

MINUTES OF AFGA EXECUTIVE COUNCIL MEETING

October 3-4, 1953

The AFGA Executive Council held its fall meeting October 3-4 at the Statler Hotel in Buffalo, New York. The first session opened at 9:30 Saturday, October 3. Those present were Gordon V. Anderson, President, ACPA; Donald E. Kitch, President-Elect, AFGA; David Trout, President, SPATE; Robert H. Shaffer, Past-President, AFGA; C. C. Dunsmoor, President, NVGA; Clifford Froehlich, Representative, NVGA; Bruce Shear, Representative, NAGSCT; Arnold Embree, President, ASCA; T. J. Kuenmerlein, Representative, ASCA; Willa Norris, Treasurer, AFGA; Donald E. Super, President, AFGA; Frank Sievers, Executive Secretary, AFGA; Nancy Shivers, Assistant Executive Secretary, AFGA; Gordon J. Klopff, Convention Coordinator; Marian J. Carroll, Assistant Coordinator; Joseph Manch, Convention Treasurer; Theodosia C. Jewlett, Convention Registration Chairman; and Ralph Bedell, AFGA Program Chairman. Roland Ross, NAGSCT President, joined the meeting during the day.

CONVENTION BUSINESS

The Council agreed informally that for a low dues paying organization, Convention registration fees are not now too high, that in these early years it is wise to have the best possible Convention income.

BUDGET: Clifford Froehlich moved and Robert Shaffer seconded a motion that money allocated Divisions for speakers' travel expenses be increased by 50 percent (original expense money could be expended for honorarium if necessary). The Froehlich motion was amended, and the amendment accepted by Dr. Shaffer, that Division expenses be increased 50 per cent and that it be specified that insofar as feasible the speakers' money be used for expenses. Motion passed.

It was moved and seconded that a principle be established that local committees be responsible for service for luncheon, breakfasts, and dinners with

local committee members to be responsible for details. Consensus was that pressures on Division presidents to attend meal functions of other Divisions should be lessened. No free meals are to be provided out of Convention expenses, but rather from Division resources.

CONVENTION PROMOTION: Gordon Klopff was instructed to shape up a few special ideas, and all present were instructed to write Dr. Klopff offering suggestions of people who should receive the Convention flyer. Tours would be featured in Convention publicity, and Headquarters Office would stamp on outgoing envelopes a "Attend the Buffalo Convention.. see Niagara Falls and Canada" sort of thing.

Clifford Froehlich moved that the meeting accept fees as shown in page 2 of the Convention budget. Arnold Embree seconded, and the motion was passed, with the following exceptions listed; wives or husbands, exhibitors, speakers, and overseas visitors (the latter being defined as any citizen of a country in Latin or South America, Europe, Near East and Africa, Asia, Southeast Asia, or the Pacific areas, who is in the United States temporarily, who is engaged in educational or cultural pursuits, and who is vouched for by a member of ARGA as having an interest in personnel and guidance work.)

Donald Kitch presented and Gordon Anderson seconded a motion that all persons covered by the above definition of overseas visitors be admitted to the Convention sans registration fee. Motion passed. It was further stated that when one spouse has registered and paid his fee, the other member of a couple gets free registration. C. C. Dunsmoor presented and David Trout seconded a motion that non-members program participants be accorded complete free registration. Motion passed.

It was moved and passed that one free registration be granted to exhibitors and made out to the name of the exhibitor, and that two free registrations be accorded holders of double booths, the registration to be provided ahead of time.

A motion was passed to the effect that special rates would be set up for registration of 1/2 time or more students. A bursar's receipt would be required and the student's signature attesting his status would be requested at registration.

It was agreed that speeches will be reproduced and supplied according to a priority system, and that these would be sold at 10¢ each. Clifford Froehlich moved and Robert Shaffer seconded the motion that SHIP be dispensed with.

It was agreed that AFGA and the Divisions would have exhibit space in the convention lounge. No wall space would be available, but table and floor space could be had. Ralph Bodell agreed to make an AFGA film strip for showing in this lounge, arrangements for which would be cleared with Exhibits Chairman Joyce.

It was agreed that placement plans for the convention would be cleared with Joan Bishop, that probably there will be a headquarters staff member to staff the convention desk. Members of Division placement committees will be asked to help at the Convention placement office; they don't become members of the AFGA placement committee.

A motion was passed commending the convention staff for its excellent work.

The Council adjourned for lunch and resumed its meeting at 2 p.m.

At the afternoon session all Council members attending the morning meeting were present as well as the Convention Coordinator and Editor, AFGA program editor, and headquarters staff members.

It was agreed that at the Convention the AFGA president and his wife were to have one of the complimentary suites and the executive secretary was to have the other.

