

APGA BOARD OF DIRECTORS MEETING

Action Minutes

July 7-11, 1976

Call to Order

The meeting was called to order at 9:30 a.m., July 7, 1976, at the Georgia Center for Continuing Education, Athens, Georgia. President George M. Gazda presided. Board of Directors members present for all or part of the sessions were as follows:

Frank J. Antonucci, No. Atl. Region	Charles L. Lewis, Exec. V.P., APGA
Merrill C. Beyerl, ACPA	Donald C. Linkowski, ARCA
Evelyn Black, Southern Region	Mary F. Maples, Treasurer, APGA
Thelma T. Daley, Past Pres., APGA	Carl McDaniels, NVGA
C. A. Edwards, Southern Region	Thomas C. Neil, POCA
John S. Epps, ANWC	Albert F. Slawson, Western Region
George M. Gazda, President, APGA	Lloyd A. Stone, Midwest Region
Norman C. Gysbers, Pres.-Elect, APGA	Daisy E. Takacs, Midwest Region
Thomas E. Hipple, Western Region	Lawrence Winkler, No. Atl. Region
Joseph W. Hollis, AHEAD	Frank B. Womer, AMEG
Alan Horwitz, NECA	David G. Zimpfer, No. Atl. Region
James L. Lee, NCGC	

Alternates representing Board members unable to attend all or part of the meeting were as follows:

ACPA: Theodore K. Miller substituting for Merrill C. Beyerl
ACES: Thomas J. Sweeney substituting for Edwin L. Herr
ASCA: Louise B. Forsyth substituting for Norman C. Creange
AMEG: Charles R. Dolan substituting for Frank B. Womer
ASGW: Jack A. Duncan substituting for Clarence A. Mahler
Midwest Region: Donald W. Severson substituting for Michael Altekruise
Southern Region: Belva High substituting for Shirley T. Downs
Western Region: Douglas Gross substituting for John T. Palmer

Others attending as observers with some participation in the meeting included:

Willis E. Bartlett, President, NCGC
Charles Bishop, University of Georgia
James C. Dickinson, Chairperson, Professional Preparation and Standards Committee
Richard Granum, University of Georgia
Neil C. Gunter, Past President, ACES
Anne S. Pruitt, President, ACPA
Emmett E. Tucker, Jr., APGA Legal Counsel
Ruth Ann White, President, AHEAD

Staff members in attendance were: William W. Hunter and Patrick J. McDonough.

76-2 - Agenda, Approval of

There was no formal motion to approve the meeting agenda, but an agreement to proceed with the agenda as presented.

76-3 - Minutes of Last Meeting

It was moved by Duncan and seconded by Takacs that: The Board of Directors votes approval of the Minutes from the Board of Directors meeting of April 8-9, 1976. Motion passed.

76-4 - President's Report

President Gazda presented a brief report covering his plans for the coming year and his feelings of some of the most important issues facing the Association in the future. These include cost of governance, committee structure, development of policy manuals, physical plant, By-Laws revisions, Senate functioning, Association programs and structure, etc. Following President Gazda's report, it was moved by Slawson and seconded by Duncan that: The Board of Directors accept the President's Report. Motion passed.

76-5 - Treasurer's Report

Treasurer Mary Maples presented a brief report on the financial status of the Association. She outlined the background and function of the Financial Affairs Committee, and presented information on the proposed budget for FY 1977. She indicated that action to adopt an Association budget will be needed at this meeting. It was moved by Slawson and seconded by Duncan that: The Board of Directors accept the Treasurer's Report. Motion passed.

76-6 - Executive Vice President's Report

Executive Vice President Lewis reported on the headquarters office operation and the status of a number of ongoing projects and programs. He mentioned the membership figures, finances, staffing, publications, convention activity, physical plant, etc. Following the report, it was moved by Slawson and seconded by Duncan that: The Board of Directors accept the Executive Vice President's Report. Motion passed.

76-7 - Divisional Reports

Representatives from each of the Divisions presented brief reports on the activities within their respective Divisions and the Division's plans for the coming year. No action was required on these reports and they were given to the Board for information only.

76-9 - Regional Reports

Representatives from each of the four Regions reported on activities and plans within their respective Region. No action was required on these reports as they were for information only.

76-10 - Conventions

It was moved by Daley and seconded by Duncan that: The Board of Directors votes to accept the APGA Convention budget for the 1977 Dallas convention as proposed. Motion passed.

76-11 - By-Laws

Attention was called to the possible agenda item concerning approval of the By-Laws for the Ohio Personnel and Guidance Association. No action was taken since there had been nothing further received. It was suggested that the Branch be contacted to determine the status of the revision.

