

APGA BOARD OF DIRECTORS MEETING

Action Minutes

July 12 - 15, 1973

Call to Order

The meeting was called to order at 1:10 p.m., July 12, 1973, at the APGA Headquarters Office, Washington, D. C.

73-2 - Agenda, Approval of

Moved and seconded that: The Board of Directors votes to adopt the agenda as presented. Motion passed.

73-3 - Minutes of Last Meeting

Moved and seconded that: The Minutes from the February 7 and 8, 1973 Board of Directors meeting be approved. Motion passed.

73-9 - By-Laws Committee (Also see Action 73-25 for actions affecting By-Laws)

Moved and seconded that: The Board of Directors votes to refer the recommendation for a By-Laws Change from the Virginia Personnel and Guidance Association to the appropriate Committee or Committees. Motion passed.

73-10 - Elections Board, Nominations and

Moved and seconded that: The Board of Directors instructs the Executive Committee to act in its behalf with advice of legal counsel, on all questions relating to the settlement of the lawsuit. The new Executive Committee elected this day shall act. It is understood that three persons will vote on the matter because the President, President-Elect, and Ex Officios are excluded in voting on this matter. Motion passed. (Mary Maples was designated as an alternate for Richard Evans on the Executive Committee, if needed.)

73-13 - Ethics Committee

Moved and seconded that: The Board of Directors endorse the revision of the Code of Ethics and approve the Committee, the procedure, and the budget as submitted by the Committee chairman. Motion passed.

Moved and seconded that: The Board of Directors endorse the revision of the Ethical Standards Casebook, approve the Committee Chairman as submitted by the President, and encourage the two Committees, the Committee to Revise the Ethical Standards Casebook and the Committee to Revise the Code of Ethics, to work in cooperation. Motion passed.

Moved and seconded that: The Board of Directors direct the President to charge the Ethics Committee Chairman to develop a description of Committee functions to include an ongoing sub-committee to attend to matters of updating and revising the Code of Ethics and the Ethical Standards Casebook. In addition, the Committee shall continue its regular function of reviewing charges of unethical practice. And further, the Committee shall be encouraged to seek ways of informing the membership of its activities and functions. Motion passed.

73-14 - Publications Committee and APGA Press

Moved and seconded that: The President expedite the appointment of a Chairman and members of the Press Advisory Board. Motion passed.

Moved and seconded that: The question of the proposed changes in the Personnel and Guidance Journal be referred to a newly constituted Press Advisory Board for careful study and budget development that will indicate what changes, if any, are required and/or warranted. The Press Advisory Board shall be charged to involve the Personnel and Guidance Journal Editorial Board and the Director of the APGA Press in its deliberations. The Press Advisory Board shall report to the APGA Board of Directors at its December 1973 meeting. Motion passed.

73-15 - Membership Report

Moved and seconded that: A rubber-stamped message stating that "Part-time and Summers-only students do not qualify for dues reduction" be imprinted on all renewal forms sent to student members and on all application forms mailed out from APGA. When present printed supplies are replaced, this policy shall be included in the new statements. Motion defeated (6 for; 11 against).

Moved and seconded that: On all regular membership renewal forms sent out after July 1, 1973, in the box for special contributions shall be imprinted "special contribution \$5.00". (Renewal notices shall show for students \$3.00). A card signed by the President (Shertzner) and Executive Director (Lewis) will be enclosed with each renewal form identifying that the requested contribution is necessitated by (1) increased services, (2) inflationary factors, and (3) our reluctance to increase dues to solve a problem we hope is temporary. This card will inform the member that he may cross out the entry in the box and deduct the amount from the printed total. Motion passed (16 for; 3 against). (The Board was informed that July and August renewal forms have been sent already and it may be best to initiate with October statement to do it most effectively. The motion however, passed as here written.)

Moved and seconded that: The Committee on Membership study and report at the mid-Winter Board of Directors meeting the possibility of reactivating the Life Membership category. Motion passed.

73-18 - Governmental Relations Committee

Moved and seconded that: The Board of Directors commend Dr. Janet Heddesheimer, Legislative Intern, for her contributions to APGA during 1972-1973. Motion passed.

