

## MEETING OF THE AFGA EXECUTIVE COUNCIL

Sunday and Monday, October 23 and 24, 1955

Mary P. Corre, Presiding

### GENERAL

Mary Corre brought greetings to the Council from a number of Guidance people with whom she had visited during her summer trip to the Orient. In outlining the task of the Council she asked that the following points be kept in mind:

1. AFGA has a good committee structure but the tendency to develop new committees for new projects makes the structure too cumbersome. Existing committees can take on new activities instead of starting too many new committees. Committee members are busy people and communication is difficult. The organization needs to be streamlined and communication channels simplified.

2. Priorities need to be established for the functions that AFGA as a young organization can do well. In addition the services to be performed should be the ones which will tend to help hold members and reduce our large turnover.

### FUTURE CONVENTIONS

The Council discussed possible cities for the 1958 Convention. St. Louis, Omaha, Denver, and Salt Lake City were all considered. It was moved and seconded that St. Louis be the location. The motion was carried. The Jefferson Hotel is a possibility for the headquarters hotel.

### MINUTES

The minutes for the April meetings were approved.

### TREASURER'S REPORT

Walter Johnson presented a preliminary treasurer's report and explained the difficulties still inherent in the bookkeeping system of AFGA. He noted that a method for earmarking funds for committees is just being worked out, and that the organization is still running in the red. Mary Corre announced that the Executive Committee is strongly recommending a balanced budget for the 1955-56 fiscal year.

### COMMITTEE REPORTS

1. Membership: Douglas Dillenbeck presented the report of the Membership Committee which had met at AFGA headquarters on Saturday, October 22.

## RECOMMENDATIONS OF AFGA MEMBERSHIP COMMITTEE

(1) Membership campaign schedule as set up in 1954-55 year to be continued this year:

- A. Within a month or two all drop outs will be sent a letter from headquarters office inviting them to rejoin AFGA and enclosing AFGA promotional brochure.
- B. Questionnaire and survey of all dropped AFGA members since AFGA was formed, to find reasons for drop out, etc. Membership Committee will develop letter - this to be sent out about four or five weeks after first letter.

(2) Changes should be made in AFGA brochure to clarify student membership (also suggested place on brochure for instructors' signature, etc.)

(3) Recommend that a general membership be created in AFGA with dues of \$7.00 with option of member selecting a division.

(4) Membership Division applications to be revised and printed in better looking and clearer form.

(5) Recommendation that persons joining after annual convention be given a membership to begin at that time and carry through the next fiscal year. Member to get possibly two issues of Journal on that year and full year subscription on following year.

(6) Recommendation regarding possibility of Divisions charging additional dues as assessments in accordance with the needs of the particular Division.

(7) Regarding circulation of membership of other organizations, it was recommended that the Association abide by item regarding Proselytism on page five of 1954 recommendations of Membership Committee to Executive Council.

(8) Recommend continuation of policy of allocating special funds (\$250) to a particular Division for a concentrated membership drive. (SPATE recommended to receive special funds this year).

(9) Recommend that Membership Committee maintain a membership exhibit and desk at national convention.

(10) Recommendation to circularize high school principals sending preliminary convention material with suggestion that they have someone represent their school at convention.

(11) Recommend that the problem of AFGA professional memberships be turned over to a special committee to be appointed for this purpose.

The Council discussed the proposal (3) to allow unaffiliated members to become members of AFGA for a time while it is being determined which division would be most appropriate for them. It was believed that this would also solve the student membership problem by allowing them to be general members of AFGA until such time that they might become eligible for a division of their choice. It was pointed out that such a move would mark a major change in membership policy. Unification of the divisions to form AFGA was based on the premise that membership in AFGA comes only through membership in a division. It was suggested that students and applicants not fully qualified might receive a general type of membership in their appropriate division. This is an internal division affair.

The headquarters office has a problem with three types of unaffiliated members. First, a very small group who do not specify a division. Second, a fairly large group which apply for a division and have their applications turned down and third, a fairly large group who do not complete the application sent to them. On motion by Clifford Froehlich the Council voted to adopt the procedure of sending a letter to all new applicants embodying the following points:

Thanking the individual for his application.

Informing him of the procedures through which membership in AFGA is obtained.

Explaining that membership comes only through a division.

Describing division membership requirements.

Explaining that the procedures take some time.

