

# **Governing Council Meeting March 22-23, 2011**

## **Call to Order**

The ACA Governing Council meeting was called to order at 9:10 am, March 22, 2011 at the Hilton Riverside Hotel in New Orleans, LA. President Marcheta Evans presided. Governing Council members present for all or part of the meeting were as follows:

Annette Bohannon, Southern Region  
Loretta J. Bradley, IAMFC  
Kay T. Brawley, NECA  
Kenycia Byrd, Student Representative  
Craig Cashwell, ACES  
Hugh C. Crethar, CSJ  
John R. Culbreth, IAAOC  
Joseph D. Dear, Western Region  
Thelma Duffey, ACC  
Kelly Duncan, Midwest Region  
Bradley T. Erford, AACE  
Marcheta Evans, ACA President  
Perry Francis, ACCA  
Darcy Haag Granello, ACA Parliamentarian  
A. Robert Iverson, ACEG

Kelley Romaine Kenney, North Atlantic Region  
Lynn E. Linde, ACA Past President  
Don W. Locke, ACA President-Elect  
A. Scott McGowan, C-AHEAD  
Brenda Melton, ASCA  
Nancy Heller Moskowitz, AMHCA  
Spencer Niles, NCDA  
Patty Nunez, ARCA  
E. H. Mike Robinson, ASERVIC  
Catherine Roland, AADA  
M. Carolyn Thomas, ASGW  
Cirecie A. West-Olatunji, AMCD  
Joy S. Whitman, ALGBTIC  
Richard Yep, ACA Executive Director  
Elias Zambrano, ACA Treasurer

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

Deb Barnes, Assistant Executive Director for Finance  
Carol Bobby, President & CEO, CACREP  
Brian Canfield – ACA Treasurer Designate  
David Capuzzi, Chair, Insurance Trust  
Holly Clubb, Director, Leadership Services  
Rebecca Daniel-Burke – ACA Special Projects Director  
Jane Goodman – Chair of the ACA Investment Sub-Committee  
Thelma Daley – Chair of the ACA Audit Committee  
Thelma Greaser – Chair, Midwest Region  
John Hakemian, NECA Executive Director  
W. Mark Hamilton, AMHCA Executive Director  
Barbara Herlihey – ACA Foundation  
Theresa Holmes, Senior Meetings Coordinator  
David Kaplan, Chief Professional Officer  
Carol Neiman, Deputy Executive Director  
Diana Pals, President, Idaho Counseling Association  
Stacy Shaver, Executive Assistant  
Heather Tustison, President-Elect Idaho Counseling Association  
Carrie Wilde – ARCA President Elect  
Robert Urofsky, Director of Accreditation for CACREP  
Richard Wong, ASCA Executive Director

## **Approval of the Agenda**

It was moved by B. Erford and seconded by J. Whitman to: Approve the agenda. Motion passed.

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## Parliamentarian's Remarks and Meeting Rules

Parliamentarian Darcy Haag Granello provided remarks and guidelines for the meeting.

## Consent Agenda

Items pulled – e2 - Singapore Association for Counselling APCO Application and e3 - EINamaa NGO APCO Application.

It was moved by B. Erford and seconded by K. Duncan to: Approve the Consent Agenda as amended. Motion passed.

1. Consent Agenda
  - a. Approval of Minutes:
    - i. ACA Governing Council – October 28-29, 2010
    - ii. Executive Committee – February 15, 2011
  - b. Approval of Appointments Submitted by President-Elect Don W. Locke
  - c. Approval of Appointments Submitted by President-Elect-Elect Brad Erford
  - d. Branch Bylaws Changes
    - i. Colorado Counseling Association
  - e. APCO Applications
    - i. California Association for Licensed Professional Clinical Counselors
  - f. Proposed ACA Legislative Agenda
  - g. Branch Reports
    - i. Alabama
    - ii. Alaska
    - iii. Arizona
    - iv. Arkansas
    - v. California
    - vi. Colorado
    - vii. Connecticut
    - viii. Florida
    - ix. Idaho
    - x. Illinois
    - xi. Kansas
    - xii. Kentucky
    - xiii. Louisiana
    - xiv. Mississippi
    - xv. Montana
    - xvi. Nebraska
    - xvii. New Mexico
    - xviii. North Dakota
    - xix. Oklahoma
    - xx. Puerto Rico
    - xxi. South Dakota
    - xxii. Texas
    - xxiii. Virginia
    - xxiv. Wisconsin
  - h. Division and Region Reports
    - i. AACE
    - ii. AADA
    - iii. ACC
    - iv. ACCA
    - v. ALGBTIC
    - vi. AMCD

