

AMERICAN PERSONNEL AND GUIDANCE ASSOCIATION

MINUTES

Executive Council Meeting

May 27-28-29, 1965

Presiding: C. Winfield Scott

I. CALL TO ORDER

The meeting was called to order at 1:30 p.m., May 27 by President Scott in the International Inn, Washington, D. C. Other members of the Executive Council present were:

Ralph F. Berdie	Kenneth B. Hoyt	Benjamin Shimberg
Bernard R. Black	George O. McClary	Robert O. Stripling
Harold F. Cottingham	John F. McGowan	W. Wesley Tennyson
Gail F. Farwell	John E. Muthard	David V. Tiedeman
Paul W. Fitzgerald	Frank C. Noble	Garry R. Walz
Arthur A. Hitchcock	* Harold G. Seashore	E. Wayne Wright

The following observer was present, without voice: Henry L. Isaksen.

President Scott read from the Constitution the functions of the APGA Executive Council. He stated that a secret ballot could be used in voting on any item if so deemed desirable by the Council. He then reviewed the Agenda. The Council chose to rearrange the order of items presented in the Agenda. (For the purpose of these Minutes, the items are given in order as presented originally, and the actions taken recorded with each item, even though discussion may have occurred at several different times. In addition, recess times have not been indicated. However, for the record, the session on May 27 recessed at 9:45 p.m.; the session on May 28 opened at 9:00 a.m. and recessed at 5:00 p.m.; the session on May 29 opened at 9:00 a.m. Also, Dr. Gordon Lippitt, Director of the Center for Behavioral Sciences, George Washington University, was guest speaker at lunch May 28.)

II. MINUTES

A. Minutes of Last Meeting

It was moved and seconded that: The Minutes of the April 8-9 Executive Council meeting be approved as corrected. Motion passed.

It was then moved and seconded that: The Minutes of the April 16 Executive Council meeting be approved as corrected. Motion passed.

* Not present for session, Saturday, May 29.

III. REPORTS OF OFFICERS AND COMMITTEES

A. Officers

1. Executive Director

In opening his report, attention was brought to several matters: Due to a heavy increase in the publications operations a clerk typist currently being shared by the office of the Executive Director and the office of the Director of Public Relations has been placed in publications, thereby freeing the editorial personnel to use their talents more fully in editorial work.

There is an increase in requests of mailing tapes and an accompanying apparent increase in the demands for tapes for graduate students in conducting studies. The recommendation is made at this time, but the matter is brought to the attention of the Council.

The APGA-ARCA Project on Rehabilitation Counseling has been approved by the Vocational Rehabilitation Administration, with John E. Muthard as Principal Investigator. The Project will begin September 1.

The status of the Convention was reported, with the information that the location of the Texas Convention would be settled within a few days. The written report was then reviewed.

2. Treasurer (Presentation of the Budget for 1965-66)

Dr. Farwell related that a request was made to Division Presidents for Division subsidy requests and those which were received were included in the 1965-66 Budget. Question was raised about the breakdown of the budget with special reference to the salaries of the Headquarters personnel. After discussion it was moved and seconded that: The Executive Director provide a report to the Council Friday, May 28 about the percentage of increase in salaries of the Headquarters personnel, how the salaries compare to those of other associations in the Washington area, and, further, any other information in this general area that can be provided. Motion passed.

In concluding his presentation of the budget, Dr. Farwell reported that the Finance Committee in its meeting on May 25 had approved the budget as now given to the Council. He also reported a number of recommendations evolving from the Finance Committee meeting.

Stephen B. Friedheim reported that the three major hotels for the 1966 Convention scheduled for Washington, D. C. will be the Washington Hilton, the Sheraton Park, and the Shoreham. Buses are being contracted to transport Conventioneers from hotel to hotel. Dr. Kenneth B. Rollins, 1966 Convention Coordinator reported that the suggested theme for this year is "Man in the World Society: Heritage, Status, Promise." He explained the Committee's reasoning in choosing this title.

2. Long Range Advisory Committee

President Scott reported that the Executive Committee had considered the Long Range Advisory Committee and had concluded that it was no longer justified. It had been created as a special committee by the Executive Council, and therefore the question of its continuance was brought to the Council for action.

This committee has not functioned actively for several years and no funds were allocated for the committee last year nor in the 1965-66 budget. It was moved and seconded that: The Long Range Advisory Committee be discontinued. Motion passed.

3. Membership Committee

The report of the Membership Committee was presented to the Council. Due to the number of items in the report, it was felt that a subcommittee of the Council should study the report and return its recommendations to the Council.