76-15 - Aging, Committee on

It was moved by Zimpfer and seconded by Antonucci that: The report from the Committee on Aging be accepted, and that the President, in consultation with the Financial Affairs Committee, make an effort to fund this Committee at the level requested for the 1976-77 year; and that the Board of Directors place a high priority on the area of aging. Motion passed. (Since this report was not a part of the pre-meeting information distributed to the Board, it is attached to these Minutes as Appendix A.)

76-18 - International Education Committee

It was moved by Zimpfer and seconded by Sweeney that: The President re-establish the International Education Committee, and further that he direct a charge to this Committee consistent with Page 2, Items A-H, of the International Education position paper transmitted to Dr. Gazda by Victor Drapela on May 7, 1976. It is further recommended that this Committee be funded not to exceed \$500.00.

It was moved by Linkowski and seconded by McDaniels that: The motion on the floor be amended to change the name of the International Education Committee to "International Relations Committee". Amendment defeated, and the amendment was lost.

Vote was then called for on the motion to re-establish the International Education Committee and to direct a charge to this Committee consistent with page 2, Items A-H of the position paper from Dr. Drapela; with the further recommendation that the Committee be funded not to exceed \$500.00. Motion passed. The items A-H referred to in the motion are as follows:

- A. It is a matter of its professional commitment that APGA be actively involved in international affairs.
- B. A permanent group of APGA members should be formed with the specific mandate of such an involvement; the group should be structured as a standing committee, permanent commission, or an interest group to assure its uninterrupted functioning independently of the changing priorities of presidential tenures;
- C. The group should extend its role from the earlier envisioned aim of "international education" to a rather more comprehensive mandate of "international relations," and this change should be reflected by its official designation;

- D. The group should have a means to promote international relations in printed form, preferably within APGA;
- E. To implement a speedy completion of the task at hand, a timetable suggested in the memorandum by Drapela should be adhered to as closely as possible, the Chairperson being in charge of its implementation;
- F. Specific tasks envisioned for the group, as indicated in Drapela's Questionnaire in section 2, are considered to be appropriate, although additional ones may be considered;
- G. The APGA group charged with international relations should work in close liaison with IAEVG, and other international or foreign professional associations or agencies;
- H. At present, the momentum of international interests among guidance professionals is increasing; thus, an interest group would have to be formed outside APGA, if available solution could not be arrived at in the near future within the Association.

76-23 - New Divisions

It was moved by Neil and seconded by McDaniels that: The Board of Directors votes that the moratorium on adding New Divisions be maintained. Motion passed (1 against).

It was moved by Neil and seconded by Black that: The American Mental Health Counselors Association be encouraged to continue communication with APGA for the purpose of determining whether or not they can find a home within existing Divisions and/or meet the criteria for a new Division. Further, that it be communicated to this group that we are in the process of reviewing the criteria for development and maintenance of Divisions at the present time and for this reason, the moratorium is continuing.

It was then moved by Daley and seconded by Winkler that: This matter be referred to the Executive Committee and that the Executive Committee consider as a priority item the entire issue of the establishment of new Divisions, its impact on the Association, and its relationship to the future of the Association, and that interim communication be directed to the group currently requesting Divisional status. Motion passed.

76-30 - APGA Budget

It was moved by Beyerl and seconded by McDaniels that: The Treasurer of APGA and the Financial Affairs Committee be requested to present a preliminary 1977-78 budget to the first Executive Committee meeting for approval, and further present the preliminary budget to the next Board of Directors meeting. Motion passed.

It was moved by Antonucci and seconded by McDaniels that: The Board of Directors votes to defer consideration of the APGA Proposed Budget until a later time. Motion passed, and the action on the budget was tabled.

It was moved by Takacs and seconded by Slawson that: The Board of Directors votes to remove from the table the action to consider the Proposed Budget for FY 1977. Motion passed, and the item to defer consideration of the Budget was rescinded.

It was then moved by Duncan and seconded by Winkler that: The Board of Directors votes to accept the APGA 1977 Fiscal Year budget as presented and with the modifications as agreed upon in the discussion by the Board.

It was moved by Stone and seconded by Womer that: The amount of income from dues be increased by \$60,000.00 to reflect the \$4.00 dues increase. Motion passed.

It was moved by Daley and seconded by Beyerl that: Action on the motion to approve the 1977 Fiscal Year budget be postponed until the Board acts on the motion to increase regular membership dues to \$5.00. Motion passed, and the motion on the \$5.00 dues increase was on the floor.

It was moved by Winkler and seconded by Beyerl that: The motion to approve the 1977 Fiscal Year Budget with modifications as agreed to by the Board, be removed from the table. Motion passed, and this item was again placed on the floor.

It was then moved by Hollis and seconded by Hipple that: The Board of Directors votes to place the additional estimated \$10,000.00 income gained from the change in amount of dues increase in reserves. Following further discussion, the second was withdrawn so this motion was lost.