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- vii. AMHCA
- viii. ASCA
- ix. ASERVIC
- x. CSJ
- xi. IAAOC
- xii. NCDA
- xiii. NECA
- xiv. Western Region
- i. Committee and Task Force Reports
  - i. Awards Committee
  - ii. Branch Development Committee
  - iii. Bylaws and Policies Committee
  - iv. Ethics Committee
  - v. Human Rights Committee
  - vi. International Committee
  - vii. Public Policy and Legislation Committee
  - viii. Publications Committee
  - ix. Research and Knowledge Committee
  - x. Crisis Response Task Force
  - xi. Graduate Student Task Force
  - xii. New Orleans Community Task Force
  - xiii. School Counseling Task Force
- j. Interest Network Reports
  - i. ACA Ethics Interest Network
  - ii. Animal Assisted Therapy in Mental Health Interest Network
  - iii. Historical Issues in Counseling Network
  - iv. Multiracial/Multiethnic Counseling Concerns Interest Network
  - v. Women's Interest Network

This ends the Consent Agenda.

## **Officers' Reports**

Reports were submitted by the President, President-Elect, and Past President. Richard Yep presented the Executive Director's Report by a PowerPoint presentation. These reports were for information purposes and did not require action.

## **Treasurer's Report**

A written report was submitted and ACA Treasurer Elias Zambrano provided a verbal summary on the budget, using a PowerPoint presentation. Jane Goodman, Chair of the Investments Committee provided a report.

## **Financial Affairs Committee Motions**

It was moved by the Financial Affairs Committee that: ACA fund a Replacement Reserve starting with \$25,000 from investment earnings of the association (if available) with a yearly review by FAC regarding the capital budget needs based on staff assessment. Motion passed.

It was moved by the Financial Affairs Committee that: ACA will expend 1.5% of the prior year end fund balance plus the previous year's contributions for each of the following funds: The Human Concerns Funds, the Dorothy Ross Trust, Legal Action Program (Legal Defense) Fund, and the Professional Counselor Advocacy Fund. It is further recommended that both the Executive Director and the President approved the use of the Professional Counselor Advocacy fund. Motion passed.

It was moved by M. Robinson and seconded by C. West-Olatunji to: Amend the motion to change the language to include: up to 1.5%. Motion passed.

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It was moved by the Financial Affairs Committee that: ACA will expend up to 1.5% of the prior year end fund balance plus the previous year's contributions for each of the following funds: The Human Concerns Funds, the Dorothy Ross Trust, Legal Action Program (Legal Defense) Fund, and the Professional Counselor Advocacy Fund. It is further recommended that both the Executive Director and the President approved the use of the Professional Counselor Advocacy fund. Motion passed.

It was moved by the Financial Affairs Committee that: The president appoints a task force to review and recommend new implementation guidelines to update Policy 1701.4 for the Legal Action Program Fund (Legal Defense Fund) and Professional Advocacy Fund. Motion passed.

It was moved by the Financial Affairs Committee that: ACA ratify the Investment Policy Statement. Motion passed.

It was moved by the Financial Affairs Committee that: In accordance with Policy 1501.7C., the Governing Council increase Management Services Fees by \$2 per member. Motion failed.

It was moved by the Financial Affairs Committee that: In accordance with Policy 201.2, Governing Council increase dues for Professional and Regular members by \$2 and increase Student, New Professional, and Retirees by \$1. Motion passed.

The Financial Affairs Committee moves that: Governing Council adopt the FY2012 proposed budget reflecting \$10,221,234 in Operating Revenues, \$10,221,955 in Operating Expenses, and excess Operating Revenue over Operating Expenses of \$6,279.

It was moved by B. Erford and seconded by P. Francis to: Amend the Motion to reflect \$10,201,234 in Operating Revenues, \$10,194,955 in Operating Expenses. Motion passed.

The Financial Affairs Committee moves that: Governing Council adopt the FY2012 proposed budget reflecting \$10,201,234 in Operating Revenues, \$10,194,955 in Operating Expenses, and excess Operating Revenue over Operating Expenses of \$6,279. Motion passed.