Moved and seconded that: The Board of Directors endorse the concept of the legislative intern program and its reactivation during the 1974-1975 fiscal year. Motion passed.

Moved and seconded that: The Board of Directors approve the nominations of the members of the Government Relations Committee and take action to modify Sections A-1 and B-1 of the Government Relations Committee report of February 1973, as proposed, with the following amendment: "Section B-1 - change "branch region" to "APGA region". Motion passed. The Committee members and report modifications approved are as follows:

For membership on the Government Relations Committee:

Mr. William Erpenbach, Chairman

Dr. Bill Braden

Dr. Janet Heddesheimer

Dr. Jack Thorsen

Modifications to Sections A-1 and B-1 of the February 1973 Report:

Section A-1 will read: "A chairman, nominated by the President and approved by the APGA Board of Directors, to serve a three-year term subject to annual review."

Section B-1 will read: "The regional representative will serve as coordinator of government relations activities for his or her region and as liaison between that APGA region and the Government Relations Committee."

Moved and seconded that: The Board of Directors reallocate the \$5,800 budgeted for the Legislative Intern in 1973-1974 to conduct an intensive seminar/workshop on governmental relations to be held in Washington, D. C. and to be attended by the eight members of the Government Relations Committee and two persons representing each APGA Region for the purpose of qualifying the Regional representatives to inform and train Branch Government Relations Workers in planning and carrying out their responsibilities. The funds requested here are in addition to and separate from the budget request of the Government Relations Committee. Motion passed.

73-21 - Field Seminars

Moved and seconded that: The financial profit resulting from the conduction of any field seminar shall be shared equally by APGA and the APGA affiliated organization conducting the seminar. Motion passed. (The Board informally agreed that present commitments of APGA staff on the previous policy are exempted from this action.)

73-25 - Boundaries, Regional

Moved and seconded that: The Board of Directors votes to approve and refer the following proposed By-Laws changes to the By-Laws Committee. Motion passed. The proposed changes read as follows:

Addition of a section entitled "Corporate Affiliates"

Section 1. Organization of Corporate Affiliates.

(a) The Association shall include one or more Corporate Affiliates, duly incorporated under the laws of a state or the District of Columbia, which are not qualified to become a Division or Branch of the Association.

(b) The purposes and activities of a Corporate Affiliate shall be generally in accord with, or supportive of, the By-Laws of the Association.

Section 2. Formation of Corporate Affiliates. The Board of Directors shall have the power to grant and revoke charters for Corporate Affiliates pursuant to standing rules adopted for that purpose.

Section 3. Autonomy of Corporate Affiliates.

(a) A Corporate Affiliate shall be free to conduct its affairs but shall do so in compliance with the By-Laws of the Association. No Corporate Affiliate shall be competitive with the Association, its Divisions or Branches for individual memberships, or otherwise, during the time it is a Corporate Affiliate.

(b) A Corporate Affiliate may adopt its own name but in all instances shall identify itself as a "Corporate Affiliate of the American Personnel and Guidance Association."

Further, in the present Article IV, Section 9, remove the word "affiliated".

Moved and seconded that: The Board of Directors votes to approve and refer the following proposed By-Laws change to the By-Laws Committee. Motion passed. The proposed change reads as follows:

In Article IV, Section 1(a), change the last sentence to read as follows:

For the purposes of these By-Laws the District of Columbia, U. S. Territories, and Foreign Countries shall be considered to be States.

Moved and seconded that: The Board of Directors votes to appoint an ad hoc Committee to develop a procedural handbook for the definition of sub-units within the Association and the interrelationship between other sub-units.
Motion passed.

73-26 - Divisions, Standing Rules Governing Voluntary Dissolution or Withdrawal of

Moved and seconded that: The Board of Directors make an affirmative statement that ACPA needs to be retained as an integral part of APGA and urge Division Presidents and the State Branch Council to support the Board of Directors action by writing a letter to W. Harold Grant, President-Elect of ACPA.
Motion passed.