Council meetings were scheduled for the Convention period as follows: 9-5 Sunday, April 11, with time out for meal; Wednesday night at 9 p.m., and Thursday

afternoon. The final meeting of the present Council was set for 8 p.m. Thursday. The new Council will meet from 9 to 12 noon Friday. The NVGA Council meeting will be held Sunday night at 8:30.

Leo Goldman agreed to get the Convention program material for the Journal to the Assistant Editor by January 1. Then she is to send to printer, who sends proof directly to Goldman, who returns to the Assistant Editor with additional information inserted.

Ralph Bedell proposed and Clifford Froehlich seconded a motion that the Convention theme "Guidance in a Free World" be adopted. Motion passed.

A motion was passed instructing Dr. Bedell to contact as keynote and banquet speakers for the Convention the following persons. The Keynote Speaker; Buell Gallagher, President, City College of the City of New York; Ralph Bunche, Director Trusteeship Council, United Nations; William Carr, Executive Secretary, National Education Association; George N. Shuster, President, Hunter College; Howard Wilson, Executive Secretary, Educational Policies Commission, National Education Association; and Andrew Cardior, Executive Assistant to the Secretary General, United Nations. The Banquet Speaker: Dr. Charles Malik, Ambassador of Lebanon to the United States; John Nason, President, The Foreign Policy Association, New York; Henri Bonnet, Ambassador Extraordinary and Plenipotentiary of France to the United States; Luther Evans, Secretary-General, UNESCO; Harold Stasson, Director, Foreign Operations Administration; James J. Wadsworth, Assistant Ambassador of the United States to the United Nations; and Nathan M. Pusey, President, Harvard University.

FOUNDATIONS

Robert Shaffer moved that in order to avoid having an APCA and Division Foundations committee go after the same foundation, that the Executive Secretary

should be an ex-officio member of all committees concerned with foundations, and requested that the Divisions take the same action. Willa Norris seconded the motion and it was passed. It was explained that it was implicit in this idea first that conflicts would be ironed out and second that one of the major functions of the Executive Secretary would be in this sphere of having ideas and going after funds.

PUBLIC RELATIONS

It was agreed that the Executive Secretary and the Assistant Executive Secretary should watch for news release material which the latter would send out. She would work with the President and with the NVGA Committee on Public Information. The next budget should make adequate provision for this. Meanwhile the Assistant Executive Secretary should look into the work being done by the NVGA Committee, and study carefully for help in implementing for NVGA and AFGA. The AFGA public relations and information committee should interlock with those of the Divisions. The Executive Secretary should give this a fair amount of attention, and stay close to what all the Divisions are doing as well as acting in a liaison capacity. It was felt necessary to provide for a meeting of an AFGA public relations committee and those of the Divisions in January.

The Executive Secretary was instructed to examine the matter of overlapping and areas where committees might work effectively between now and the Buffalo Convention. The idea expressed that he would be alert to the problem of committee structure and interlocking, not that he will handle the committee job, but rather collect some observations.

Council agreed to hold a dinner for Branch presidents and other selected leaders in the field as well as selected members of the Delegate Assembly. These leaders would be invited to attend this banquet by President Super at their own expense.

The Headquarters Office will send to the Convention the Executive Secretary, Assistant Executive Secretary and Placement Assistant. The Assistant Executive Secretary will set up a headquarters office to accept complaints, talk with members, etc. The Placement worker will work in the placement office.

It was agreed that President Super will correspond with President-Elect Kitch about the 1955 Convention Coordinator, and that Kitch will make the final appointment.

The Council agreed that President Super will write Lucile Allen, leaving the door open to NADW to join AFGA in Chicago in 1955. It was decided to keep an eye on the Deans' April meeting for the trend of events concerning unification.

Following a report from the Executive Secretary on the situation in the U. S. Office of Education it was agreed that periodically the Executive Secretary and the President would get out a dittoed informational report. One of the special concerns of this report would be what they know about the situation in the U. S. Office. This report would be divided into two parts, one of which is to be confidential and one of which should be available for Division newsletters. It was also agreed that Division presidents will exchange newsletters.

YEARBOOK

It was agreed that since the yearbook will probably come out in 1956 instead of 1955, that the '56 Convention rather than the '55 one will carry the yearbook theme.

President Super was instructed to get the Publications Committee to present suggestions as to the topic of the next yearbook by the 1954 Convention. A new yearbook was visualized as appearing ultimately every other year.

JOURNAL

Council agreed to drop the "Successor to Occupations" part of the Personnel and Guidance Journal title, substituting instead an inside cover note indicating under what name previous volumes appeared.

The Council went on record with the recommendation that the Publications Committee study the question of the editorship of the Journal, keeping in mind the fact that reappointment of the editor for a second three-year term is, all things considered, a sound principle. Council felt that the Associate Editor positions should be filled with people who look like material for the Editorship and who might be possible candidates when the new editor is sought.