Suggesting that the dues may be applied to a subscription to the Journal in the meantime and asking that the central office be informed within thirty days of whether an applicant not specifying a division wishes to so apply or to become a subscriber. If the applicant is not heard from within thirty days or if he declines to specify a division his money will be refunded. Those applicants who do specify a division will be sent an application blank. On this blank the applicant will be given an opportunity to indicate whether he wishes to receive Journals pending approval of his application with the understanding that if he is not approved he will be continued as a subscriber. If he does not wish to receive Journals pending his division approval his money will be held until such approval is forthcoming. If his application is turned down his money will be refunded. In addition to a division application blank he will be sent a brochure describing other divisions in which he might be interested.

The remaining recommendations of the Membership Committee were approved. With reference to recommendation number 10, the Council agreed to have a central membership booth at the Convention to receive applications for all divisions. In addition the divisions may have booths describing their activities. These will not necessarily receive memberships.

The Council voted to refer the question of general membership in AFGA to the Divisions for study.

2. Branch Development: Clifford Froehlich reported for the Committee on Branch Development. There are nine AFGA branches two of which do not also have NVGA charters. There are 56 NVGA branches which have been clearly identified. Thirty NVGA branches have not been identified, and two have informed the coordinator that they are not active at this time.

The Committee made the following recommendations:

(1) AFGA is to make an effort to solicit NVGA branches to apply for AFGA charters bearing in mind the interdivisional concept of AFGA branches.

(2) Blanche Paulson and Bruce Shear are to develop a statement on "Why A Branch" to be used with NVGA branches and with unaffiliated local groups.

(3) The NVGA President, the NVGA Branch Coordinator and the AFGA Executive Secretary should plan to visit as many branches as possible to refresh contact with the national organization and help NVGA branches work up charter applications for AFGA.

(4) Divisions without local branches are asked to communicate with their members urging them to join other local groups to form branches.

(5) The Central Office and Branch Coordinator Cottle should work toward getting up-to-date information on branches and set up an adequate file.

3. Professional Membership: The professional membership report referred to the Council by the Assembly in April had been referred to the divisions for study. It was the consensus of the group that professional membership in AFGA is not appropriate at this time. The matter was re-referred to the divisions for continued study. This report is contained in the May, 1955 issue of the PERSONNEL AND GUIDANCE JOURNAL. It was voted that the problem of general membership in AFGA be referred to the divisions with their recommendations back to the AFGA Council. It is to be referred simultaneously to the Constitution Committee for investigation.

4. Community Organization of Guidance: Bill Blaesser reported for the Committee. During the past year the committee has stimulated interest in community organization. It made available at the 1955 Convention data gathered by correspondence on what is being done in Washington; it maintained a booth and held two meetings at the 1955 Convention and another meeting after the Convention. It has been working on identifying principles, techniques, and procedures of community planning and hopes to develop a research project to be financed by a Foundation grant.

The Committee recommended that (1) its name be changed to "Committee for Utilization of Community Resources for Guidance;" (2) the Committee hold a meeting at the 1956 Convention; (3) funds for travel be granted; and (4) the Committee sponsor an AFGA financed booth at the Convention.

In the discussion about the Committee's request it was noted that there seems to have been little progress in the Committee's activities and that the Committee spent more than was budgeted for it during the 1954-55 fiscal year. It was the consensus of the group that community coordination of guidance is an important concern of the Association, and something needs to be done in this area. However, the Committee does not seem to have followed the specific charge from the April Council. It was suggested that the group might glean some new ideas from the Adult Education Conference in St. Louis this fall; the Committee could be asked to send its St. Louis representative to this meeting.

It was moved and seconded that a letter be sent to the Committee reminding it of the April charge; asking it to incorporate the suggestions made in its completed survey and that these be communicated to appropriate Branches; and requesting that the Co Committee report to the Council at the 1956 Convention at which time the Council expects to review the constitutionality of this and other committees. The motion was carried. The April charge was that Branches be encouraged to take up the project of community organization using trained people in the field to put on their own demonstrations with the central committee drawn upon for leadership and design only.

With regard to a meeting at the Convention it was the consensus of the Council that such a meeting would be appropriate only if there are new ideas to report.

With regard to the overexpenditure of \$70.27 by the Committee during the 1954-55 fiscal year, two alternatives are to be presented to the Committee. The Chairman may investigate the possibility of paring down the amount so that some means may be found to absorb the excess cost, or if this is impossible the unauthorized expenditure may be referred to the Delegate Assembly for action.