It was then moved by Daley and seconded by Hipple that: Any adjustments in terms of a surplus or deficit be reflected in the line item labeled reserves. Motion passed.

Following further discussion and agreements on budget modification, vote was called for on the motion to adopt the Fiscal Year 1977 Budget with a \$5.00 dues increase and including the modifications as proposed. Motion passed. This adopted Budget is with an income total of \$1,779,800.00. (The approved 1977 Fiscal Year APGA Budget is attached to these Minutes as Appendix B.)

76-40 - Licensure Commission

It was moved by Zimpfer and seconded by Antonucci that: The study by Lindenberg, et. al., entitled "Licensing, Registry, and the Graduate Student: A Pilot Study," be referred for study and possible action to the APGA Commission on Licensure, particularly with reference to the recommendations on pages 11 and 12 of said study. Motion passed. (The Study referred to in this Motion is attached to these Minutes as Appendix C.)

76-41 - Government Relations

It was moved by Zimpfer and seconded by Antonucci that: APGA increase its efforts in the legislative interest area: (a) as soon as funds are available, increase headquarters staff so that central office effort beyond current levels can be exerted in the legislative interest area; (b) increase its education efforts directed toward the association's membership on legislative matters; and (c) increase its efforts to activate and train volunteers in the legislative interest area. Motion passed.

It was moved by Zimpfer and seconded by Black that: The Government Relations Committee be funded to its full budget request for 1976-77. Motion passed.

It was moved by Zimpfer and seconded by Black that: Under the Executive Vice President's supervision, APGA monitor its input of time, personnel, and funds which are expended both directly and indirectly in the legislative interest area; and that a report on this monitoring be prepared annually for review with reference to IRS 501(c)(3) status by the Board of Directors. Motion passed (3 against; 2 abstain).

76-42 - Insurance Trust

The Board's attention was called to the report submitted from the Insurance Trust. It was noted that this report did not require action from the Board of Directors at this time. (Since this report was not a part of the pre-meeting information distributed to the Board, it is attached to these Minutes as Appendix D.)

76-46 - Convention Housing Policy

It was moved by Daley and seconded by Duncan that: The Board of Directors votes to accept the Convention Housing policy as proposed. Motion passed. (The Policy, as approved, is attached to these Minutes as Appendix E.)

76-49 - Emeritus Members

This item had been placed on the agenda in the event any applications for Emeritus Membership were received. There being none, no Board of Directors action was required on this topic.

76-53 - Board of Directors Meeting Procedures

It was moved by Lee and seconded by Duncan that: In accordance with the request from the Midwest Region, that the Board of Directors approves the seating of Donald Severson as their representative at this meeting in substitution for Michael Altekruise. Motion passed.

It was moved by Winkler and seconded by Stone that: This session of the Board of Directors meeting (July 10, 1976) be limited to adjourn by 11:00 p.m., and that debate be limited to five minutes on each topic. Motion passed, and the meeting continued under this restriction.

It was moved by Severson and seconded by Hipple that: The Board of Directors votes to hold a standard three-day meeting of the Board in December to deal with substantive issues, primarily related to long range planning.

It was then moved by Daley and seconded by Takacs that: The motion on the floor be amended to state that there will be three meetings of the Board of Directors with the time to be set by the President. Amendment passed. It was pointed out that this amendment allows for greater flexibility instead of requiring that the third meeting be held in December.

Vote was then called for on the motion on the floor, as amended. Motion passed (13 for; 1 against; 4 abstain).

Although no formal motion was adopted to this effect, it was generally agreed that five priority issues be discussed at the mid-year (December) Board meeting and that Board members be assigned to each of these topics. The five priority topics are:

- (1) Possible Budget revisions, and whole area of budget planning
- (2) Lobbying
- (3) New Divisions and Association structure
- (4) Governance
- (5) Media.

It was moved by High and seconded by Neil that: For each Agenda item to be considered, that one packet of information be provided for the Chairperson of the Subcommittee studying that particular issue. The packet will include pertinent related background data as well as prior Board recommendations and follow up action for no less than two years preceding the present meeting. Motion passed (1 abstain).

It was moved by Black and seconded by Duncan that: The APGA Board of Directors establish an operating procedure that provides for following through on recommendations and motions. The procedure should include assigning of agenda items to specific sub-units of the Board (Divisions, Regions, Executive Committee), specification of accountability, assessment procedures for determining progress of the recommendation or motion. Motion passed.

It was moved by Black and seconded by Duncan that: A substitute to the Board of Directors must have the approval of the Division President or the Chairperson of the respective Region. The approval of the substitute to the Board must come in writing or in direct communication from the Division President or the Chairperson of the respective Region to the President of the Association. Motion passed.

