

APGA BOARD OF DIRECTORS MEETING

Action Minutes
November 8-11, 1972

The following is a complete listing of motions acted upon by the APGA Board of Directors at its meeting in Washington, D. C., November 8-11, 1972. Although it is not repeated each time, every motion begins with the statement "It was moved and seconded that:" when these are incorporated into the minutes of the meeting. At the end of each motion listed, indication is given as to whether the motion was passed or was defeated.

The Board of Directors recognize that there will be proposed a By-Law amendment to make the Past President a member of the Board of Directors, and that in the interim, the immediate Past President serve on the Board of Directors as an officer of the Association. Motion passed, unanimously.

The Board of Directors votes to adopt the agenda as presented. Motion passed.

The Board of Directors of APGA fully supports the purposes of this Association as stated in Article I, Section 2 of the By-Laws and proposes the following as guidelines for their implementation: (1) APGA shall refer problems, issues and concerns to Divisions and Branches for resolution wherever appropriate, (2) The Board of Directors shall establish procedures for identifying problems, issues and concerns which includes grass roots input by working cooperatively with Branches in conducting member needs surveys, (3) The Board of Directors shall determine and develop program thrusts to be developed by APGA where such programs are intended to meet general membership needs, (4) That Divisions, State Branches and Affiliated Groups include in their annual written reports to the President of the Association (Article III, Section 6; Article IV, Section 6), a listing of long range plans and activities which will be useful to the Board of Directors in establishing priorities for the following year, and (5) That the Board of Directors in establishing priorities separate substantive program issues from governmental concerns. Motion passed.

The Board of Directors, recognizing the viability of the concept adopted by the 1972 Senate concerning Federal Relations and recognizing the inability of APGA financially to implement fully the concept, recommends that the 1973-74 Board seriously consider budgeting a full-time position for Government Relation activities to move toward development of a program to enhance the effectiveness of APGA in public affairs at both the national and regional levels. Motion passed.

The Resolutions Committee Report of November 8, 1972 be endorsed and the nine committee recommendations be adopted as outlined in the report; and that item nine be relocated to become item one and other items re-numbered. Motion passed. (This report is attached as Appendix A.)

The review of the publication Looking at Private Trade and Correspondence Schools be referred to ASCA and NVGA for possible revision. Motion passed.

The Board of Directors accept the recommendation concerning refraining from supporting NASC.

The motion be amended so that all references to organizations be spelled out and the full names of the organizations shown. Amendment passed.

The Board of Directors adopt the motion as amended. Motion passed. The motion as adopted by the Board reads as follows: That the APGA Board of Directors recommends that its Divisions and Branches refrain from supporting in any way the National Association of School Counselors, an affiliate of the National Education Association, its membership activities, recruitment and publication efforts inasmuch as there exists within the American Personnel and Guidance Association a legitimate national Division, namely the American School Counselors Association, which already has an effective program of addressing the professional issues and actions advocated by the National Association of School Counselors.

The Board of Directors commend the staff of the APGA Press for their progress to date and further support the proposed By-Law Amendments related to the establishment of an APGA Press Advisory Board. Motion passed.

An interim Publications Committee be appointed immediately to serve as an APGA Press Advisory Board until action is taken by the APGA Senate concerning the proposed By-Law amendments. Motion passed, one against.)

The APGA Press in conjunction with the Drug Advisory Committee seek funding for the Drug Film Series. Motion passed.

The APGA Board of Directors support the participation of APGA in the Rank-in-Class Study with the National Association of Secondary School Principals and related professional associations. Motion passed.

The APGA Board of Directors support the National Career Information Center at its current rate, i.e., not filling the open positions, until the end of the first year of operation. At that time, at the end of this fiscal year, that the Board review the status of NCIC regarding continued support. Motion passed.

NOTE: The following motion was discussed, but through oversight no formal action of the Board was taken. The consensus, however, was favorable to the passage of this action. The proposed motion reads as follows: That the APGA Board of Directors appoint an Advisory Committee (including representation from NVGA's information review services) to consider the feasibility of centralizing information activities under the aegis of the National Career Information Center and APGA such that the centralized service would offer to all APGA members the clear advantages now available in piecemeal form through the National Center for Information on Careers in Education, National Career Information Center, Career Information Review Service, Career Film Review Service, etc. The Advisory Committee will report to the APGA Board and relevant Divisional Boards in San Diego.

