

AMERICAN PERSONNEL AND GUIDANCE ASSOCIATION

MINUTES

1969-1970 Board of Directors
April 3 (Thursday), 1969
Presiding: Merle M. Ohlsen

A luncheon meeting was held on Thursday noon, April 3, 1969, at the Stardust Hotel, Las Vegas, Nevada. The following members represent the Board of Directors for 1969-70:

Merle M. Ohlsen, President	Frank E. Morin, ASCA
Ralph F. Berdie, President-Elect	George E. Ayers, ARCA*
Gail F. Farwell, Past President	Warren G. Findley, AMEG
Leonard C. Tysver, Treasurer	Oscar Gjernes, NECA
Willis E. Dugan, Executive Director	C. Denny Auchard, Senate
Charles L. Lewis, ACPA	Katherine W. Cole, Senate
Anthony C. Riccio, ACES	Gene Kasper, Senate
Donald E. Super, NVGA	James C. Windsor, Senate
Josiah S. Dilley, SPATE	

President Merle Ohlsen opened the meeting with a review of several actions that would need to be considered at this first brief meeting of the new APGA Board. President Ohlsen identified the fact that a wide scope of new activities and programs were projected for the coming year. In consequence, he alerted Board members that a careful consideration of actual priorities would need to be established by the Board as the annual budget is prepared.

President Ohlsen called for nominations from the Board for the Executive Committee which, in addition to the APGA officers, is comprised by one member elected to represent the Senate representatives and one member to represent Divisional representatives. On the basis of the Board nominations and elections, Katherine Cole and Anthony Riccio were elected as the two additional members of the Executive Committee.

The Executive Committee for 1969-70 is therefore comprised of the following members:

Merle M. Ohlsen, President, APGA
Ralph F. Berdie, President-Elect, APGA
Gail F. Farwell, Past President, APGA
Leonard C. Tysver, Treasurer, APGA
Katherine W. Cole, Senate Representative
Anthony C. Riccio, Division Representative
Willis E. Dugan, Executive Director, APGA

President Ohlsen commented on the arduous responsibility facing Division officers and all Senators in participating fully in the extended Senate meetings which are held at each Convention. He supported the view that a clear responsibility exists for all Senators to attend such meetings although realizing that this will restrict many of them from program participation in the Convention itself.

*Designated by ARCA President Leonard A. Miller.

President Ohlsen therefore suggested that consideration might be given to a re-location of the Senate meetings within the Convention format. Discussion by the Board led to a suggestion that possibly a Saturday meeting of the Senate prior to the Convention and a Thursday meeting of the Senate at the close of the Convention might work out more satisfactorily. This matter should be further considered and a decision reached at the next regular meeting of the Board of Directors.

President Ohlsen introduced Executive Director Dugan for a statement with reference to the implications of the dues increase and the recent actions of the APGA Board and Senate. The statement of the Executive Director highlighted the following principal points:

1. The Senate action to approve APGA dues alternative No. 3 represented a very satisfactory forward development. The Senate approval of the \$23.00 annual base dues for APGA will have in addition such specific variable dues as each of the eight Divisions have or will determine. The APGA headquarters will need to know the actual amount of Divisional dues no later than May 1 in order to put into effect the computer processing, membership billing, and changeover of membership promotion materials, brochures and application forms no later than July 1.

The new dues structure for APGA will go into actual effect on September 1, 1969. This lead time is necessary in order to re-punch all membership data cards and complete the necessary replacing of all forms. This date of effectiveness indicates that the 1969-70 budget will probably benefit by approximately one-half of the dues increase for this coming budget year. Up to September 1, all members of APGA and Divisions will be billed on the basis of the previous existing dues rate for the Association. All budgets will therefore need to be constructed with these limitations of new revenue in mind.