Subsequently, the subcommittee reported the following recommendations:

- a. That \$800 be allocated for production of a film strip to be used for promotional activities.
- b. The National Membership Committee of 1966-67 meet one day prior to the APGA Convention in April, 1966, with the per diem costs to be charged against the Committee budget for 1965-66. It is the understanding of the subcommittee that this is in lieu of the usual May meeting.
- c. Each Division President should write to members regarding membership promotion in one selected state and the funds to be provided from the current budget for membership promotion.

- d. Possibility of allowing special funds to AMEG for carrying out a recruitment campaign.
- e. That a membership promotion campaign be conducted in states adjacent to the one in which a particular convention is being held and the funds to come from the current budget for membership promotion.

It was moved and seconded that: \$800 be allocated for production of a film strip on APGA, said allocation to be made to the Public Relations budget. Motion passed. Items b, c, and e, Dr. Noble reported, do not require any action by the Council, since these already are in the membership promotion budget.

IV. OLD AND NEW BUSINESS

A. Committees

1. Resolutions Committee

The Resolutions Committee Chairman, Dr. Hoyt, commented that as resolutions are adopted by the Senate they become the policy of the Association. He suggested that consideration be given to reviewing APGA resolutions since, for example, the APGA policy or position on a particular matter in 1965 may be actually quite different from the policy in 1955 when a resolution was first considered and passed.

He suggested the possibility of transmitting to a selected group within each Division pertinent resolutions with the request that they express their approval or disapproval of each with the results to be transmitted to the next meeting of the Senate. He stated that a collateral benefit of such a procedure would be that it would act as a vehicle for improved communications between the APGA membership and the officers and Headquarters office, in addition to that of updating the APGA resolutions. With such a project as its goal he suggested the possibility of a grant and the belief that the Executive Director should be encouraged to seek funds for such a better communications program.

After discussion it was moved and seconded that: The Chairman of the Resolutions Committee is authorized to proceed with plans for the development of a system of communications with members and branches, said system to have implications far beyond discussions of resolutions and it is understood that each Division President will appoint a representative to the Resolutions Committee. Motion passed.

B. Headquarters Personnel

1. Proposed Change in Title of Position

Reference was made to the recommendation of the Executive Committee that the position of Director of Professional Services not be filled this year and the consensus of the Committee that a person at the level of Assistant Executive Director be employed. It was the view of the Committee that such a person would assume the ongoing duties of the current Director of Professional Services in addition to other administrative and outside duties.

The Executive Director suggested that the Assistant Executive Director should be responsible for assuming duties under the Executive Director in the administration of the Headquarters office and in conducting relationships outside of the Headquarters, but generally with emphasis on the former. He added that in general these responsibilities are of an order that require a high level of competence, maturity and professional ability. It was contemplated that the Assistant Executive Director will assume such specific responsibilities as are assigned with the understanding that he will carry responsibility for three specific functions: (1) Professional Information (2) Placement Information Service (3) Publications. In addition he will act in the place of the Executive Director in the second level representation of the Association.

It was pointed out by Dr. McGowan that major changes are occurring in the Federal government and suggested that the Executive Director maintain close contact with the Congress and communicate frequently with the Council regarding pertinent legislative developments.

It was moved and seconded that: The Executive Council approve the employment of an Assistant Executive Director for the APGA Headquarters office. Motion passed. It was then moved and seconded that: It shall be the responsibility of the Executive Committee to identify and recommend to the Executive Council for its approval a candidate for the position of Assistant Executive Director. Motion passed.

In the discussion that followed, it was the consensus that approval by the Executive Council of the candidate selected the Executive Committee could be accomplished by mail ballot. Dr. Scott invited nominations from the Council and asked that they be sent to him. It was then moved and seconded that: The position of Assistant Executive Director be that of a junior executive position in relationship to that of the Executive Director. Motion passed.

2. Washington Internships in Education

APGA, along with approximately 15 other educational associations and agencies was invited to participate in the Washington Internships in Education Program which is designed to bring persons from all levels of education from all parts of the United States to Washington to live and work for one year.

During discussion suggestion was made that because of the training involved when accepting an intern, it might be feasible to consider hiring a top notch administrative assistant on a longer term basis as opposed to accepting the internship for one year. The feeling of many Council members favored a permanent Administrative Assistant, but it was also felt to be valuable to have APGA involved in the program.

After discussion it was moved and seconded that: The Executive Council approve the idea of an Intern, to be reviewed at the end of the first year, and if at that point it is felt that the Internship has not worked feasibly the Council consider the possibility of an Administrative Assistant. Motion passed.