No budget was allocated for the 1955-56 fiscal year. (The \$65.00 item for this committee, that appears in the 1955-56 budget is for the purpose of permitting payment to the committee on their 1954-55 allotment.)

5. AFGA Development Committee: Bill Blaesser reported. The chairman had sent a questionnaire to members of the committee outlining the purposes and asking for suggestions. The purposes were listed as (a) to identify new research studies and projects which Divisions individually or jointly might undertake to advance the cause of guidance and personnel services; (b) to collate studies now in progress or proposed by any Division or Committee and to publicize these studies with a brief statement of their purposes and progress; (c) to identify Foundations and other philanthropic or Federal agencies which provide funds for projects related to personnel services; (d) to assist Divisions in contacting these sources; (e) to assist in securing funds for publishing completed projects; and (f) to set up format to be used in presenting a request for a Foundation grant. Several projects were suggested, and committee members were asked to supply information about their contacts with foundations and federal agencies.

The group observed that this Committee is starting by to help in whatever way it can. It was moved and seconded to accept the report and to endorse in particular its memo to division executive bodies asking them to identify special projects needing financial support. The motion was carried.

6. Planning and Appraisal Committee; Bill Blaesser reported. The Committee asked direction from the Council on what should be its immediate concerns. Funds for two sub-committee meetings were requested, one to be held in California and one on the East Coast.

This year the Committee will be asked to concentrate on means of simplifying the structure of APCA and limiting its goals to feasible projects. With regard to the Committee's request for funds for physical meetings it was the consensus of the Council that no such funds could be made available this year. It was moved and seconded that this information be communicated to the Committee Chairman with the notation that help could be given on postage. Motion carried.

7. Publications Committee; Anna Meeks reported for the Publications Committee. She mentioned the Editorial Board Steering Committee meeting in May and outlined the developments on the Yearbook on Group Procedures. Kenneth Herrold was approached but he needs \$1,500 for secretarial help before he can undertake the job, and the organization has as yet no guarantee that it can get the book published. In addition, the committee suggested that more work needs to be done on the publication policy statement, a career pamphlet on guidance and personnel work might be considered, and replacements to the Editorial Board of the Journal, advertising, the role of the Editor, the APCA Membership Directory, and Publications meetings at conventions all need attention. The Committee requested a budget of \$250 to supplement the \$500 allotted at the last Council meeting to finance a physical meeting of the Steering Committee to discuss the yearbook problem and the relationship of Division publications to the APCA Publications Committee.

(1) Yearbook. The Council decided that it is unable at this time to proceed with its yearbook series. It was therefore voted that the Chairman of the Publications Committee be authorized to return all manuscripts to their authors. The Chairman of the Publications Committee and the former Yearbook Editor were asked to communicate to Joseph Samler about the chapters which might merit publication in the Personnel and Guidance Journal so that he may approach these authors directly.

(2) Personnel and Guidance Journal: Joseph Samler reported on the status of the Journal. He asked the Council for their reactions to the Journal and for suggestions about what they want the Journal to contain. He stated that the most important problem facing the Journal at the present time concerned the stockpile of articles: Not enough articles are on hand to make selection of articles for any one issue a comfortable process. He is sending a letter to key people in colleges and universities and to city and state directors of guidance reminding them of the Journal and asking them to be on the lookout for good manuscripts.

Dr. Samler explained that he is attempting to run the Journal as an agent of the Editorial Board. He has experienced no difficulty with the review of articles by members of the Board and by other consultants.

Another important concern is the Association News portion of the Journal. Regular channels are needed to encourage a flow of materials from the divisions and committees. In addition the Journal needs more letters to the Editor and more advertising. Steps are being taken to investigate the advertising situation; Dr. Samler requested cooperation from Council members in encouraging them in the use of Letters to the Editor column by the membership. He outlined the kind of specific information that is given to authors when their manuscripts are rejected and announced that the January issue of the Journal will contain a page giving information to contributors on the kind of papers wanted and outlining procedures which are followed in handling the manuscripts.

Dr. Samler asked that the Council consider the matter of AFGA Journal priority on papers presented at the AFGA Convention. The Council believed that while the Journal cannot have any actual "mortgage" on these papers, Dr. Samler might be in a position to select the papers in which he was particularly interested by looking into the advance program. He could then deal directly with the authors either before or during the Convention.

It was suggested that Journal attention be given to the branch development problem. Action taken by this Executive Council and the Branch Development Committee should be reported and this might lead into a different kind of branch activities news. Action taken by Branches in applying for AFGA charters should be reported.