76-55 - Committees and Commissions

It was moved by Daley and seconded by Hipple that: The Board of Directors votes to approve the Committee appointments as of July 9, 1976, as submitted to the Board by President Gazda. Motion passed. The appointments approved in this motion are as follows:

- | | |
|---------------------------------------------|--------------------------------------------------------------|
| Aging, Committee on | - Lorraine Clark |
| Ethical Standards & Casebook
Coordinator | - Robert Callis |
| Human Relations Committee | - Armando Ronquillo |
| Industry & Education Committee | - To be appointed subject to approval by Executive Committee |
| International Relations Committee | - Victor Drapela |
| Nominations & Elections Board | - Merle Ohlsen |
| Press Advisory Board | - Jack Duncan |
| Professional Awards Committee | - James Barclay |
| Resolutions Committee | - A Senator to be selected |
| Testing, Committee on | - Anita Mitchell |
| Women's Commission | - Kathleen Crouch |

It was then moved by Duncan and seconded by Zimpfer that: The Board of Directors votes to confirm the appointments to the Financial Affairs Committee as follows: Gerald Durley through June 30, 1977; Sherman Day through June 30, 1978; and Phyllis Mable through June 30, 1979. Motion passed.

It was moved by Zimpfer and seconded by Winkler that: A Guide for Chairpersons of APGA Committees be developed by a person designated by the President. Further, that this Guide include, but not necessarily be limited to: (1) Formats and forms - for committee plans, committee requests, and for committee reports (see Association Handbook, Appendices D & E); (2) Models of exceptionally fine plans, requests, and completed reports; and (3) Suggestions for management and planning of committee affairs - for expeditious accomplishment of goals with financial prudence. Further, that this Guide (or progress in its accomplishment) be provided for the Board of Directors at its Dallas meeting in 1977 prior to the convention. Motion passed.

Attention was called to the proposals for committee reorganization as presented from the Board Subcommittee. It was moved by Neil and seconded by Hollis that: The Board of Directors votes to adopt these recommendations on Committee reorganization.

After five minutes of discussion on this topic, it was moved by Hipple and seconded by Hollis that: The previously established limits of debate be extended by five minutes on this specific issue. Motion passed, and the debate continued.

It was then moved by Duncan and seconded by Severson that: The Committee Reorganization material be referred to Past President Thelma Daley to be used as guidelines in her work with the By-Laws Committee.

It was moved by Takacs and seconded by Severson that: The motion on the floor be tabled until tomorrow's session of the Board. Motion passed (17 for; 1 against), and the motion was tabled.

It was moved by Hollis and seconded by Neil that: In place of the tabled motion on Committee Reorganization, that the Board of Directors adopts a substitute motion that the Board of Directors approves: (1) the concept of three year staggered rotation appointments for standing committees, and (2) the concept of consistency in terminology; and that the material on Committee Reorganization be referred to the Executive Committee for revision. Substitute motion passed. (The Proposals for Committee Reorganization, as presented and discussed, are attached to these Minutes as Appendix F.)

76-56 - Membership Dues

It was moved by Hollis and seconded by Winkler that: The Board agenda be amended to consider as the next item of business the matter of a membership dues increase. Motion passed.

It was moved by Zimpfer and seconded by Dolan that: In order to know what amount of money is available as the Board discusses motions for implementation of programs, that the matter of a dues increase be acted on at this time. Motion passed.

It was moved by Severson and seconded by Takacs that: The Board of Directors votes to increase the APGA dues by \$9.00 to \$35.00 for regular members, to become effective as quickly as this can be facilitated. Motion defeated (6 for; 14 against; 4 abstain).

It was then moved by McDaniels and seconded by Neil that: The Board of Directors votes to increase the APGA dues by \$4.00 for regular members, to become effective as soon as possible. Motion passed (18 for; 1 against; 5 abstain).

It was moved by Hipple and seconded by Duncan that: The membership dues be raised by \$5.00 one year after the \$4.00 increase is instituted in 1976.

Moved by Severson and seconded by Beyerl that: The motion on the floor be amended to tentatively allocate a FY 1978 dues increase to long range program/service planning, upgrading physical plant, cash reserve and inflationary factors.

It was then moved by Daley and seconded by Womer that: The motion and its amendment on the floor be tabled until tomorrow's meeting of the Board. Motion passed (17 for; 7 against), and the motion and amendment were tabled.

It was next moved by Zimpfer and seconded by Womer that: The dues rate for students, spouses, and retired members be fixed at two-thirds the regular rate; and that concomitant with the increase in dues for regular members in the Fall of 1976, the dues for students, spouses, and retired members be quoted at \$20.00. Motion passed.

It was moved by Winkler and seconded by Beyerl that: The Board of Directors votes to rescind the \$4.00 dues increase and instead vote a \$5.00 increase in regular membership dues.

Vote was called for on the motion to rescind the action to increase regular membership dues by \$4.00 and to instead increase regular membership dues by \$5.00. Motion passed (18 for; 5 against-McDaniels, Womer, Hollis, Epps, and Neil).