C. Nominations and Elections

Dr. Cottingham stated that Divisions are to have their nominees for President-Elect of APGA to the APGA Chairman by July 1. He also pointed out the recommendation of the Nominations and Elections Board that Divisions were encouraged to study their nominations procedures. It was moved and seconded that: Divisions be asked to develop nominations and elections procedures for their own elections, similar to the APGA procedures, which would require that names be placed on the nominations ballot as opposed to leaving a blank space on the ballot, and that this be developed by next year's Convention, and further, that APGA's plan be highly recommended. Motion passed.

The Executive Council voted last year to send out the nominations and elections ballot by other than first class mail in the United States, and air mail to foreign countries, Alaska, Puerto Rico, and Hawaii, for one year. The experience proved successful, and reduced the expenses of the election a great deal. A request for an extension of that motion was requested. It was moved and seconded that: An extension of last year's motion on other than first class mailing of the nominations and elections ballot is approved. Motion passed.

D. Election and Nominations to Various Positions

1. Election of Replacement to Editorial Board

Lloyd Lofquist, Merle Ohlsen, and George Pierson have each completed a three-year term on the APGA Editorial Board. To replace Lloyd

Lofquist and Merle Ohlsen, the following nominees were presented to the Council by the Editor of the Personnel and Guidance Journal, with advice of the Board:

Ted Landsman
Frederick Brown
Earl Carnes
Dean Hummel
John Odgers
John Broedel

The Council voted by secret ballot and are listed above in the order of preference by the Council.

To replace George Pierson the following were recommended: Charles Lewis and Paul MacMinn, and following tabulation of a secret ballot, preference was indicated in that order.

Last year, Robert O'Hara was appointed to complete an unexpired term with the understanding that he would be appointed this year to one regular three-year term. It was moved and seconded that: The Executive Council approve the appointment of Robert O'Hara for a regular three-year term on the APGA Editorial Board. Motion passed.

2. Editor of Personnel and Guidance Journal

Dr. Buford Steffire will complete his first term as Editor in 1966. It is customary to appoint the Editor a year in advance. The editorship may be held for two three-year terms. It was proposed that Dr. Steffire be appointed to a second three-year term effective May 1, 1966. It was moved and seconded that: Dr. Buford Steffire be asked to continue as Editor of the Personnel and Guidance Journal by re-appointing him for a three-year term if he is willing. Motion passed.

3. Nominations to American Board on Counseling Services

Recommendation was made that Dr. Clyde Lindly be nominated as President of the Board for an additional one-year term, enabling him to prepare a proposal for improving the services of the Board. It was moved and seconded that: Dr. Clyde Lindley be appointed for an additional year to the American Board on Counseling Services with the understanding that he will serve as President. Motion passed.

The Council nominates to the Board a minimum of two persons to each vacancy on the Board. The Board selects from these nominations, and only from these. S. Norman Feingold and Herbert H. Coburn have

completed their terms, and in addition to these replacements the Board requested nominations for one additional member on the Board. The following nominees were suggested: J. Warren Perry, Robert Waldrop, William Craig, John Coakley, Herbert Stern, and Brantley Watson. It was moved and seconded that: The Executive Council approve the slate of nominees listed for the American Board. Motion passed.

E. Conventions

1. Proposed Increase In Registration Fees

The Convention Committee recommended that Convention fees be increased. The Council was presented with the 1965 Convention budget as well as the tentative 1966 Convention Budget and discussion followed. It was moved and seconded that: The registration fees be raised for the 1966 Convention as recommended by the 1966 Convention Committee. Motion defeated. It was then moved and seconded that: The Convention registration fees be continued as they were last year. Motion passed.

The suggestion was made that a reserve be set up this year out of the money allocated for the 1966 Convention. It was then moved and seconded that: A reserve fund be initiated this year, and further, that a reserve be established as a part of each Convention Budget from this year on. Motion passed.

Discussion ensued relative to the amount of money allocated and spent for speakers. It was moved and seconded that: The Executive Council recommends the figure of \$3,000 maximum for keynote speakers, and further, encourages more use of APGA members and local resource persons for speakers. Motion defeated. It was the consensus that this be a recommendation to the Convention Committee. The Council felt that the Convention Committee should not be restricted too much in the creation of the Convention.

2. Change in Evening for Banquet

The Convention Committee recommended that the timing of the Convention Banquet be changed from Tuesday to Wednesday. It was moved and seconded that: The decision as to the timing for the Convention Banquet be the responsibility of the Convention Committee. Motion passed.

