 1969. However, for the sake of greater clarity, the action is recorded at this point in the minutes.

It was moved and seconded that: The policy statement regarding Divisional separation as proposed by the Subcommittee on Structural Review be incorporated with policy statements that are on file and that this be used as a base for consideration of Divisions but that greater specificity be left to the time that Divisions might pursue this kind of action. Motion passed. (This policy statement is attached as Appendix D.)

G. Loan to Massachusetts Personnel and Guidance Association

It was moved and seconded that: The Board of Directors reaffirms the policy passed in May 1968 and approves the loan request from the Massachusetts Personnel and Guidance Association in light of that policy. Motion passed.

H. Emeritus Membership

It was noted that one person had applied for Emeritus Membership through NVGA. It was therefore moved and seconded that: The Board of Directors approves the application of Courtland Riddle for Emeritus Membership. Motion passed.

I. Life Subscribers

Following some discussion on ways to achieve a greater involvement in the Association on the part of Life Subscribers, it was moved and seconded that: An ad hoc committee of Life Subscribers be appointed to examine how Life Subscribers might continue their active involvement in the affairs of the Association. Motion passed.

J. Reduced Dues for Retired Members and Students

It was noted that retired members as referred to here were those persons who were retired but were ineligible for Emeritus Membership. Following discussion, it was moved and seconded that: The matter of retired members together with student dues be referred back to the Membership Committee for study and that the Membership Committee be asked to present firm recommendations on this matter to the Board of Directors at the earliest possible time. Motion passed.

K. Affiliation with the National Interagency Council on Smoking and Health

It was noted that APGA has been asked to affiliate with this Council in a consultative capacity and that this would not involve any financial

contribution. It was moved and seconded that: APGA become an affiliate of the National Interagency Council on Smoking and Health. Motion passed.

The second session of the Board of Directors was adjourned at 5:43 p.m.

The third and final session was called to order by President Farwell at 9:07 a.m., January 18, 1969, at the APGA Headquarters Office in Washington, D. C. The same members were in attendance as in the first and second sessions.

L. Divisional Staff Assistance in APGA Headquarters Office

Attention was called to correspondence between the President of ACPA and the Executive Director raising the question of staff assistants to Divisions who might be located in the APGA Headquarters Office. There was considerable discussion on this matter and on ways in which this might be worked out. It was pointed out that the question pertains only to persons located in the Headquarters Office and would not affect persons hired by Divisions to work outside of the APGA Headquarters.

It was moved and seconded that: Any proposal for Divisional staff assistance within the APGA Headquarters must be accommodated within the organizational structure.

It was moved and seconded that: A substitute motion be approved that this matter be referred to an ad hoc committee and that the Executive Director be advised to input to that Committee proposed methods by which this may operate for the three Divisions interested at this time.

Vote was called for on the substitute motion. Motion defeated.

Vote was then called for on the original motion. Motion passed with two abstentions.

It was then moved and seconded that: Any plan for implementation of Divisional staff assistance in the Headquarters structure is negotiable between the Executive Director and the President of the Division.

Following considerable further discussion, a substitute motion was made and seconded that: The question of Divisional staff in APGA Headquarters be referred to the Executive Committee for review and the development of a proposal. Motion passed (eight for; four against; 1 abstention).

With the passage of the substitute motion, the original motion was lost.

M. Membership Committee Recommendations

It was moved and seconded that: The recently established late fee assessment be terminated and that Headquarters staff study the possibility of a single date when all dues would be collected. Motion passed.

The matter of membership workers was discussed and it was moved and seconded that: The State Branch President appoint an APGA State Membership Chairman and that this person in conjunction with the Branch President

will appoint a small working State Membership Committee composed of persons in various functional areas and Divisions in the State; and further that each National Division Chairman have the option of appointing his own representative in the state and they would be responsible for communications and other activities with their own representatives. Motion passed.

It was then moved and seconded that: Financial assistance from APGA be provided for promotional activities by APGA State Membership Chairmen and that as a guideline an amount of twenty cents (.20c) per current APGA member be budgeted. Motion passed (eight for; five against). It was noted that it will be necessary to work out guidelines for the distribution of such money.

It was moved and seconded that: Two lists of members (one Divisional list by State and one State list by Division) be prepared and submitted annually to Division and State Branch Presidents, and that periodic renewal and dropped member lists be prepared and distributed as indicated. Motion passed.

It was then moved and seconded that: An ad hoc committee representing all APGA Divisions be appointed to consider criteria among Divisions for the various levels and types of membership and make recommendations to the Board of Directors. Motion passed.