In considering an advertising relationship with Ira Glick's firm, the Council instructed the headquarters staff to set up advertising rates as Glick has asked, and then to provide education rates as now prevail as an advertising discount. Arrangements with Glick are to be specific. For instance, it will be important to find out what happens if the XYZ Co., an industrial firm whom Ira hadn't solicited, sends an ad to the Journal or Quarterly directly--does Glick get a discount? Also the staff was to look into what other organizations do on these matters. The Executive Secretary and Assistant Executive Secretary were empowered to negotiate with Glick and make final arrangements.

Headquarters representatives were instructed to make an effort to get APCA and Division publications on the American Library Association approved list. Council approved the subscriptions campaign and related expenditures, and made specific recommendations (which have been carried out).

CONVENTION

Council agreed that in the future the Council will review only major actions of the convention coordinator, and that prior to the fall meeting of the Council the coordinator would prepare a report on the major outlines of the Convention, raising any major policy questions which must be reviewed. The Council reaffirmed the present plan of having the convention coordinator, program coordinator, AFGA and Division program chairmen meet several weeks before the Council meeting to attend to Convention planning and business in order that the previously mentioned report can be submitted to the Council.

It was moved and passed that expenses of Division representatives to the 1953 AFGA program meeting be paid out of the Convention budget, and the budget modified accordingly. It was agreed also that expenses for Convention and program planning meeting in the future should come out of the Convention budget.

The Executive Secretary was instructed to study job and salary schedules and to deliver recommendations concerning these to the Executive Committee.

AFGA BUDGET

The AFGA budget was approved as shown (see attachment) with the understanding that Committee expenditures will be reduced if it is necessary to cut.

Council passed a motion recommending to the finance committee of AFGA that it provide for expenses of two official representatives of each Division for future Council meetings. (Official representatives are considered to be the two representatives of each Division as defined by the constitutions of the individual Divisions).

The headquarters office was instructed to set up some uniform expense forms and have them mimeographed.

It was moved and passed that the following policy would be established for reimbursement of expenses: Where automobile transportation is necessitated for the Executive Secretary, he will be reimbursed at the rate of 7 cents a mile; Council members are to be reimbursed at standard transportation rates.

The Council instructed the headquarters staff to set up a \$500 revolving fund from which the Executive Secretary or other staff members needing travel advances could draw.

Headquarters was also instructed to deposit \$10,000 in a Federally insured savings and loan account, from which money can be transferred to the checking account if the checking account drops below \$2,000.

It was agreed that Frank Sievers would go on the payroll as of a date to be set by the new Executive Secretary and the President. (October 1)

POLICIES ON AFGA BRANCHES

The Council reviewed the report of the Committee on Branches and agreed that this study was to be reviewed by the staff, then return to the Branches Committee for further review, and then to the Executive Council for final action and publication. Publication would consist of two steps, a mimeographing and mailing to the Branch Presidents, and finally, publication in the Journal. An introductory "To Be or Not to Be" statement will be prepared by the Branches Committee and the headquarters staff. This statement will be appended to the Kitch committee report in mailing it out. The introductory statement should indicate that no vote in the AFGA Delegate Assembly is to be granted to representatives of AFGA Branches until the Constitution is amended. It was agreed that the Constitution Committee should be asked to review the final study after all necessary steps had been taken, and that it should then be inserted in the Constitution.

Council formally moved and passed that the following changes be made in the Branches' Committee's report:

I B. Substitute for "In all cases AFGA recommends", "In most cases where local memberships cut across more than one Division interest, AFGA strongly recommends ..."

III A. 4. A survey of organized guidance in the area indicates that the situation in the area is favorable to organization of State Branches.

IV A. 2f. Applicants for charter as a state Branch will submit along with their application a survey of guidance organizations within the State, and their conclusions as to need for a State Branch.

IV A. 3. Following first sentence ending "Executive Secretary" insert "Meetings of the Executive Council are usually held twice a year." Following second sentence ending "of the Assembly" insert "at the annual Convention."

The Executive Secretary was instructed to familiarize himself with Washington, Cincinnati, and Kansas City Convention space, and to report to the Executive Committee at the earliest possible point.

Priorities on the Executive Secretary's time were set up as follows:

1. Assist the President in activating and corresponding with Committees. (Committees should be pushed to outline their year's activities by the fall meeting of the Executive Council).
2. Reactivate and build Branches.
3. Outline basic policy problems and give Council a brief overview of these.

It was agreed that the fall meeting of the Executive Council will cease to be a Convention planning meeting.

It was moved and passed that the Awards program would be suspended until Council is able to review reports of the Kitson - Schwebel Committee, and the Shaffer Lay-awards Committee.

Meeting adjourned mid-Sunday afternoon October 4.

Respectfully submitted,

NANCY SHIVERS
Assistant Executive Secretary