73-27 - Budget - Summer Cash Flow

Moved and seconded that: The recommended six principles concerning Divisional account balances be made a part of the APGA Financial Policy Manual.
Motion passed. The six principles to be made a part of the Manual are as follows:

1. Divisions must have on deposit with APGA at the start of any fiscal year a minimum of 10 per cent of their approved expense budget for that fiscal year.
2. Any funds in excess of 10 per cent of the expense budget for the year can be invested for the division provided that instructions to APGA are received in writing from the Divisional Treasurer.
3. The minimum deposit with APGA shall be 10 per cent of the Division's current-year operating expense budget.
4. In the event of overwithdrawals by a Division, then the Division shall reimburse APGA the amount of the overwithdrawal plus an amount equal to 10 per cent of the Division's current-year expense budget.
5. At no time shall a Division overdraw its funds for a period in excess of three months.
6. In the event a Division needs a line of credit for a period exceeding three months, its application must be made to the Executive Director for presentation to the Board of Directors.

73-29 - Conventions

Moved and seconded that: APGA conduct three conventions during the 1975-76 year. Motion defeated (7 for; 8 against).

Moved that: Regional and National conventions will be held every third year.
Motion died for lack of a second.

Moved and seconded that: The Board of Directors direct the Executive Director, Dr. Lewis, to draft an appropriate letter of commendation to the appropriate Committees of the St. Louis and Atlanta Conventions. Motion passed.

Moved and seconded that: The convention registration fees be increased as follows: That the member registration fee be increased from \$15 to \$20, that the student registration fee be increased from \$7.50 to \$12, and that in consideration of these increased fees, shuttle bus service be provided at no additional cost and that each person registering for the convention receive without additional charge a copy of the program abstract. Motion passed.

Moved and seconded that: The Convention Committee be instructed to revise the New Orleans Convention budget for 1974 to reflect the following: The increased registration fees, a no-charge shuttle bus system, a no-charge abstract to each person registering, and an increased salary reimbursement from \$40,000 to \$55,000 to APGA. Motion passed.

Moved and seconded that: The dates for the New Orleans, 1974, convention be moved forward one day, so the Convention would begin on April 8 and end on April 12, and that the dates for subsequent conventions be changed to avoid any religious holidays. Motion passed.

Moved and seconded that: In view of the close vote of the APGA Board of Directors on the question of continuing regional conventions and since there was expressed concern about members perception of the utility of the regional concept, that: (1) A survey of the membership be conducted to provide member input regarding the regional concept on every third year basis, (2) That Dr. Eugene Wysong prepare the survey for the first fall issue, (3) Further that Dr. Wysong gather the evaluation reports of the 1973 site evaluation chairpersons and summarize that data for consideration, (4) That each member of the Board give this studied consideration, including, if possible, gathering input for the constituency represented, (5) That the APGA staff prepare a report including: (a) geographic representation of attendees at Chicago and the three regionals, (b) observations regarding possible changes in regional conventions format, and (6) That the question of continuing regional conventions be reconsidered at the December 1973 Board of Directors meeting. Motion passed.

73-30 - Room Policy, Complimentary

Moved and seconded that: The assignment of headquarters hotels at APGA national and regional conventions is the responsibility of the APGA Convention Coordinating Committee, who shall be expected to act in the best interests of the total convention and for the persons attending. Assignment of hotels shall be made immediately following the signing of site contracts and communicated to the Division Presidents. Any requests for review of assignment decision shall be referred to review board composed of the president requesting unit.

APGA Convention coordinator, APGA staff member designated by the Executive Director, APGA President, a disinterested Divisional President appointed by the President of APGA, and the APGA Treasurer. Written request for the change and the counter arguments from the committee shall be referred in writing for a mail vote of the Committee. Motion passed.

73-33 - Divisions, Potential New

Moved and seconded that: The Board of Directors approves the request of the National Catholic Guidance Conference for unification with the American Personnel and Guidance Association as a national Division. Such approval carries with it for this new Division all the rights and privileges accorded to National Divisions currently a part of the American Personnel and Guidance Association. That NCGC representatives to the Senate and Board of Directors be eligible for seating at the time and date of the passage of this motion. The Board further commends Willis Bartlett and James Lee and the Governing Board of the National Catholic Guidance Conference for its thoroughness in preparing required materials for unification and welcomes them aboard as a new National Division. Motion passed.