It was moved and seconded that: No action be taken toward the adoption of an APGA membership certificate at this time, but that Divisions are encouraged to proceed on this should they so desire. Motion passed.

Finally, it was moved and seconded that: The headquarters staff pursue a policy of aggressive promotion of membership under the guidance of the National Membership Committee. Motion passed.

N. Budget and Financial Policy

Attention was called to the proposed revised budget for the 1968-69 year. It was noted that the Subcommittee on Internal Affairs recommended changes on two specific budget items. It was moved and seconded that: The changes in the proposed revised 1968-69 budget as outlined by the Chairman of the Subcommittee on Internal Affairs be made. Motion passed.

It was then moved and seconded that: The Board of Directors approve the revised 1968-69 budget as amended. Motion passed. (The revised budget as approved by the Board is attached as Appendix E.)

Discussion then turned to changes in line items on the budget and it was moved and seconded that: The Executive Director be reminded of the policy not to exceed five percent change in budget items without the approval of the Board of Directors.

Following considerable discussion, an amendment was made and seconded that: The specific mention of the five percent change be eliminated and that instead the motion state "that policies of the Board of Directors should not be violated".

It was then moved and seconded that: This motion be tabled until further background information is obtained to locate the specific reference to a five percent policy. Motion passed and the motion was tabled.

Following a further search, no reference to a specific policy on five percent could be located. It was therefore moved and seconded that: The matter of a policy on this be referred to the Finance Committee and that they be asked to come in with a recommendation at the Las Vegas Board of Directors meeting. Motion passed.

O. Finance Committee Recommendations

Attention was called to the proposal for a change in the APGA fiscal year. It was moved and seconded that: The fiscal year of APGA and all duly constituted units of the Association be changed from the present May 1 to April 30 and that it become July 1 to June 30, effective July 1, 1970. Motion passed. It was noted that such a change in fiscal year also requires action by the Senate.

It was moved and seconded that: Specifically designated memorial contributions past or future which total less than \$5,000 be placed in a general memorial fund. Appropriate recognition will be accorded to the individual for whom the memorial was given. Motion passed.

It was next moved and seconded that: The Board of Directors accepts the Finance Committee recommendation on Convention accounting. Until more exact figures are available it is suggested that ten percent of APGA salaries be included in the Convention budget. Motion passed.

It was moved and seconded that: The Board of Directors approves the recommendation of the Finance Committee that: In order for APGA to establish a building reserve to be used for future acquisitions, major renovations, or alterations to its present property, the Assistant Executive Director for Business and Finance is instructed to pay into a savings account or put into Certificates of Deposit the full amount of the non-cash expense for depreciation on the present APGA property. Motion passed.

Finally, it was moved and seconded that: The recommendation of the Finance Committee regarding financial policy be approved as revised by the Subcommittee on Internal Affairs. The recommendation as approved reads: The staff of APGA is bound by the By-Laws of the Association to mail copies of the complete audit report to members of the Senate and to mail to the members of the Senate a quarterly financial statement published by staff. In addition, it is APGA policy that the Treasurer report to the general membership in an official publication of the Association the results of the previous fiscal year. Financial information available to members may also be supplied to trade creditors, banks, or credit agencies, and does not require the approval of any APGA governing body or officer. Authority to release financial information not contained in the above documents lies with the Executive Committee or presiding officer of the Association. Motion passed.

P. Recommendations from the Board of Journal Editors

It was moved and seconded that: A study be made of current and future

personnel needs for the entire publications operation, that the study include current and projected costs for publications, and that the study be presented to the Board of Directors as soon as possible. Motion passed.

It was moved and seconded that: The Association immediately employ an independent firm to examine the potential of the reader market of all APGA and Division journals and make recommendations to the Board of Directors. Motion defeated.

It was then moved and seconded that: Motion II of the Board of Journal Editors be accepted with one revision (changing word "determine" to "advise"), and that the Committee be a blue ribbon group of Past Presidents of Divisions. (Motion II reads: That the Board of Directors of APGA be asked to appoint a committee to review the nature and focus of the existing journals and to advise whether they adequately represent the differing emphases, needs, and interests of the Divisions and their members.), Motion defeated. It was suggested that this be referred back to the Board of Journal Editors with the feeling that they are best qualified to deal with this matter.

It was moved and seconded that: The Board of Directors accepts Motions III and IV of the Board of Journal Editors. (Motion III reads: That the Executive Director and the Board of Directors of APGA request headquarters staff to (1) launch a marketing campaign for the ten APGA journals as a package, and (2) contact libraries and urge them to vote to include the ten journals in the Education Index.) (Motion IV reads: That the draft statement on permission to reprint APGA-Copyrighted material which was submitted to the Board of Editors for their consideration be accepted with a modification of clause 2a, on payment to APGA, as follows: "a flat rate of \$5.00 per APGA printed page or portion thereof, up to a maximum of \$25.00 per article, if less than half of the total content of the book is from APGA publications.") Motion passed.