The problem of book reviews was discussed. The Council was asked to keep this Department in mind and to suggest good reviewers. In the meantime the procedures used in this Department are being reviewed.

Clifford Froehlich moved that the Council commend the Editor and the Editorial Board on the work they are doing. Motion was seconded and carried.

(3) Editorial Board Terms: Discussion of the informal action taken by the Editorial Board in adjusting the terms of office of the Board Members led into a consideration of the constitutionality of the Publications Committee and the Editorial Board as well as a number of other committees. The Council voted to inform the Publications Committee Chairman of constitutional changes to authorize the publication policies adopted by the Council at its April, 1955 meeting.

(4) Division Publications: The Council affirmed the desirability of using the AFGA Publications Committee as a clearing house in the coordination of Division publications, and Division representatives were asked to communicate this to their publications chairmen and editors. In addition, it was requested that the names of all members of the Council be put on the mailing lists to receive all Division publications.

(5) Budget: No additional funds were allotted to the Publications Committee for the 1955-56 fiscal year.

8. Nominations and Elections Committee:

(1) Procedures: The Nominations Procedures Report which had been referred to the Division Executive Bodies for study and report back to the AFGA Executive Council was discussed. It was brought out that while the current system provided for in the Constitution doesn't seem to be truly democratic and makes for lack of interest in the membership, the proposal referred by the Assembly would make for electioneering and would put too much emphasis on politics. It appeared that the real problem is to assure the membership that the candidates receiving the most votes in the nominations would be placed on the ballot. The problem could probably be taken care of by putting the two candidates receiving the highest number of nominations on the ballot and allowing the Committee to add additional names as it sees fit.

It was moved and seconded that the Constitution Committee be requested to prepare several alternative plans on nominations procedures to be presented at the 1956 AFGA Assembly. The motion was carried.

(2) 1956 Nominations: The report of the AFGA Nominations Committee was accepted. The Council requested that in the future a more detailed report be presented. This report should contain details on the procedures used by the Committee in selecting the names for the AFGA ballot.

9. Constitution Committee: A report from the Constitution Committee was not considered in detail. Mary Corre asked Council members to continue to study the Constitution and pass on their suggestions to the Constitution Committee.

10. International Relations Committee: Bruce Shear reported. The immediate concerns of the committee included the problem of bringing foreign nationals to the 1956 Convention; the need to broaden the scope of contact with other countries by (1) translation into the needed languages and distribution of a statement of the activities and interests of each Division of AFGA, and (2) promotion of membership in various countries; the need for a budget allotment to maintain contact with the countries visited by the chairman; and publication of the report on the project for which Ford Foundation funds were granted.

In discussion by the Council it was brought out that the matter of bringing representatives from foreign countries to the Convention has been referred to Dr. McCully, the Convention Coordinator. Whether the report of the project can be published by ACE still needs some clarification. The ACE Commission on student personnel work and higher education is meeting in Ann Arbor in early December. Both Arthur Hitchcock and Wes Lloyd have been invited to attend.

The Commission is highly interested in bringing foreign nationals in for the Convention and a tour to be tied in with the conference on personnel work. However, Arthur Hitchcock brought out that the time of this Conference is still uncertain. There is some thought that it would be held at the time of the Executive Council Meeting next fall.

It was the consensus of the Council that the mail follow-up of the project proposed by Dr. Lloyd for which he requested funds should properly be considered unfinished business of the project for which the Ford Foundation grant was given. The Foundation might properly be approached to obtain the necessary funds and the Ford Foundation might also be approached about the publication of the report if this is necessary. The Personnel and Guidance Journal would be interested in publishing an article based on this report.

11. Radio and Television Committee: Bruce Shear reported. The committee is interested in making awards to radio and TV stations for outstanding programs in guidance; in carrying on several convention activities including a scheduled program, a live TV program, and tours of radio and TV stations; and in publishing a regular Bulletin devoted to matters pertaining to radio and TV activities, a bibliography of radio and TV materials, and a handbook for Branches on producing and utilizing guidance programs.