76-57 - Appreciation and/or Commendation

It was moved by McDaniels and seconded by Daley that: The Board of Directors votes to commend President George Gazda, his wife and family, and the staff at the Georgia Center for Continuing Education and the University of Georgia for their personal hospitality and professional arrangements for the July 1976 APGA Board of Directors meeting. Motion passed by acclamation.

It was moved and seconded that: The Board of Directors votes to commend Executive Vice President Lewis and his staff for a job well done this past year. Motion passed unanimously.

76-64 - Executive Committee

It was moved and seconded that: Albert Slawson be named as the Regional Representative on the Executive Committee. Motion passed.

It was moved and seconded that: James L. Lee be named as the Divisional Representative on the Executive Committee. Motion passed.

76-65 - Nominations and Elections Board

It was moved and seconded that: Daisy Takacs be named as the Regional Representative on the Nominations and Elections Board. Motion passed.

It was moved and seconded that: Joseph Hollis be named as the Divisional Representative on the Nominations and Elections Board. Motion passed.

76-68 - Nominations and Elections Rules

It was moved by Neil and seconded by Hollis that: The Board of Directors votes to accept the revised Nominations and Elections Procedures dated July 10, 1976, excluding page 7. Motion passed. It was understood in the approval of this motion that such acceptance would be with the editorial changes agreed upon in the Board discussion. (The Procedures as accepted are attached to these Minutes as Appendix G.)

76-69 - Governance Meeting Schedule at Convention

It was moved by Daley and seconded by Forsyth that: The Board of Directors votes to accept the proposed APGA Governance meeting schedule for the Dallas Convention in 1977. Motion passed. (The Governance Meeting Schedule as accepted, is attached to these Minutes as Appendix H.)

76-80 - Recommendations for Future Association Directions

This topic had been placed on the Agenda in the event the Board desired to take some action. There was no discussion and no action taken during this meeting.

76-82 - Testing, Use of Standardized Achievement Tests

This item was placed on the Agenda as a result of action by the Board of Directors in April 1976 requesting development of a proposal for action at this July meeting. (See April 1976 Board of Directors Minutes for this action.)

Following discussion, it was moved by Zimpfer and seconded by Antonucci that: The Board of Directors refer this matter to the Commission on Standardized Testing for proper study and action and that the Commission be directed to report their progress at the next Board of Directors meeting.

The Board further urges President Gazda to insure that the Commission membership be representative of the various Divisions and that sufficient funding be allotted to the Commission to carry out their task. Motion passed.

76-84 - Publications Policies, Relationships, Etc.

It was moved by Takacs and seconded by Duncan that: Article XI of the APGA By-Laws designated as Publications be retitled "Media" and that the entire Article be rewritten to include the necessary substance of the attached directions, as corrected. Motion passed. The directions referred to in this motion are as follows: (This will be referred to the APGA By-Laws Committee for processing and presentation to the Senate.)

ARTICLE XI - Media. (change from Publications)

Section 1. APGA Media Committee.

The President-Elect-Elect shall appoint a person, subject to confirmation by the Board of Directors, to serve on the Media Committee for a term of three years. In addition to the three appointed members, the Editor of the Personnel and Guidance Journal and the Chairperson of the Council of Journal Editors shall serve without vote as a member of the Committee. The Media Committee shall advise the Board of Directors and the Executive Vice President on such matters as media policy, planning, development and management.

Section 2. Council of Journal Editors.

The Council of Journal Editors shall be comprised of the Editor of the Personnel and Guidance Journal and the editors of each Division journal. The Council of Journal Editors shall elect its own Chairperson. In addition, the Chairperson of the APGA Media Committee shall be an ex officio voting member of the Council of Journal Editors.

Section 3. Policy.

The Board of Directors, acting on the recommendations of the APGA Media Committee shall determine and direct the basic media policy and program of the Association and shall have the authority to hire and fix the compensation of the persons serving as editors of the publication and other media of the Association.

Section 4. Official Journal.

The official journal of the Association shall be the Personnel and Guidance Journal, which shall be distributed without additional charge to every member in good standing of the Association.

(a) The Consulting Editors. The Consulting Editors of the Personnel and Guidance Journal shall be responsible for recommending editorial policy through the Media Committee to the APGA Board of Directors and reviewing professional content of the Personnel and Guidance Journal. There will be 12 members, with 4 new members to be appointed by the APGA Board of Directors each year for terms of three years. In the event of a vacancy among the Consulting Editors, the APGA Board of Directors shall appoint a successor to complete the unexpired term. Consulting Editors may be reappointed once. The appointed Editor will serve as Chairperson of this group.