## **ACA Bylaws**

It was moved by D. Locke and seconded by P. Francis to: Remove the changes to Article II, Section 1a and Article 4, Section 2 B4 from the proposed list of Bylaw changes. Motion passed.

It was moved by the Bylaws Committee to: Approve the proposed changes to Bylaws as amended. Motion passed.

A copy of the proposed changes to the ACA Bylaws is attached.

## **Wednesday, March 23**

### **Ethnic Minority on Governing Council**

Joy Whitman provided the history of the Governing Council actions. The group had a discussion to clarify the intent and the process to establish this position as a voting member of Governing Council. President Evans gave a directive to the Bylaws Committee to create language to establish the election of an at-large ethnic minority representative to serve on Governing Council to be reviewed by the October 2011 meeting. In addition the Bylaws Committee will look into language to create an at-large position for Students as well.

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## **Audit Committee Report**

Thelma Daley, Chair of the Audit Committee provided a report. This report was for information only, no action was required.

It was moved by the Audit Committee moves that: The Governing Council adopt the Audit Report for the year ended June 30, 2010 as provided by McGladrey & Pullen, LLP. Motion passed.

Audit Committee appointments for 2011 – 2012. Don Locke requested that the current Audit Committee continue to serve in that function for 2011 – 2012.

## **APCO Applications**

It was moved by K. Brawley and seconded by T. Duffey to: Lay on the table the approval of APCO application for the Singapore Association for Counselling until the next meeting. Motion passed.

It was moved to: Approve the APCO application for EINamaa NGO. Motion Passed.

## **CACREP**

Dr. Carol Bobby, President and CEO, CACREP provided information regarding an announcement, at the ACA Conference, of a new Masters' Psychology Accreditation body. Dr. Bobby requested that the Governing Council support CACREP and recognize the CACREP Standard. A discussion ensued regarding this other accreditation group meeting at the Conference.

It was moved by B. Erford and seconded by D. Locke that: ACA acknowledge, reaffirm and support CACREP's central role in defining entry level standards for Counseling Professionals.

It was moved by J. Culbreth and seconded by C. Roland to: Add the line "ACA's acknowledgement of CACREP as the accreditation organization of the Counseling Profession." Motion Passed.

It was moved by B. Erford and seconded by D. Locke that: ACA's acknowledgement of CACREP as the accreditation organization of the Counseling Profession. ACA acknowledges, reaffirms and supports CACREP's central role in defining entry level standards for Counseling Professionals. Motion passed.

It was moved by the Bylaws Committee to: Approve the proposed changes to Article II, Section 1a of the ACA Bylaws. Motion passed.

## **Nominations and Election**

Immediate Past President and Chair of the Nominations and Election Committee, Lynn Linde provided information and instruction for small group work regarding criteria for the nominations and election process.

Group 1:

1. We have the nominations process occur at an earlier date prior to the conference.
2. The nominations submitted be vetted by the Governing Council as a whole.
3. The nominations be narrowed down to no more than four (4) candidates

Group 2:

1. Governing Council experience is very, very important
2. Have 5 years of documented leadership experience
3. Other areas of importance
  - a. Budget competencies

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- b. Management experience
  - c. Visionary, global thinking, openness, fidelity to ACA rather than to separate entities, able to mentor, have multifaceted interests, knowledge of strategic planning, collaborative team building skills, be able to resolve problems, an active professional (rather than retired) and positive human relations skills.
  - d. An active member of ACA for at least 5 years.
4. Candidates should be screened through a check list system, an interview process (possibly by phone).
  5. Growth - Academy of leadership, training emerging leaders, in addition to the Leadership Institute, Learning Institute, webinar, or blog that would grow new leaders.

## Group 3:

ACA president should be a leader who is familiar with ACA and its divisions, who has experience in leadership role within a division, region, or Governing Council.