It was the feeling of the group that the problems of this Committee typified the problems of APCA committees in general. The objectives of the Committee are too broad. The Committee continually comes back to the Council saying that it cannot do what it wants to do without money. It is the responsibility of the Council to identify more clearly what it wants and what it can pay for. The discussion touched on the problem of how goals can be limited and attention still be given to nurturing ideas which would have important bearing on the long range goals of the Association. The points were made that important ideas would keep cropping up even if they were overlooked a few times and that the Council should foster the idea that real accomplishment begins with small things. The specific suggestion was made that Arthur Hitchcock, other Washington Association representatives and the Chairman of the Radio and Television Committee might set up a Conference in New York with officials of broadcasting companies to see whether anything can be done from the top down in giving guidance emphasis in this area.

It was moved and seconded that the Radio and Television Committee be advised of our interest in their project as originally outlined: to provide a clearing-house on information concerning radio and television materials which have been produced or are available in the guidance field. This is a first and basic step in stimulating interest in this medium for the guidance field. The motion was carried. Regarding the specific requests of the Committee, Mary Corre reported that she had communicated with the Chairman of the Radio and Television Committee that any publications contemplated should be cleared with the Publications Committee and that it was strongly suggested that any awards to be made should be made by local Branches. The Chairman has already approached Dick Byrne about a place on the Convention program. No budget was voted the Radio and TV Committee for the 1955-56 fiscal year.

12. Speakers Bureau: Mary Corre reported that the Speakers Bureau which has been discontinued by action of the April Executive Council had been asked to proceed with its activities.

13. Expansion of Guidance Services: Erma Christy, Representative of Altrusa International, was asked by the April Council to investigate what can be done by service organizations toward the expansion of guidance services. She plans to bring together representatives of a number of service organizations at a luncheon meeting at the Convention to discuss the problem and to define what they can do that will be of real

service. It was brought out that an Advisory Committee of the Representatives of thirty service organizations in the Washington area had been established. This group had been brought together to work with the Kefauver Committee. It was suggested that Arthur Hitchcock initiate contact with the Kefauver Committee in order to establish contact with this group. This is an appropriate machinery already set up which could work with Erma Christy's ideas. It was suggested that a pre-convention get-acquainted meeting be held and that a large luncheon meeting be held at the Convention to discuss practical activities.

14. Research Awards Committee: Dugald Arbuckle reported. The Committee is making progress toward achieving its purpose: The continuous review and evaluation of the literature in our field so that outstanding research may be identified, rewarded and publicized and so that research activity and interest in the results of research may be stimulated. The Committee requested Convention time for the presentation of this year's award, Convention program time for presenting the research study to the membership, and the appointment of two members in the Los Angeles area to serve on next year's Selection Subcommittee.

The Council agreed that Convention time, possibly at the Banquet, would be made available for presentation of the award. Journal publication should be substituted for Convention presentation of the actual research.

15. Committee on Training, Licensing, and Certification: Dugald Arbuckle reported. Three pilot studies of this committee were discussed in the February, 1955, Personnel and Guidance Journal. The committee has not been active since the spring Council meeting.

16. Placement Committee: Dugald Arbuckle reported. The two sub-committee meetings of the Placement Steering Committee authorized by the Council last summer have been held, and plans are proceeding according to schedule. These are mainly concerned with acquainting persons in various areas of personnel work with AFGA placement activities. The committee recommended that a yearly budget for the Placement Committee of \$300 be considered by the Council.

The report of the Placement Committee was accepted. No additional funds were voted the committee for the 1955-56 fiscal year.

17. Archives Committee: Arthur Hitchcock reported. The Committee is continuing with its efforts in assembling and organizing historical material. It is having some difficulty in finding NVGA records for the years 1913-1922 and in obtaining material for many of the Divisions. Current records are slow in being sent in. The committee requested an additional allotment of \$300 for the remainder of the fiscal year to cover postage, reproduction, and travel expenses.

The Council accepted the committee's report. No additional funds were granted the committee.

## PERSONNEL POLICIES

The Executive Secretary presented information on the personnel of the headquarters office and some of the problems that are encountered and developments that are envisaged. In particular, concern was expressed that there is no policy covering retirement that the policy on holidays is not consistent with the Federal Government and this creates some difficulties, and that some changes may have to be made in the salary schedule. It was moved, seconded and passed that "There shall be a normal retirement age of 65. The Executive Secretary shall review with each employee six months prior to reaching the normal retirement age, his plans, upon reaching age 65. If the employee is willing and able to continue in his present position, in the opinion of the Executive Secretary, he may be permitted to do so. The Executive Secretary shall also consider the employee for continuance in other appropriate positions within the organization subject to less emotional and physical stress, or for part-time employment at appropriate rates of pay, if at all feasible. Such arrangements for continuance in employment beyond age 65 shall be subject to review by the Executive Secretary on a year to year basis."