The Board of Directors fully supports the concept of APGA Field Seminars as a vital dynamic demonstration of Association efforts and, therefore, directs President Chile to appoint a task force of current and/or past Board members involved in the planning and implementation of APGA Field Seminars to develop a planning manual to be used by regions.

planning future field seminars. Such task force will work closely with Mrs. Katherine Cole and will submit a proposed planning manual to President Chiles no later than January 15, 1973. Motion passed.

The meeting be recessed. Motion passed, and the meeting recessed at 11:50 a.m., and reconvened at 1:10 p.m.

The Board of Directors accepts the recommendations for amendments to the APGA By-Laws as presented and asks that these be forwarded to the By-Laws Committee with the recommendation that they be presented to the Senate for approval. Motion passed, with one abstention. (The proposed amendments as recommended are attached as Appendix B.)

The Board of Directors adopts the following distribution of terms of office for Divisional representatives to the Board of Directors and to the Senate:

Board of Directors: one year term: ASCA, ACPA, NECA
 two year term: NVGA, ACES, SPATE
 three year term: ARCA, AMEG, ANWC

Senate: ASCA - 6 Senators (2 for one year, 2 for two years, 2 for three years)
 ACPA - 4 Senators (1 for one year, 2 for two years, 1 for three years)
 NVGA - 5 Senators (1 for one year, 1 for two years, 2 for three years)
 ACES - 2 Senators (1 for one year, 1 for three years)
 ARCA - 1 Senator (1 for one year)
 AMEG - 1 Senator (1 for two years)
 ANWC - 1 Senator (1 for three years)
 SPATE - 1 Senator (1 for two years)
 NECA - 1 Senator (1 for one year)

Motion passed.

The Board of Directors votes to approve the APGA Committee appointments as presented. Motion passed. (The Committee appointments as presented are attached as Appendix C.)

The Board of Directors approves the granting of Emeritus Membership status to the following persons: Helen Wood (NVGA) and Ray Thompson (ANWC). Motion passed.

The staff be asked to update the material contained in the background material given to the Board relative to formation of Divisions. Motion passed.

The Board of Directors approves the granting of Emeritus Membership status to the following additional persons: John Schrack and Percival W. Hutson (both from Pennsylvania Personnel and Guidance Association). Motion passed.

The Board of Directors approves the motion that the present term of office of the present Board of Directors and Senators be considered as beginning on August 16, 1972. Motion passed (11 for, 3 against).

The Executive Director of the Association transmit to the executive officer of all Divisions a copy of the Standing Rules Governing Voluntary Dissolution or Withdrawal of a Division, recommended by the Board this date for adoption by the Senate in San Diego, together with a request that the governing body of each such Division give consideration to agreeing in writing to accept such rules if and when they are adopted by the Senate. Motion passed. (The Standing Rules are attached as Appendix D.)

The Board of Directors authorizes payment of \$4,409 to Donna Chiles. This authorization is in accord with the Association's present By-Laws that permit the Association to reimburse the President's employer up to one-third of the President's salary. Motion passed.

The staff of APGA is authorized and instructed to open a checking account in the name of APGA 1974 New Orleans Convention in the city of Lafitte, Louisiana. Persons authorized to sign checks in the name of the Association are the Convention Treasurer (Dr. Robert Kennedy), the Convention Coordinator (Dr. Laurabeth Hicks), the Assistant Convention Coordinator (Dr. Cyril Landry) and the APGA Director of Business and Finance (Mr. E. E. Hunter). Motion passed.

A \$15 per diem maximum reimbursement for meals be instituted. This shall include headquarters staff, Board of Directors members, and committee and commission members. Motion passed.

Color coded name tags be used to identify divisional status at the national and regional conventions and that a special ribbon be attached to the badge of first-time attendees.

A substitute motion be adopted that: At the national and regional conventions a special ribbon be attached to the badge of first-time attendees. Substitute motion passed.

The APGA Press will (at least semi-annually) issue a list of books, pamphlets, films, cassettes, journals, etc. to all supervisors of counselors (in each setting) and all counselor educators. The purpose of this promotion of media is to encourage sale of more items, to promote systematic ordering and to allow an institution or agency to utilize a single purchase order for a variety of purchases. Motion passed.

A balance sheet audit of APGA and Division accounts be instituted until the process is changed by further Board of Directors action.

The motion be amended to state that this action shall be instituted for the 1972-73 fiscal year and that this matter be reviewed annually by the Board of Directors. Amendment passed.

Vote was then called for on the motion as amended. Motion defeated (3 for, 10 against.)