3. Proposed Change in Banquet Speaker

The Convention Committee proposed that the Banquet speaker be someone from outside the Association who would provide an address of broad interest and of a stimulating nature, and, further, that the Past President,

who is normally the Banquet speaker, address the Senate on matters relating to the Association. After discussion it was moved and seconded that: The Banquet speaker be the immediate Past President of APGA. Motion passed.

4. Convention Sites and Hotel Rates

The question was raised as to the possibility of receiving a reduced rate for the Convention attendees, and it was reported that this year the three major hotels have given APGA lower-than-regular rates. Also mentioned were the cities which are firm for the APGA Conventions through 1972.

F. Publications Review Board

President Scott reported a series of Publications Committee recommendations and proposals over the last two years. After discussion, it was moved and seconded that: Dr. Cottingham as Chairman, Dr. Seashore, Mr. McClary, Dr. Isaksen and Dr. Noble be appointed to meet and present to the Council written suggestions that the Council can work with in the area of the immediate future work of the Publications Committee and also the long term aspects of the Publications Committee. Motion passed.

Subsequently, Dr. Cottingham reported the suggestions of the subcommittee appointed. A very detailed report including background, implications, and recommendations was presented. It was moved and seconded that: The report be duplicated and sent by mail for vote to the Council, and if accepted by the Council, the report be sent to the Publications Committee as the position of the APGA Executive Council. Motion passed.

G. Federal Relations

1. Position of APGA on Short-Term Training

Following discussion, it was moved and seconded that: A subcommittee of Dr. Wright, Dr. Berdie, Dr. Hoyt, Dr. McGowan, and Dr. Tiedeman be appointed to bring forward some specific recommendations for the Council relative to the CAUSE matter. Motion passed.

Subsequent to this motion the subcommittee presented a proposed APGA Statement on CAUSE. After discussion it was moved and seconded that: The Executive Council accept the Statement on CAUSE with the grammatical changes made by Dr. Tiedeman and consultants. Motion passed.

It was then moved and seconded that: The Statement on CAUSE be sent with accompanying letter from APGA, which would include the positive future involvements of APGA in these programs to the following people: selected membership (i.e. Branch Presidents) selected Department of Labor personnel, selected U. S. Employment Service personnel, selected counselor educators and, further, that the Executive Director, in consultation with the Executive Committee, be directed to do this. Motion passed.

Dr. Hoyt reported on a meeting with Mr. Stanley H. Ruttenberg of the Department of Labor relative to the CAUSE program, held on Friday May 28, late afternoon. During this meeting Dr. Hoyt expressed APGA's concern with the CAUSE program. Generally, the feeling of those persons attending the meeting was that of a most cordial reception of the concern of APGA. Mr. Ruttenberg solicited suggestions for "salvaging" the CAUSE program for this summer. (On June 1 the approved Statement on CAUSE was transmitted to Mr. Ruttenberg with a covering letter suggesting ways for alleviating the situation this summer. Those attending the conference with Mr. Ruttenberg were the ones selected to prepare a recommendation for the Council, and the Executive Director.)

H. Nature, Organization and Functioning of APGA

It was pointed out that the APGA Constitution Committee, as enlarged, has been charged with the study of the governmental structure of APGA. The suggestion was made that Dr. Shertzer, Chairman of the Committee, give a report of progress to the Council at its meeting in November, and present models for the structure of the main governing bodies of APGA.

I. Awards

(No discussion or action took place.)

J. Publications

Dr. Berdie reported that last year ACPA approached the Council with the possibility of APGA funding two monographs; however, the request was turned down and ACPA funded them. ACPA now has two monographs in process and has been offered a proposition by a university press whereby the press would fund the monographs, distribute, and advertise them. Dr. Berdie also reported that ACPA has a Commission appointed to study this and make recommendations to ACPA. It was pointed out that the monographs in the past paid for themselves but they are slow moving items and it usually takes a period of two or three years before there are actually any profits realized from them. Further, it was recognized that these monographs are purely professional and not originated as money makers.

The suggestion was made that this situation be referred to a subcommittee to make recommendations to the Council. It was then moved and seconded that: The matter of publication of the two ACPA monographs be acted upon by the President of APGA, the President of ACPA and the Executive Director. Motion defeated. It was then moved and seconded that: The subcommittee chaired by Dr. Cottingham, and appointed earlier in the meeting, study the particular question of the ACPA monographs and make recommendations by Saturday, May 29, to the Council. Motion passed.