It was moved, seconded and voted that the headquarters office follow the pattern of holidays of the federal government with such modifications as may be deemed necessary.

It was moved, seconded and voted that the salary schedule as presented by adopted with the understanding that the increases may range up to \$130.00 per year subject to review of employee performance by the Executive Secretary. (The full salary schedule and write-up of personnel policies will be sent later to the members of the Executive Council.)

In further discussion it was suggested that employees of the headquarters office have a conference with the Executive Secretary periodically relative to their work. As a result of this discussion it was moved, seconded and voted that employee performance be reviewed approximately every six months by the Executive Secretary individually with the employees concerned.

## COMMITTEE STRUCTURE

Clifford Froehlich brought to the attention of the Council the fact that the Constitution provides the following standing Committees: (1) Membership, (2) Finance, (3) Editorial, (4) Public Relations, (5) Research, (6) Professional Standards, (7) Convention, (8) Nominating, (9) Credentials, and (10) International Relations.

As a temporary expedient to bring actual APGA structure into line with the Constitution the following suggestions were made:

(1) That the Finance Committee be chaired by the Treasurer and that its members be the Executive Committee plus the Executive Secretary.

(2) That special committees be grouped under the standing committee titles as follows:

a. That the Radio and Television Committee, the Speakers Bureau, the Committee on Cooperation with Government, the Joint Commission on Pupil Personnel Services and the Committee on the Expansion of Guidance Services and possibly the Convention Publicity Committee and other Convention Committees be grouped under the Public Relations Committee.

b. That the Research Awards, Development and Planning and Appraisal Committees be grouped under the Research Committee.

c. That the Professional Practices Committee, the Committee on Training, Licensing and Certification, the Placement Committee, and the Professional Membership Committee be grouped under the Committee on Professional Standards.

3. That Publications Committee be known as the Editorial Committee.

4. That the Nominations and Elections Committee's be known as the Nominating Committee.

5. The Convention Committee should be considered as the Convention Coordinator and Convention Program Coordinator and their functioning groups.

It was moved and seconded that the Council consider and report at the March 1956 Council meeting their ideas about what Committees the Association needs, and which committees need to be made standing and which special, in order that bylaw revision can take place. The motion was carried. The problem is also to be referred to the Constitution Committee. In the meantime the informal policy of asking Board Members to act as Coordinators of a number of Committees will be continued. These Coordinators may be considered Chairmen of the Standing Committees.

#### BUILDING COMMISSION

In view of the fact that the Association's lease will run out in 1957, the Council considered that the time is appropriate to look into possibilities for housing. It was moved and seconded that the Council authorize the formation of a Building Commission to investigate housing for AFGA. The motion was carried.

Clifford Froehlich proposed a plan for raising a capital fund. He suggested that a category of life members be set up, that this category be limited to 300 and that life memberships be sold for \$100.00 each.

It was moved and seconded that this proposal be brought to the attention of the Constitution Committee. The motion was carried. The proposal included the provision that Divisional membership would be maintained through the payment of annual division dues. This could in effect establish a category of membership in AFGA without divisional affiliation. It was moved and seconded that the Council authorize a Committee to investigate the advantages and disadvantages of the lifemembership proposal, this investigation to include actuarial information and matters of membership policy. (Frank Sievers will investigate the actuarial matter.) Motion carried.

Charles Odell was asked to investigate the possibility of obtaining Wolfson Foundation money to finance a building for AFGA.

#### DIVISION REPORTS

Division 1. ACPA: Harold Pepinsky reporting for ACPA stated that the attempt is being made this year to encourage a more positive attitude among ACPA members. Two Committees are taking the lead in this endeavor. First, a Grass Roots Development Committee and second, a Policy and Planning Committee. These are trying to mesh their activities with the AFGA Branch Development Committee. One problem which is becoming the concern of ACPA is that of handling the increased enrollment anticipated on college campuses in the coming years. ACPA's Committee on Higher Education Planning is working through task forces on various campuses to consider this problem. Of immediate concern to ACPA is the question of how inclusive their membership is. A variety of groups actively engaged in student personnel work on college campuses do not meet the membership requirements of ACPA. Examples are College Placement Directors, Student Union Directors, Registrars and Foreign Student Advisors. Consideration will have to be given to broadening the base of ACPA membership to include all appropriate groups.