Moved and seconded that: In order to comply with the APGA By-Laws requirements concerning composition of the Board of Directors, that appropriate Headquarters staff transmit a request for action to the State Branch Council pursuant to Article II, Section I (a)(3), to remind them to select a Branch Council representative to match the NCGC member on the Board of Directors. Motion passed.

73-34 - Membership Applications, Emeritus

Moved and seconded that: The Board of Directors votes to approve the persons recommended by the American School Counselor Association for Emeritus Membership. These are as follows: Lois Gould Bream, Elizabeth Woodson, William Howard, Ellis Tooker, and Emilie Gaither. Motion passed.

73-35 - National Career Information Center

Moved and seconded that: The Board of Directors authorize the President to sign the agreement with the National Vocational Guidance Association on the publication of career information materials by the National Career Information Center. Motion passed.

73-36 - Scholarships for Disadvantaged and/or Minority Graduate Students in Counseling and Guidance

Moved and seconded that: The Board of Directors votes to rescind the action of February 1973 directing that \$1,000 of the General Electric Grant be used for matching scholarships and directs that the \$2,500 account for special projects for minorities be increased by that amount. Motion passed.

Moved and seconded that: The Board of Directors votes to adopt the proposed Guidelines for Matching Grants Regarding Scholarships for Minority Students Entering the Guidance Profession. Motion passed. The Guidelines as adopted read as follows:

1. Name of sponsoring organization
 - a. Name of State Branch
 - b. Name of College or University (if one is offering matching funds)
2. Designation of individuals qualified as recipients

Non-white and/or disadvantaged individuals who qualify to enter accredited State programs which provide training for guidance counselors. Full-time students shall receive priority consideration.
3. Area to be served

Areas of special attention or consideration, i.e., individuals who will be working in counseling situations with non-white and disadvantaged clients in the public schools.
4. Methods of selection

Recipients should be selected by the evaluation of the credentials of the candidate, by the State Branch in conjunction with the receiving training institution, and APGA Committee.
5. Method of payment

Upon receipt of satisfactory evidence of admission to an accredited college or university, APGA shall release matching funds to the State Branch for transmittal to the student or college upon date of enrollment. It is proposed that funds be disbursed by the college or university and distributed in equal amounts for each term or semester enrolled.
6. Reports to APGA

APGA shall require a letter from the State Branch President certifying the matching funds availability and subsequent use. A description (preferably with a copy of transcripts of previous school records, references, and plan for future professional service with minority people) shall be required prior to awards.
7. Determination of Awards

Final determination of matching awards to State Branches shall be made by APGA Executive Director and Executive Assistant with the help of a small advisory committee.

73-40 - Professional Preparation and Standards Committee

Moved and seconded that: The APGA Board of Directors directs the President to establish the Professional Preparation and Standards Committee as a Commission and to take the required action to amend the By-Laws to establish this Commission as a permanent Commission. This Commission and subsequent permanent Commission shall be composed of an Executive Committee of six

persons including the Chairman with staggered three-year terms and a Liaison Committee composed of one representative from each Division and each APGA Region. The Executive Committee shall have the responsibility for submission of proposals to the APGA Board of Directors. The Commission's primary responsibilities shall be in the areas of Standards and Preparation, Accreditation, Licensing, and Certification. To initiate the effective activity of this Commission it is recommended that a budget of \$2,000 be established. Motion passed.

73-41 - Budget Projection, 1973-74

Moved and seconded that: The Board of Directors rescinds the freeze on staff positions placed on the Executive Director at the February 1973 Board meeting and allows for normal cost of living raises. Motion passed.

Moved and seconded that: The Board of Directors direct the President to establish a professional advisory committee to the National Career Information Center, with a minimal budget of \$300. Motion passed.

Moved and seconded that: The previous motion requiring APGA to set aside \$15,000 each year to reduce deficit be rescinded. Motion passed.