It was urged that the consideration of the subcommittee be in terms of a broad, overall deliberation of the problems involved with APGA publishing Division publications, and that they look at the basic problem as indicated in this request.

Subsequently, a report was presented to the Council and it was moved and seconded that: APGA be responsible for funding the ACPA monographs and that the financial arrangements be worked out in such a way that ACPA would begin receiving royalties only after all costs, including interest on the publications expenses, have been reimbursed to APGA. Motion passed.

It is understood that this applies not only to the ACPA monographs but is a policy of operation for publications of any Division. The problem of royalties, to be divided on some equitable basis between the publisher and the Division, is to be considered later by the Council with a recommendation from headquarters.

(The report on proposed publications was presented but no action was taken on the proposals.)

K. Finance

1. It was reported that the APGA income during the summer months is at a low ebb and that it sometimes becomes necessary to utilize reserve funds during that time, repaying them in the fall when money begins to come in again. It was moved and seconded that: The Executive Committee be authorized to use funds from the reserve during the summer months when the funds are low, on a loan basis. Motion passed.
2. It was moved and seconded that: The Executive Council adopt the APGA Budget for 1965-66 with the suggested amendments. Motion passed.

L. Next Council Meeting

It was moved and seconded that: The Executive Council meet in Washington D. C. on November 18, 19, and 20. Motion passed.

There are some advertisers which the Personnel and Guidance Journal accepts which are not acceptable to various of the Divisional Journals. It was reported that at the ASCA Delegate Assembly meeting at the APGA Convention, ASCA asked to go on record as being in favor of changing the APGA Advertising Policy so as to make it more congruent with the advertising policies of the various Divisions. After discussion, it was moved and seconded that: The Executive Council instruct the APGA Headquarters, and specifically Mr. Friedheim, to make a listing of the advertisers currently acceptable by the Personnel and Guidance Journal, mailing said list to all Division Presidents and that the Presidents be instructed to send back to Mr. Friedheim specific instructions relative to the acceptability or lack of acceptability of the particular advertisers. Motion passed.

2. Proposal that APGA Co-sponsor Workshop with National Association for Retarded Children

APGA had been asked to co-sponsor a Workshop with the National Association for Retarded Children at the latter's convention in New York in October. Dr. Benjamin Cohn who represented APGA with the National Health Careers Council would be in charge of providing for the APGA part of the Workshop. It was the concensus of the Council that APGA should co-sponsor this Workshop.

3. New Divisional Procedures for New and Additional Persons to Attend APGA Executive Council Meetings

ASCA and ACPA have elected to have a third representative attend APGA Council meetings. Dr. Berdie and Dr. Fitzgerald were asked to explain to the Council the reasons their respective Divisions elected to have the third representative, and they did so. After discussion, the feeling was expressed that the Council should wait before taking any further action and that the Constitution Committee be aware of this particular development, and that it make recommendations.

It was then moved and seconded that: For the time being, until the Council has recommendations from any duly authorized Committee relative to policy, the additional representatives elected by Divisions, in addition to the two authorized by the APGA Constitution, will not be allowed to participate in the Council meetings. Motion passed.

The intent of the motion is that the observers be removed physically from the table. President Scott invited recommendations for the Constitution Committee to be sent to Dr. Shertzer with a carbon copy to him.

4. Insurance for Members

Dr. Shimberg brought attention to the recommendation of the Insurance for Members Committee at the April 8-9 meeting that a trust fund be established with the dividends accrued from the members insurance plan. The Council then referred the recommendation back to the Committee for further clarification, and the Committee reported the following: The money accrued from insurance for members after expenses, should be placed in a trust so that it may be utilized to (1) increase benefits to those enrolled or (2) reduce the premiums to those enrolled. By law these monies may not be utilized to benefit the members not enrolled in the insurance plan.

It was moved and seconded that: The APGA Insurance for Members Committee, in consultation with the General Counsel of APGA, develop a proposal for an insurance trust to be presented to the Council in the Fall. Motion passed.

5. Sub-Professional Technical Personnel

It was suggested that ACES conduct a study of sub-professional technical personnel. Representatives of other Divisions indicated similar interests. The feeling was expressed that a study should be an APGA activity because the problem cuts across all Divisions. Another reason is that the APGA Professional Preparation and Standards Committee has a legitimate interest and prerogative to carry out such a study.

It was moved and seconded that: A committee be appointed to study the role and preparation of sub-professional technical personnel in counseling and guidance and prepare suitable statements and recommendations regarding such personnel. Motion passed.