(b) The Editor. The Editor shall serve for a three-year term, subject to annual review and may be reappointed for not more than one additional consecutive term. The Editor shall review all major

editorial appointments with the APGA Board of Directors. The Editor shall be responsible for appropriate editing and timely preparation of each issue of the Personnel and Guidance Journal, preparing an annual report and budget statement to the Board of Directors through the Media Committee.

Section 5. Board Authority.

The Media Committee and the Council of Journal Editors shall operate in accordance with the standard operating policies and functions adopted by the Board of Directors.

It was moved by Takacs and seconded by Severson that: The Board of Directors votes to adopt the Standing Operating Policies and Functions of the Media Committee as presented. Motion passed. The statement of policies and functions adopted by this motion is as follows:

MEDIA COMMITTEE: Standing Operating Policies and Functions

(1) Meets as often as necessary within the budget allocated by the APGA Board of Directors.

(2) Responsible and accountable to the Board of Directors to advise on policy, planning, development and management of all APGA media, including the Personnel and Guidance Journal, the Guidepost and the APGA Press. The committee will assume leadership in carrying out the policies and directives of the Board of Directors. It receives and considers recommendations from the Council of Journal Editors and the Consulting Editors.

(3) The Committee develops a pool of competent professionals, reviews candidates for the editorship of the Personnel and Guidance Journal and forwards the nominations to the Board of Directors for a final decision.

(4) The editor of the Personnel and Guidance Journal serves as a non-voting member of the Media Committee.

(5) There will be a larger Media Liaison Advisory Committee made up of one representative appointed for three years by each Division and Region. The full Advisory Committee will meet annually at the national convention. This Committee will assume responsibility for being responsive to members' needs and interests. It will provide prospective nominations for the Editor of the Personnel and Guidance Journal. It will not infringe on Division and Branch autonomy.

(6) Assume overall advisory responsibility for the Guidepost. The Guidepost shall move toward the goal of incorporating major segments of Division, Region and Branch news on a regular basis. This shall in no way infringe on the prerogatives of the Divisions and Branches to publish their own newsletters.

It was moved by Takacs and seconded by Severson that: The Board of Directors votes to adopt the Standing Operating Policies and Functions of the Council of Journal Editors as presented. Motion passed (1 abstain). The statement of policies and functions as adopted by this motion is as follows:

COUNCIL OF JOURNAL EDITORS: Standing Operating Policies and Functions

(1) Meets at least annually.

(2) Meets periodically for a training and discussion conference with APGA Press staff, when funds permit.

- (3) Elects Chairperson from Council members for one year term.
 - (4) Coordinates the overview for editorial content, high quality of materials of Division journals and makes recommendations to the Media Committee for improvements in the journal publishing program.
- Policy
- (1) Encourages collaboration and exchange of articles and issues among Divisions and Regions.
 - (2) Maintains financial and editorial responsibility of the Division journals in the respective Divisions.

It was moved by Takacs and seconded by Winkler that: The Board of Directors votes to adopt the Procedures for Selection of an Editor for the Personnel and Guidance Journal as presented, and that this be included in the policies of the Association. Motion passed. The Procedures as adopted by this motion are as follows:

Procedures for Selection of an Editor for the Personnel and Guidance Journal

I. GENERAL

(A) The term of an Editor shall be for three volume years reviewed annually by the Board of Directors, and may be renewable for a second term of three volume years.

(B) The appointment of an Editor-designate should begin in the January prior to the publication of the first issue for which he or she has responsibility, in order to permit sufficient overlap with the incumbent Editor.

(C) During the second volume year of an Editor's term, the Media Committee will meet in January or February to decide whether to recommend that: (1) the Editor be renominated; or (2) the search for a new Editor-designate be initiated.

(D) When the Media Committee decides that an incumbent Editor should be recommended for renomination, that recommendation will be sent to the Board of Directors in time for its meeting at the annual convention.

II. SEARCH

(A) The Media Committee will notify the membership, through the Guidepost, that the Editor's term is drawing to a close and that nominations and applications are solicited for an Editor-designate. The notification of the membership will take place prior to May 1 of the Editor's second (or fifth) volume year. Nominations and applications from the membership should be received by the Media Committee by October 1 of the second (or fifth) volume year.

Along with notifying the general membership in order to provide a pool of competent professionals, the Media Committee will solicit, in writing, nominations and applications from the following groups: (1) The Council of Journal Editors; (2) All National Divisions; (3) The Regional Coordinating Council; (4) The incumbent Editor; and (5) Other Associations, organizations, or individuals as appropriate.

(B) In order for a nominee or an applicant to be considered by the Media Committee the following documents must be provided either by the nominee, the applicant or the person doing the nominating:

- (1) A current vita
- (2) A list of publications, if any, and reprints of five (when five exist) of the most significant articles. (No books need be submitted.)

(3) A statement from the nominee or applicant discussing his or her plans for contribution to the nature and content of the Journal.