Moved and seconded that: In order to establish continuity and stability to the funding of APGA Regions, .50¢ of each APGA member's dues be budgeted for regional activity as follows: 60% (or .30¢) of each .50¢ be automatically returned to the region based on its membership as of July 1 each year, and 40% (or .20¢) be distributed each year by the Board of Directors based on the needs defined by the region. Motion passed (one abstained).

Moved and seconded that: The Board of Directors votes to adopt the budget for 1973-74 as submitted. Motion passed. (The Budget as adopted is attached to these Minutes as Appendix A).

73-44 - Board of Directors, Future Meetings of

Moved and seconded that: There be three meetings of the Board of Directors held during the year, and that the time be set up at least a year in advance, and that it be taken into account the timing regarding the budget and the Senate meetings, and that this matter be referred to the President to make recommendations concerning dates. Motion passed. (The time for the next Board of Directors meeting was established as December 6 (noon) through December 8, 1973 (4:00 p.m.), subject to reduction if agenda is light.)

73-51 - Committee Budget Management

Moved and seconded that: (1) Budget requests for committees or commissions shall be presented to the Executive Director who shall then present them to the Board of Directors for its approval. Budget requests must be accompanied by a statement of purposes and objectives to be carried out. Such budget requests shall be over the signature of the committee or commission chairperson. (2) Committee members shall be subject to the travel and expense policies established by the Board of Directors. (3) All expenses charged to a committee or commission must have the approval of the committee or commission chairperson before payment by APGA. (4) Each committee or commission chairperson shall maintain such records as are necessary to keep track of committee/commission expenses in relation to the budget granted by the APGA Board of Directors. Motion passed.

73-52 - APGA - Position Papers

Moved and seconded that: The Board of Directors commend the President for his action in initiating a series of APGA position papers, encourage continued action in regard to developing position papers and/or statements, and urges individual members of the Board of Directors, each Division and APGA Region, and the APGA professional staff to identify crucial issues on which position papers and/or statements are needed and to submit these issues to the President as soon as possible. Motion passed.

Moved and seconded that: The Board of Directors adopt the following procedures for the development, adoption and dissemination of position papers and/or statements: (1) Identify the issue; (2) Identify a writer and assign the task; (3) Review and critique paper and/or statement by at least three APGA members who are informed on the issue and by at least one APGA professional staff member; (4) Submit to appropriate APGA governing body for adoption. Ultimate adoption will be by the Senate. The recommended position may be disseminated following tentative approval by the Board of Directors and/or the Executive Committee, subject to Senate action at the earliest possible date; (5) Disseminate information regarding all position papers and/or statements adopted by the Association to the membership and interested parties in the following ways: (a) Publish in the Personnel and Guidance Journal and/or Guidepost, (b) Publish adopted position in its entirety as a single publication for distribution, (c) Present directly by officers and/or staff to appropriate agencies or organizations. Motion passed.

73-53 - Advertising, Copyrights, Permissions Policy

Moved and seconded that: The Board of Directors adopt the advertising policy as submitted by the Director of the APGA Press with the following amendment: "Section 3 of Policy, last sentence - change "Chairman of the Press Advisory Board" to "Executive Director or a designated professional staff member." Motion passed. The Advertising Policy as adopted by the Board of Directors reads as follows:

1. The APGA Advertising Policy shall serve as the guide for advertising considered for all APGA publications. The policies herein authorized shall govern acceptance of advertising by the Personnel and Guidance Journal and all present and future Association and divisional publications that include advertising.
2. Advertising will be accepted for APGA publications of those services, instruments, products or institutions which would be of possible professional use, interest, value or service to members of APGA. The advertising must be consistent with the type of professional presentation expected by the Association's membership. The content, format and source of the advertisement will be considered in determining whether or not the advertising will be accepted.
3. New advertisers or change of copy from current advertisers may be accepted by the APGA Advertising Manager. In the event that acceptability cannot be determined by the Advertising Manager or the Director of the APGA Press, the approval of the Executive Director or a designated professional staff member is required.

Moved and seconded that: The Board of Directors endorse the procedure and statement of purpose related to the copyright-permissions policy of the Association as submitted by the Director of the APGA Press. Motion passed.