Q. APGA Membership Directory

It was moved and seconded that: The Executive Director proceed to develop a new APGA Membership Directory with modifications as to breakdown by Division and State provided that it can be produced at no cost to APGA. Motion passed.

R. Data Processing Needs

It was suggested that it is important that the Association consider future directions in its use of data processing. It was moved and seconded that: An ad hoc committee be appointed at the earliest possible time to study and make recommendations to the Board of Directors regarding the impact of new developments in data processing on the current and future needs of the Association. Motion passed.

S. Nancy C. Wimmer Award

It was reported that the Nancy C. Wimmer Award Committee recommended that no award be made in 1969. A report of the Committee was presented to the Board, but no action was required. (The Committee's report is attached as Appendix F.)

T. Human Rights

It was moved and seconded that: The Commission on Human Rights be asked to establish machinery for the purpose of monitoring the services and facilities at our Convention so that complaints of violations of human rights can be received and responded to at the time of the Convention. Motion passed.

It was then moved and seconded that: The Board of Directors reiterate Association policy on non-discrimination in terms of membership and that we pursue an aggressive program of recruitment from minority groups. Motion passed.

It was next moved and seconded that: In the procedures for nomination and election of officers and in the appointment of committees, that due consideration be given to the nomination and appointment of members from minority groups. Motion passed.

U. Proposed Policy Commissions

Attention was called to a memorandum written by the Executive Director with a proposal for APGA Commissions on Professional and Societal Issues. (Attached as Appendix G.)

Following discussion, it was moved and seconded that: Three of the Commissions as proposed (on Student Rights and Involvement, on Human Rights and Opportunities, and on Career Development and Employment Opportunities and Practices, the third title being changed from that on the original memorandum) be established with some redistribution of areas of responsibility so that those areas which seem to be of greatest concern are assigned to those Commissions which will be established, and further that a member of each of the Committees related to the Commission be a member of the Commission. Motion passed.

V. Appointments to Editorial Board

Attention was called to the fact that the Board of Directors must nominate persons to fill vacancies on the Editorial Board of the Personnel and Guidance Journal.

Following discussion and suggestions of nominees, it was moved and seconded that: The list of nominees to fill vacancies on the Editorial Board of the Personnel and Guidance Journal, as recommended by the Board of Directors, will include the following: Martin Acker, Loren Benson, J. Don Boney, Henry Borow, Robert Carkhuff, Frank Gregory, Martin Katz, W. A. Lewis, Walter Lifton, John Odgers, Anne Roe, Marshall P. Sanborn, James Saum, Paul Smith, Clemon VonTress, Charles Warnath, and Kenneth W. Washington. Motion passed.

W. Relationships of Different Units of the Association

It was moved and seconded that: The Headquarters staff in consultation with the Executive Committee formulate a statement regarding the relationships and responsibilities between the constituent bodies of the Association and those constituent bodies and the Headquarters staff. Motion passed.

Discussion turned to the consideration of possible implications for decisions made by constituents of the Association. Following some discussion, it was moved and seconded that: The By-Laws Committee be asked to explore the feasibility of a By-Laws change to include adequate controls on unilateral decisions of any or all APGA constituents. Motion passed.

Finally, it was moved and seconded that: Incoming Presidents or Presidents-Elect be given a binder to be turned in at the end of their terms, such binder to contain established policies and procedures relating to all phases of the operation of the Association, and such binder shall be added to as new policies are developed. Motion passed.

X. Guidepost

The question was raised as to whether a subscription price for non-members should be set for the Guidepost, and whether advertising should be permitted. Following discussion of the matter, it was moved and seconded that: There be a \$10.00 per year subscription price for the Guidepost to non-member subscribers with an advertising rate of \$250.00 per page. Motion passed.

Y. Upward Bound

Attention was called to the Upward Bound program and to the request for APGA to assist them in preparing a proposal for funds to continue their operation. It was noted that the request does not include financial assistance.

Following discussion of this matter, it was moved and seconded that: The Board of Directors give the Executive Staff authority to enter into explorations with the Educational Associates, Inc. in order to present to this Board a possible plan of action or a proposal for a plan of action in connection with Upward Bound. Motion passed with one abstention.

V. ADJOURNMENT

It was moved and seconded that: The meeting of the Board of Directors be adjourned. Motion passed.

The third and final session of the Board of Directors meeting was adjourned at 3:52 p.m.