Division 2. NATSCT: Emory Kennedy reported that although NATSCT is and must remain a small organization, they, too, are concerned about such problems as professional membership. Membership policy will be discussed by NATSCT Executive Committee at a later date. NATSCT is undertaking a survey of its membership to determine the type and scope of Office of Education services desired. Plans are to summarize the findings of this survey and get them to the membership before the pre-convention workshop.

Dr. Kennedy also reported that he had circularized state supervisors to find the answers to three questions which Mary Corre had asked him to investigate and report to this Council. The questions are (1) What is going on in the States toward giving emphasis to guidance in the pre-White House Conference meetings; (2) What is going on in the States in the way of state and regional guidance conferences and (3) What will be the reaction to the state supervisors on taking on the functions of the AFGA Speakers Bureau. Forty states were circularized and thirty answers were received one of which was from a new man who felt that he could not answer the questions adequately. In replying to the question about guidance emphasis in the White House Conference, 18 replied that strong emphasis had been given in the meetings, 6 replied that no special emphasis had been given and 13 replied that there had been guidance representatives on the committees, (supervisors or counselor trainers or comparable personnel). Twenty-two responded that emphasis was being given at the state level planning. Discussion in the Council brought out the feeling that considerable lay interest in guidance was being expressed in the White House Conference planning.

On the question about conferences and workshops at the state level, replies showed that 21 sectional or regional conferences had been held and 50 were to be held this year; that 9 state-wide conferences had been held and 23 were yet to be held this year, and that 50 general or miscellaneous conferences are being held. It was the consensus of the group that in view of this activity AFGA did not need a Regional Conferences Committee.

Replies to the question about the State Supervisors taking over the AFGA Speakers Bureau function indicated that 15 wanted AFGA to keep the function, 4 would be glad to assume the function, 7 didn't know, and 4 dodged the issue completely.

Division 3. NVGA: Charles Odell reported that in the matter of Branches and Branch Development the NVGA trustees would take the initiative in facilitating the conversion of Branches to AFGA Branches. They would remind members that NVGA members are also members of AFGA and that they can have the advantages of an AFGA charter and still maintain Branch representation at NVGA Delegate Assemblies. Charles Odell will prepare a letter to each branch restating the official position and opening the door to a positive approach from AFGA headquarters, that approach to take the form of a proposal to the branch to become an AFGA branch. This will require the branches to take some stand this year.

The second point raised by Mr. Odell concerned the Convention program. NVGA had released a solid block of program time which amounted to approximately three-quarters of a day. This time was released with the understanding that it would be used for general AFGA meetings to help bring about a more unified AFGA program. Mr. Odell expressed disappointment over the fact that the time does not seem to be scheduled to its fullest advantage.

Mr. Odell stated that NVGA hopes to reduce a number of sections and thus simplify its structure by combination or by basic reorganization. There will be workshops on branch and sectional organization at the 1956 Convention.

Mr. Matthews, the Coordinator of the Committee to Revise Material for the Committee on Evaluative Criteria in the Cooperative Study of Secondary Education has invited NVGA to participate in the revision of the guidance material. NAGSCT has also been invited to serve in an informal consultative capacity. The NVGA trustees had authorized Mr. Odell to consult with ASCA and NAGSCT about the best means of insuring the representation of these divisions in the project. It was brought out that SPATE would also be interested in this project. Cooperation on the project is to be worked out by the President of the four divisions concerned. The discussion pointed up the need to keep our colleagues in the education field informed of developments in the organization of AFGA.

The final point brought out by Mr. Odell concerned NVGA's Bibliography of Occupational Information. In view of the fact that this evaluative service is to be a continuing concern of NVGA the trustees recommended to the Council that the AFGA Journal not publish duplicate material in the same area. The Council accepted this recommendation.

Other NVGA concerns outlined by Mr. Odell included (1) the publication of the pamphlet on rehabilitation counselor preparation which is being prepared in cooperation with the Office of Vocational Rehabilitation and being published with OVR funds. (2) the problem of how much division work can be done by the AFGA Central Office. NVGA would like to see some kind of reimbursed bookkeeping service or a better bookkeeping system in the Central Office. The trustees have authorized the President to work with Arthur Hitchcock on these details. (3) the general problem of the division being bogged down with housekeeping details. It was simply emphasized that something must be worked out to take some of the load off of the divisions.