## Group 4:

### ACA President

#### Required qualifications:

- Past president of an ACA Division, Region Chair or GC Representative
- 5 years continuous membership ACA

#### Optional qualifications:

- ACA Committee service
- Executive committee or past president of a state or division
- Outside leadership or community service

### Governing Council

- Experience on a board of a division or region
- 5 years continuous membership in ACA

## Group 5:

### ACA President

- No ethical violations
- 10 years of membership
- Must have served on Governing Council
- A leader at the branch, region or division level

### Governing Council

- No ethical violations
- 6 years of membership
- Leadership in the entity they would represent

## **Selection of Representative to Executive Committee, Financial Affairs Committee and Nominations and Election Committee**

- Executive Committee:
  - Division – Craig Cashwell
  - Region – Joe Dear

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- Financial Affairs Committee:
  - Division – Carolyn Thomas
  - Region – Kelley Kenney
  
- Nominations and Elections Committee:
  - Division – Catherine Roland
  - Region – Annette Bohannon

## **Nominations and Elections**

A list of common areas for the Nominations and Elections criteria was displayed and members checked off the ones with which they agree.

- **Members in good standing**
- **No ethical violations**
- Years of Membership
  - 5 years (10)
  - **10 years** (13)
- Experiences
  - **President of a division or region chair** (18)
  - **Served on Governing Council** (19)
  - Branch President (4)
  - Outside ACA experience (4)
- Timelines
  - Current process: nominations by the close of conference (1)
  - **Nominations due prior to conference** (19)
- Qualities
  - **Visionary** (15)
  - **Global thinker** (10)
  - **Able to mentor/facilitate the development of others** (12)
  - Active professional (not retired) (5)
  - **Positive human relations skills** (14)
  - **Knowledge of ACA** (25)
- Process
  - **Vetted by Governing Council** (18)
  - Interviews (7)
  - **Check list** (17)

## **Motions from the Crisis Response Planning Task Force**

Gerard Lawson, chair of the Crisis Response Planning Task Force provided a report from the Task Force and details regarding the Motions provided in the Working Papers.

It is moved by the Crisis Response Planning Task Force that: The Governing Council approve in concept, the formation of the “American Counseling Association Crisis Response Team”, initially defined as “a group of professional members of ACA who have the appropriate training, and a desire to serve in a volunteer capacity providing disaster mental health and trauma services.”

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The ACA Governing Council further authorizes the ACA president to appoint a task force, which will use existing ACA resources to assess the perceived need for and interest in a Crisis Response Team (CRT), among ACA members.

It was moved by B. Erford and seconded by P. Francis to: Refer the Motion from the Crisis Response Planning Task Force to the Financial Affairs Committee. Motion passed.

It was moved by the Crisis Response Planning Task Force that: The ACA Governing Council will direct staff to dedicate time at the ACA Annual Conference for a pre-conference Learning Institute to provide Enhanced Training as defined in the taskforce report\*, with presenters identified by the taskforce, during the 2012 and 2013 annual conferences. This fee-based learning institute will be offered as a complement to the ARC DMH training, and scheduled to not conflict with one another.

It was moved by P. Francis and seconded by K. Kenney to: Refer the Motion from the Crisis Response Planning Task Force to the Financial Affairs Committee. Motion passed.

It was moved by C. Roland and second by K. Kenney to: Continue the Crisis Response Planning Task Force for 2011-2012. Motion passed.

## **Strategic Planning**

There was a discussion on how to better work on strategic planning. Some of the Strategic Planning Workgroups shared what they have done prior to the meeting.

Workgroup 4 – Advocating for the Profession:

- Struggled with some of the outcome matrix that were in the existing document relative to ~~the~~ how can we really measure some of these initiatives, how to put numbers and figures to some of the loftier goals.
- They did some editing of the document: Objective 3 – improved workforce conditions - changed some measurements to reflect school counselors that spending at least 75% of their time providing direct services to agency counselors spending at least 75% of their time providing direct services,
- Under public relations, added some information to some of the public relations objective measurements.
- While this vehicle was a very open vehicle, and we thought in January we had a lot of time to work on this, the challenge of a vehicle like this is that it is so open ended, that we struggled with out of sync communication with each other and may lead to a feeling for some as to what am I doing. There is no immediate feedback and recognition of input.

Workgroup 2 – Improving Member Services and Benefits to Address 21<sup>st</sup> Century Needs:

- Focused on three different types of members: 1) international members; 2) non-members; 3) professional members.
- Focused on things we can do to increase revenue streams, with a focus on the non-members and the kinds of they might be interested in. They have provided some concrete recommendations to the staff and to other committees of things we can do to bring people in.
- International members, ways we can provide services, resources they can access, on our website or by social networking, possible having a graduated fee scale for countries where the economy is really low.
- The use of our media to reach practitioners.