2. Several substantial commitments for new program developments in the Association were made by the Senate and by established Board and Senate policy. Briefly, these commitments are as follows:

- | | | |
|---|------------|----------|
| a. National Office of Non-White Concerns.
The budget range indicated allows for such decisions as may be made for professional salary, secretarial assistance, travel, printing costs, telephone and telegram, as well as employee benefits and taxes. | \$35,000 - | \$55,000 |
| b. Commission on APGA Structure, Function and Goals. | up to | \$40,000 |
| c. Salary Adjustments (estimate).
APGA policy provides that salary rates for headquarters personnel are to be maintained consistent with federal salary scales which will be changed upward at the rate of approximately 10% on July 1, 1969. | \$25,000 - | \$25,000 |

d. New Base Programs of APGA.		\$40,000	-	\$80,000
<p>These new programs are specified on page 10 of the March <u>Guidepost</u> in the chart of dues alternatives. They include Policy Commissions, Branch and Division leadership development, <u>Guidepost</u> expansion, and program development reserve. This amounts to a figure of \$2.67 per member. Either a half year or a full year of projected new programs will need to be decided.</p>				
e. Building Reserve.		\$29,000	-	\$29,000
<p>This is based on the continuing APGA policy of reserving \$1.00 of each member's dues to the property and building reserve fund each year.</p>				
f. Fixed Cost Increase.		\$12,500	-	\$25,000
<p>This item within the dues alternatives plan provides a cushion for inflationary costs at the rate of .83¢ per member.</p>				
TOTAL PROJECTED COMMITMENTS		\$141,500		\$254,000
Increased revenue from dues increase (estimate).	\$70,000			
Increased revenue from membership processing charge (\$1.00).	\$18,000			
Total Increase	\$88,000	\$88,000		\$88,000
COMMITMENTS IN EXCESS OF INCREASE		\$53,500		\$166,000

It would appear that program commitments as projected substantially outweigh projected new revenue from dues for 1969-70.

3. On the basis of the above estimates and projections, it would appear that commitments have been developed which currently exceed APGA's resources of reserve, budget income, space facilities, and staff potential to the point where definite administrative adjustments and program priorities will need to be established.

4. The Executive Director further recommended that the Finance Committee, Board and Senate consider a possible new policy in the direction of the following:

Any future Board or Senate action for new Association programs or activities which may require an annual budget in excess of \$5,000 be given prior referral to an appropriate committee for one year for study and recommendation as to feasibility prior to implementation.

It was moved and seconded that: The Executive Director draft appropriate job descriptions and delineations of functions and possible options to implement the Senate action on Resolutions A and B for the establishment of NONWC and submit to the Board of Directors for review. No budget is expressly authorized but the report on such a plan will be made to the Board of Directors at its June meeting for action. Motion passed.

It was moved and seconded that: APGA headquarters provide an invitational meeting for all Divisional Treasurers for orientation on budgetary and financial procedures and that such Division Treasurers come to this workshop with proposed Divisional budgets. Motion passed.

COMMENT: The Executive Director urged that APGA and Divisional budgets must be correlated to the extent that work loads, special projects, Divisional commitments and other activities which require headquarters staff time, facilities and cost may be anticipated.

Three possible future Convention sites for APGA were represented at the closing session of the luncheon meeting by Convention Bureau representatives from Los Angeles, California; Anaheim, California; and Seattle, Washington. Mr. James Connolly of Los Angeles, Miss Sylvia Maishak of Anaheim, and Mr. Robert Hill of Seattle each made a presentation of the facilities and advantages available to APGA in holding their Convention at some future time in one of these cities.

The next Board of Directors meeting. By general agreement it appeared that the most feasible date for the next regular meeting of the Board of Directors would be June 12-14, at APGA Headquarters in Washington. All Division Presidents were urged to arrange at Division expense, for the attendance of their Divisional President-Elect. This was viewed as a valuable orientation experience for Presidents-Elect as they prepare to enter the Board as a member during the succeeding year.