Moved and seconded that: The Board of Directors adopt the policy requiring all authors published by APGA to sign a self-addressed postcard which signifies what literary property rights are being assigned to the Association. Such postcard will follow the form as submitted by the Director of the APGA Press. Motion passed.

Moved and seconded that: The Board of Directors adopt the policy regarding its copyrighted material as submitted by the Director of the APGA Press. Motion passed. The policy as adopted reads as follows:

APGA reserves the right to refuse permission to reprint its copyrighted material where proceeds from the sale of a collection of this material is distributed to the authors or where publishers have through past practice failed to adhere to APGA permissions policy. Publishers who are apprised of this and other aspects of the policy and who knowingly violate it will be served notice that APGA intends to pursue every legal recourse available to the association to insure that its copyright will be protected.

Moved and seconded that: The Board of Directors refer both questions submitted by the Director of the APGA Press regarding the meaning of the word "nonprofit" and a definition of who or what constitutes a not-for-profit user to the Press Advisory Board with the recommendation that the Press Advisory Board act promptly to accomplish this charge and present a policy statement to the Board of Directors for its consideration at its December 1973 meeting. Motion passed.

73-54 - Logos, Stationery, and Title Usage

Moved and seconded that: The Board of Directors requests that the APGA professional staff develop a policy statement on the use of APGA logos, stationery, title usage, and other Association identifications and present the policy to the Board of Directors for its consideration at its December 1973 meeting. Motion passed.

73-55 - State Licensure Problems

Moved and seconded that: The Board of Directors support the need for an APGA position on the licensing of counselors for private practice. Such position shall be developed according to the procedure established for developing position papers and/or statements and such development shall be coordinated with the activities of the Professional Preparation and Standards Committee. Motion passed.

73-57 - APGA -Division Project Procedures

Moved and seconded that: The Board of Directors hereby establish a policy for APGA Governance instructing the President and/or Executive Director to re-view all existing and new projects and activities of APGA with the purpose of assigning projects and activities to the appropriate Division, or, in cases of geographic needs, to State Branches. The purpose of this policy is to eliminate duplication of effort and to bring Divisions and Branches into closer activity and share responsibility for programs of the Association. Motion defeated.

73-58 - Divisional Services - APGA

Moved and seconded that: The title of the Office of Non-White Concerns be changed to Office of Human Rights and Opportunities. Motion passed.

Moved and seconded that: The Board of Directors votes to commend the Executive Director, Dr. Lewis, and his staff in the performance of their duties in regard to Divisional services. Motion passed.

73-59 - Executive Committee

Nominations to the Executive Committee were made as follows: For the Divisional Representative - George Gazda. For the Branch Regional Representative - Richard Evans.

Moved and seconded that: The nominations close. Motion passed.

Moved and seconded that: Dr. Gazda and Dr. Evans be elected to the APGA Executive Committee of the Board of Directors by acclamation. Motion passed.

73-60 - Committee Appointments

Moved and seconded that: There be assigned a member of the Board of Directors as liaison with each of the APGA Committees. Motion passed.

Moved and seconded that: The Board of Directors votes to approve the Committee appointments for 1973-74 as presented by the President. Motion passed. (The Committee appointments are attached to these Minutes as Appendix B.)

73-61 - Senate Representation

Moved and seconded that: The Executive Director, or his appointee, inform Divisional and Regional Presidents and Board members of membership status as of February 1 of each year, with a stipulation as to the number of Senators to which the Divisions and Regions are entitled. Motion passed.

73-62 - Embassy Tours

Moved and seconded that: The APGA Board of Directors extend commendation to Assistant Executive Director Patrick J. McDonough for arranging the Embassy tours on July 13, 1973. It is further recommended that a letter of appreciation from the Board of Directors be sent to the Embassies from APGA Headquarters. Motion passed.

73-63 - Commendation

Moved and seconded that: The Board of Directors votes to commend President Shertzer, Executive Director Lewis, and other staff members who have prepared for this Board meeting with good balance between hard professional work and recreational activities. Motion passed.

Adjournment

The meeting of the APGA Board of Directors was adjourned at 12:17 p.m., July 15, 1973.