III. CRITERIA FOR SELECTION

Neither the Media Committee nor the Board of Directors should be bound by any criteria that would limit their ability to nominate and appoint the most qualified or the most promising candidate for the editorship. Nevertheless, both groups shall select from nominees and applicants whose backgrounds include the following:

(1) Experience as an editor, consulting editor or editorial board member of a professional journal or other relevant publication; and record of publishing his or her own research, scholarship or descriptions of practice.

(2) A history of involvement in and contribution to the APGA through its divisions, branches, boards and/or committees.

IV. THE SELECTION PROCESS

(A) When a search is in progress the Media Committee will convene to review all nominees and applicants for whom complete applications or nominations are on hand.

(B) By whatever mechanism it decides upon, the Media Committee will select and rank the three most desirable candidates.

(C) The three nominees will be presented to the Board of Directors.

V. ANNUAL REVIEW CRITERIA

(A) Promptness of each issue.

(B) Appropriateness of Budget Management.

(C) Appropriateness of Content.

(D) Appropriateness of Editorial style.

(E) Others as Appropriate.

It was moved by Duncan and seconded by Neil that: The Board of Directors votes to implement a Media Needs Assessment through a comprehensive study of all APGA media and to encourage the continuing investigation by the Headquarters staff to find adequate financing for this. Motion passed. (The presenters of the motion suggested the possibility of calling on some retired members of the Association to carry out this kind of study. It was further suggested that the amount of \$5,000.00 be allocated to this item.)

76-85 - Membership Representation and Services Outside Continental United States

It was moved by Neil and seconded by Beyerl that: The APGA President solicit communication from the leaders of the branches of APGA from all areas outside of the continental United States, and provide updated information on their needs to the Board of Directors at the next Board meeting. Motion defeated (15 against; 2 abstain), and the motion was lost.

It was moved by Neil and seconded by Daley that: The APGA President solicit communication with Branches outside of the United States and provide input on this topic at the next Board of Directors meeting. Motion passed (3 abstain).

76-86 - Leadership Development Proposal

It was moved by Zimpfer and seconded by Antonucci that: The Board of Directors moves to support the intent of the leadership development proposal and recommend that the APGA President in consultation with the Financial Affairs Committee provide up to \$3500.00 for implementation. Further move that the program proposed be conducted in each Region. It is further urged that wherever possible, all Branch and Division leaders in each Region be encouraged to subsidize workshop participants to such workshops, over and above the leadership support provided by APGA.

It was moved by Severson that: The motion on the floor be amended to state that a sub-committee of the Board be appointed by the President to further carry out the intent of the leadership proposal, to begin to develop long range comprehensive leadership development plans and processes for the total Association. A progress report shall be made to the Executive Committee or Board of Directors at an appropriate mid-year meeting. There was no second to this motion, and it was ruled out of order.

Vote was then called for on the motion to support the intent of the proposal and recommend funding up to \$3500.00 for implementation, etc. Motion passed.

It was moved by Severson and seconded by Linkowski that: A Subcommittee of the Board of Directors be appointed by the President to further carry out the intent of the leadership proposal and to develop a long range proposal for the total Association, with regular progress reports to be made. Motion passed (5 abstain).

76-87 - Billing Procedures - Division and Region

It was moved by Beyerl and seconded by Duncan that: The Board of Directors votes to accept the report on billing procedures and to commend Dr. Martin Gerstein and Mr. Leif W. Lindberg for their efforts. Motion passed. (The report as accepted is attached to these Minutes as Appendix I.)

76-88 - Professional Preparation and Standards Commission

It was moved by Zimpfer and seconded by Womer that: The Board of Directors votes to approve a statement of philosophy and purpose for the Professional Preparation and Standards Committee and a specific charge for 1976-77 as recommended by the Board subcommittee. Motion passed. The statement and charge as recommended by the Board subcommittee are as follows:

PHILOSOPHY:

APGA is concerned with the preparation, functioning, and renewal of its professional members, and with the quality of services they provide. In the interest of the welfare of those served and in the interest of the shared professional aspirations of the Association's members, APGA promulgates guidelines or standards for the preparation and renewal of counselors and allied professionals.

GENERAL PURPOSE:

Recommend to the Board of Directors policies, guidelines, and standards for the selection, preparation, and renewal of counselors

and allied professionals and undertake for the Association such other activities as may be directed by the President and/or Board of Directors.

SPECIFIC CHARGE FOR 1976-77:

(1) Complete the Counselor Renewal Model, with a final report to the Board of Directors at the Spring, 1977 meeting in Dallas.

(2) Review and propose modifications of APGA's Professional Preparation Standards; obtain from divisions additional setting- or client-specific preparation standards; assemble and prepare for Board of Directors (March, 1977) review and approval the Professional Preparation Standards, the proposed modifications, and the supplemental standards for setting- or client-specific preparation; and following the Board's action and subject to the Board's directions, take the necessary steps to prepare the standards for dissemination to the Association's members.