The Executive Director and Business Manager submit to the Board of Directors at its meeting in February 1973 a recommendation for an auditing firm for the coming fiscal year, and that this would mean a minimum of three firms. Motion passed.

The Executive Director inform any APGA member(s) submitting budget requests of: (1) Action taken on request, (2) Reasons for action taken, (3) Who is to do what (and when) with any funds granted. Motion passed.

The Board of Directors meet officially at San Diego and in Atlanta, the Atlanta meeting to take the place of the regular June meeting. Motion defeated.

A split (\$2 division, \$1 branch region) in convention registration rebate occur between divisions and branch regions for this year. The \$500 minimum per division reimbursement would remain intact. In the future a check off to include the regional structure would be included on the convention registration blank; sharing would be \$2 for divisions and \$2 for regions.

The motion on the floor (regarding the convention rebate) be tabled. Motion passed, and the previous motion was tabled.

The Board of Directors votes to approve the list submitted by the Editor of the Personnel and Guidance Journal, Dr. Leo Goldman, as a group of people from whom the Editor may choose replacements for the Editorial Board. Motion passed. The list submitted contained the following names:

Jon Boller, Minnesota State Department of Education, St. Paul
Anna Caceres, University of Puerto Rico, Rio Pedras
Thelma Daley, Overlea Senior High School, Baltimore, Maryland
Melvin Foulds, Bowling Green State University, Ohio
Patricia Harrington, Alamogordo Public Schools, New Mexico
Jo Ann Harris, Willowbrook High School, Illinois
Allen Ivey, University of Massachusetts - Amherst
Norman Kagan, Michigan State University
Chris Kehas, Manchester Public Schools, New Hampshire
Jackie Lamb, Illinois State Department of Education
Mildred Lee, District 8, New York City Public Schools
Robert Lindberg, Phoenix Union High School District, Arizona
Kenneth Matheny, Georgia State University, Atlanta
Weston Morrill, Colorado State University, Ft. Collins
Myrne Nevison, University of British Columbia, Vancouver
Donald Peters, Will James Junior High School, Billings, Montana
Charles Pulvino, University of Wisconsin - Madison
Antoinette Ryan, University of Hawaii
Nancy Schlossberg, Wayne State University, Detroit
Derald Sue, University of Santa Clara, California

The President and the other officers of the Association, in collaboration with the professional staff, particularly the Executive Director and Business Manager, review the policies and procedures for the operation of conventions and that a proposed policy statement be submitted to each of the Divisions and Branches for review and consideration before it is finalized by the Board of Directors. Following discussion, motion was withdrawn.

The sentence in Article VI, Section 1, of the By-Laws be interpreted to mean that representation in the Senate by APGA members outside the United States means representation based on the total number of such members residing outside the United States regardless of the nature of the affiliated APGA body to which they may belong.

A substitute motion be adopted that the foreign membership be represented by the European Branch in the 1973 APGA Senate. Substitute motion passed.

The Board of Directors direct the Branch Council to recommend to the Board of Directors prior to July 1, 1973 a procedure for determining the representation of members of APGA who reside outside territorial United States in the APGA Senate beginning with the 1974 Senate as outlined in Article Vi, Section 1(a) of the APGA By-Laws. Motion passed.

The Board of Directors accepts the "Guidelines for Implementation of APGA Professional Field Services Program." Motion passed. (The Guidelines are attached as Appendix E.)

A full report of APGA income and expenses for fiscal year 1972 be published in the Personnel and Guidance Journal instead of the Audit.

A substitute motion be adopted that the Treasurer of APGA prepare an appropriate financial report for fiscal year 1972, that report to be published in the Guidepost at the earliest possible time. Substitute motion passed.

A Committee be appointed to develop techniques for assessing the success of the regional conventions in St. Louis and Atlanta. The Committee shall make a report to the Board of Directors at its next meeting in San Diego. Motion passed.

The Board of Directors approves the following resolution: Whereas, the Budget and Finance Subcommittee reviewed all possibilities for balancing the 1972-73 budget, and Whereas, there seem to be a number of promising items on the horizon which will have a positive impact on future budgets, Be it resolved, that the motion relating to the \$25,000 deficit passed by the Board in June 1972 be rescinded. Motion passed.

The Board of Directors approves the following resolution: Whereas, the Board of Directors of APGA has taken all possible steps to balance its annual operational budget, and Whereas, it does not appear to be possible to establish balanced future operational budgets without the termination of some professional staff members, Be it Therefore Resolved, that the Executive Director of APGA evaluate all existing programs, services and staff members with a view to the establishment of a balanced operational APGA budget for 1973-74, and that, if Necessary, present professional staff members be terminated effective July 1, 1973, providing such steps must be taken in order to meet the Board of Directors' mandate of operating each fiscal year with a balanced budget. Motion passed.