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## **Conceptualization of Center for Counseling Research and Practice**

Rich Yep provide a brief overview of the Center for Counseling Research and Practice and asked for comments and ideas from the group be sent to him.

## **MemberClicks**

Holly Clubb gave a brief demonstration on navigating in MemberClicks.

## **International Committee**

It was move by the C. West-Olatunji and seconded by J. Whitman that: A representative of the International Association for Counselling be invited to serve on the ACA International Committee as a standing committee seat (non-voting).

It was moved by P. Francis and second by L. Bradley to: Amend the motion to: The ACA Policies and Procedures Manual reflect that a representative of the International Association for Counselling be invited to serve on the ACA International Committee as a standing committee seat (non-voting). Motion passed.

It is move by the C. West-Olatunji and seconded by J. Whitman that: The ACA Policies and Procedures Manual reflect that a representative of the International Association for Counselling be invited to serve on the ACA International Committee as a standing committee seat (non-voting). Motion passed.

## **CORE**

It was moved by P. Nunez and seconded by C. West-Olatunji that: ACA recognize CORE as the accrediting body for rehabilitation counseling. ACA acknowledges, reaffirms, and supports CORE's role in defining entry level standards for rehabilitation counselors.

It was moved by M. Robinson and seconded by C. Roland to: Amend the motion to delete the first sentence and delete acknowledge and support. Motion passed.

It was moved by S. McGowan and seconded by C. Thomas to: Amend the motion to ACA reaffirms CORE's role in accrediting programs and defining standards for entry level rehabilitation counselors. Motion passed.

It was moved by P. Nunez and seconded by C. West-Olatunji that: ACA reaffirms CORE's role in accrediting programs and defining standards for entry level rehabilitation counselors. Motion passed.

## **National Center for Counseling Research**

It was moved by J. Culbreth and seconded by S. Niles that: The National Center for Counseling Research be created to recognize and promote exemplary research practice. This Center will be a joint effort with ACES. Motion passed.

## **ACA Bylaws**

It was moved by the Bylaws Committee to: Approve the proposed Bylaws change to Article 4, Section 2. Motion passed.

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## Use of Meeting Space at the ACA Conference

It was moved by J. Culbreth and seconded by C. Roland that: Permission for the use of ACA meeting space by the group introducing the MCAC be revoked immediately. The makers of the motion have withdrawn the motion.

It was moved by J. Culbreth and seconded by M. Robinson to: Censure the ACA members involved in the development and publicity of MCAC and to revoke ACA memberships.

It was moved by D. Locke and seconded C. Roland by to: Table the motion. Motion passed.

It was moved by M. Robinson and seconded by N. Heller Moskowitz that: ACA develops guidelines for meeting request at the ACA conference to ensure request for official use in line with the Association. Motion passed.

## Acknowledgements

Dr. Evans recognized members of the Governing Council that will be leaving at the end of June: Skip Niles; Scott McGowan; Jack Culbreth; Kenyia Byrd; Darcy Granello; Eli Zambrano; and Lynn Linde.

Acknowledgment of Marcheta Evans:

### **Be it resolved...**

That Marcheta Evans as President of the American Counseling Association has been a passionate, enlightened leader *extraordinaire*

- Representing the Great State of Texas and the United States
- Celebrating and encouraging strong professional counselor identity
- Exemplifying forward-thinking by leading by example and “keeping the wheel rolling”, and cautioning us to “not go borrowing trouble”
- Facilitating the governance process and strategic planning and encouraging us to “speak as one voice”
- Encouraging others “to have the conversations,” and to know we can “agree to disagree”
- Encouraging the creativity to transcend what always been done “to what is meaningful”
- Respecting all through her emphasis on faith, authenticity, clarity, social action, and empathy for others and by creating a “Day of Giving” for the City of New Orleans
- Being inclusive by reaching out to members, divisions, regions, and branches
- Sharing the wisdom of her grandmother and what it means to be a “weapa”
- Being an enthusiastic basketball fan, shoe-shopper, and world-traveler

We, the Governing Council of ACA, wish to commend Dr. Evans for honoring us with the privilege of serving during her term as a dynamic ACA President.

## Adjournment

There being no further business, the meeting of the ACA Governing Council was adjourned at 5:35 p.m. on March 23, 2011.