BUDGET FOR 1976-77:

Recommend appropriate funds.

76-89 - Financial Affairs Committee

It was moved by Daley and seconded by Duncan that: The Board of Directors votes to accept the report of the Financial Affairs Committee. Motion passed (2 abstain).

76-91 - Travel, Housing, and Per Diem Policy

It was moved by Daley and seconded by Winkler that: The Board of Directors votes to accept the Travel, Housing, and Per Diem Policy as proposed. Motion passed. (The Policy, as approved, is attached to these Minutes as Appendix J.)

76-92 - Interdisciplinary Human Service Association

It was moved by Zimpfer and seconded by Antonucci that: Requests such as the Interdisciplinary Human Service Association, asking for APGA support and/or endorsement, be referred to the Executive Committee of APGA for action as these requests are made. Motion passed.

76-93 - Membership Application/Renewal Form

This item was placed on the agenda through a recommendation that the membership application/renewal forms be designed so that members may subscribe to the Journals of other Divisions on that form. It was moved by Zimpfer and seconded by Hollis that: No action be taken on this item because the intent of the recommendation is already being accomplished. Motion passed.

76-94 - Divisional Membership

This item was placed on the agenda through a recommendation that the Board of Directors generate convenient vehicles and procedures by which members may add additional Divisions at any time during the year. It was moved by Zimpfer and seconded by Duncan that: No action be taken on this item because the intent of the recommendation is already being accomplished. Motion passed.

76-95 - Publication of Divisional Information

It was moved by Takacs and seconded by Duncan that: The Board of Directors votes to refer the recommendation that the Guidepost regularly print the Table of Contents from Division journals to the Media Committee. Motion passed.

76-96 - Legislative Action/Position Papers

It was moved by Zimpfer and seconded by Antonucci that: The Board of Directors approve the concept of legislative action papers as represented concretely in the works submitted by the Government Relations Committee; that the Board call for the completion of papers on all fourteen (14) of the topics on which drafts have already been submitted; that the Board approve the following papers as is or subject to minor revisions as specified: 1, 2, 4, 5, 7, 9, 12, 14; that the Board return the following papers to the Government Relations Committee for major revision as indicated: 3, 6, 8, 10, 11, 13; and that the six returned papers be re-submitted for Board of Directors approval. Motion passed. (The list of Fourteen Action Papers as submitted to the Board, is attached to these Minutes as Appendix K.)

76-97 - Financial Policy Relative to Divisions

It was moved by Beyerl and seconded by Forsyth that: All Divisions and Regions be consulted before initiation of any policy or procedure or production of any product, that will be funded in whole or in part by the Divisions or Regions. Further, changes in rate of charge for any policy or procedure, or for production of any product, previously approved by the Divisions or Regions, should be communicated to the units involved early enough to be reflected in their annual budgets. Motion passed.

76-98 - APGA Involvement in CPGA Workshop

It was moved by Dolan and seconded by Horwitz that: The request for involvement of APGA in the California Personnel and Guidance Association two-day workshop as indicated in the June 18, 1976 letter from Curley Johnson be referred to the Executive Committee. Motion passed (1 abstain).

76-99 - ASCA Concern With Journal Advertising Procedures

It was moved by Takacs and seconded by Beyerl that: The Board of Directors votes to refer the matter of the ASCA concern with Journal advertising procedures to the Media Committee for further study as a part of the direction embodied in the Media Need Assessment Study (Board Item 76-84). Motion passed.

76-100 - Executive Vice President's Contract

It was moved and seconded that: The APGA Board of Directors approve the contract negotiated between the Executive Vice President and the APGA Executive Committee. Motion passed.

76-101 - APGA Staff Salary Administration Program

It was moved and seconded that: The APGA Board of Directors votes to: (1) add a tenth step to the present salary administration program, and (2) operate an APGA salary administration program, levels 1-7. Motion passed.

It was moved and seconded that: The APGA Board of Directors votes to operate an APGA Management Salary Administration program, levels A, B, and C. Motion passed.

It was moved and seconded that: The APGA Board of Directors votes to accept the present APGA salary adjustment plan effective as of July 12, 1976. Motion passed.

76-102 - Structure, Function and Relationship of APGA Board of Directors and Senate

It was moved by High and seconded by Black that: In light of present and future concerns relating to the structure and function of the APGA Senate and the APGA Board of Directors, that a committee representative of the Senate and the Board, be appointed by the President to study this relationship as it pertains to the future function of the Association. The study would be available by the Board meeting at the 1977 convention. Motion passed.

Adjournment

The meeting of the APGA Board of Directors was adjourned at 10:45 a.m., July 11, 1976.