The Board of Directors approves the changes in the fiscal year 1973 APGA budget as recommended by the Subcommittee on budget. Motion passed. (The changes in the budget are attached as Appendix F.)

A Committee shall be constituted to develop a comprehensive policy on assignment of complimentary rooms at future convention sites. This Committee shall report at the next Board of Directors meeting in San Diego. Motion passed.

The President and Executive Director be responsible for resolving housing needs for the Board of Directors at the 1973 San Diego Convention utilizing complimentary rooms and the money needed from the amount budgeted for the February 1973 Board meeting. Motion passed.

Travel expenses to San Diego be paid for members of the Board of Directors who need it and who submit a request for it.

The motion be amended to end it with a period after the word "Directors." Amendment passed.

Vote was then called for on the motion as amended. Motion passed. The motion as adopted reads as follows: Travel expenses to San Diego be paid for members of the Board of Directors.

Each Branch region be guaranteed \$500 from any contingency fund generated at each of the three 1973 Regional Conventions, and in the event the contingency fund is less than \$2,000 for any of the three regional conventions that it be equally divided among the four regions; and further, that if any Division generates convention rebate income (at \$3 per member) in excess of the amount it has budgeted for same and/or if the contingency fund for any regional convention exceeds \$2,000, that the accrued sums be apportioned to each Branch region based on the number of APGA members from that region attending the convention for a total amount for each Branch region for each regional convention not to exceed \$3 per APGA member in attendance.

The motion be amended by striking the second section beginning "and further, that if any Division generates convention rebate ..."

A substitute motion be approved that for this fiscal year only \$500 per convention shall be given to each of the four Branch regions to assist with the financial problems encountered in getting the organization going; this money shall be taken from individual convention budgets. Substitute motion passed.

Each of the four Branch regions be asked to appoint a Treasurer (by December 1, 1972) and at that time there will be opened a set of books for each region and each will be credited with \$1,500. Motion passed.

The Board of Directors approve the 1973 convention budgets as revised for San Diego, including the extra line item for regional support for 1973 only; and the preliminary budget for New Orleans, 1974 convention. Motion passed.

The Board of Directors votes to rescind the motion passed on November 10, 1972, that a special ribbon be attached to the badge of first time convention attendees, and instead the Board votes that for the convention, each badge will (a) in the lower left corner have a "1" typed if the person is a first-time convention attendee; and (b) in the lower right corner will have the initials of the primary Division typed. Motion passed.

The fiscal year 1973 audits for the Divisions be limited to a balance sheet audit.

The motion on the floor be amended to include Branch regions also.

A substitute motion be adopted that the Divisions be notified that for 1973 a balance sheet audit only will be done on Divisional books unless by two weeks after notification the Division indicates that it wants a full audit. Following discussion, the substitute motion was withdrawn.

The Board of Directors adopt a substitute motion that since the APGA full audit assures Divisions and State Branch Regions of income verification, Divisions and Regions be notified that they have the option of having only a balance sheet audit for their own books. Substitute motion passed.

Inasmuch as the initial terms for "one" year Branch or Division representatives to the APGA Board of Directors is less than one year (August 16, 1972 through June 30, 1973 but actually November 8, 1972 through June 30, 1973) that each Branch region or Division, if it chooses for purposes of continuity, may re-elect its initial one year representative(s) to a subsequent three year term (period from July 1, 1973 through June 30, 1976, only). Following discussion, the motion was withdrawn.

The following was not a motion, but was presented for Board of Directors information with indication that these terms of APGA Senators as now apportioned to the Branch regions be distributed as follows:

North Atlantic Region - 4 Senators (1 for one year, 2 for two years, 1 for three years)
Southern Region - 4 Senators (1 for one year, 2 for two years, 1 for three years)
Midwest Region - 5 Senators (2 for one year, 1 for two years, 2 for three years)
Western Region - 2 Senators (1 for one year, 0 for two years, 1 for three years)
Other Non-U.S.members - 1 Senator (0 for one year, 1 for two years, 0 for three years)
Total - 16 Senators (5 for one year, 6 for two years, 5 for three years)

The meeting be adjourned. Motion passed. The meeting adjourned at 1:00 p.m., on November 11, 1972.