Division 4. SPATE: Jack Shaw reported for SPATE. He stated that SPATE had also released time for the AFGA unified program at the convention and that this time had not been taken up in the manner anticipated. He said that SPATE is still an institutional member of the American Association of Colleges for Teacher Education. SPATE is participating in their program in continuing effort to bring student personnel work to the attention of administrators. SPATE is also engaged in the project of the AST yearbook on guidance. Dr. Shaw announced that he is encouraging contact with branches whenever he is approached on the subject of regional meetings of SPATE. He hopes that by this means SPATE members will be encouraged to become interested in local branches.

SPATE is developing a list of potential members and plans to refer names from this list to other Divisions whenever such Divisions seem more appropriate.

Finally, SPATE plans to spend the \$250 allocated from Membership Committee funds for a SPATE membership drive on the development and production of an attractive formal invitation to potential members. This invitation will be set up in such a way that replies can be identified and the results of the campaign evaluated. The invitations will be directed to institutions with some kind of program for teacher education with probable emphasis on the liberal arts colleges.

Division 5. ASCA: Edward Landy, speaking for ASCA, reported that this year primary emphasis is still being given to increasing memberships. In addition consideration is being given to the need for raising membership standards. ASCA is launching a publications program. Plans are under way for the production of a booklet on ethical standards. Plans for publication of suggestions for the training of school counselors are also being considered. Harry Camp has undertaken the editorship of the School Counselor which this year is appearing in magazine format.

Members are exerting pressure on ASCA's Executive Board to set up some kind of direct ASCA Affiliation. However, ASCA is trying to operate within the AFGA Branch framework. Requests for affiliation by local groups are being held up pending the firming up of the AFGA Branch structure. ASCA's membership drive has paid off and the drive is continuing.

#### AFGA BUDGET

(See attached budget and treasurers report)

It was moved and seconded that Committee Chairmen receive letters concerning our inability to meet their requests, to be couched in positive language. The Council emphasized the necessity for Committee Chairmen to present their unpaid bills as near as possible to the end of the fiscal year. This request is to be communicated to all Committee Chairmen.

It was moved and seconded that the budget be adopted. Motion was carried.

## DIVISIONS AND HEADQUARTERS

It will be very helpful if the President of each Division will let the Executive Secretary have the names of persons who are appointed on committees and any other information from time to time that helps in understanding what is occurring in the Divisions. In this connection, the Executive Secretary would like very much to receive copies of the minutes of any meetings that are held in order to keep in touch with the developments in the Divisions.

It is felt that the headquarters can probably be of greater service to the Divisions and the concept of service is being felt very strongly by the personnel in the headquarters' office. For example, it is hoped that the specialist in publications in the central office will be able to serve the Divisions more fully both in a technical respect and in matters of obtaining bids for printing and in other ways that develop in connection with publications.

In conclusion, it is felt that the headquarters is devoted to the Divisions, to the Branches, and to the individual members and we would all like to develop the services of the headquarters to serve this end.

## VISIT OF DR. FRANK L. SIEVERS

Dr. Frank L. Sievers, Chief of the Guidance and Student Personnel Services Section of the U. S. Office of Education reported on the work of the Section and the personnel therein. He stated that there is one slot still to be filled but the slot is there for a specialist and is awaiting only the appropriation of sufficient funds to fill it. Dr. Sievers spoke of the work that the Section is becoming involved in and mentioned the heavy volume that is developing.

In the course of the discussion following Dr. Sievers' presentation, the relationship of the Guidance Section to several projects in which AFGA is interested was stated. In particular, the Guidance Section is interested in cooperating with the Commission on Pupil Personnel Services and possibly with the development of any joint discussion and production of the American Council on Education and AFGA relative to personnel services in higher education.

Dr. Sievers very kindly agreed to obtain the actuarial data for life membership consideration in AFGA.

## 1956 CONVENTION

Following dinner at the Shoreham Hotel and a tour of some of the public rooms, the group heard Harold McCully, 1956 Convention Coordinator report for his Committee. He called attention to the need of the Divisions to complete their appointments of representatives to the local convention committees. He emphasized that the representatives should live within the commuting area. The committee is operating on a firm time schedule. At the present time only publicity seems to be lagging behind. Dr. McCully explained the tentative budget which his Committee had built on information from the last two Conventions.

Dick Byrne reported as Convention Program Coordinator. The Workshop held in May proved to be quite fruitful. All Division program chairmen have been following the schedule set up. A January 15 deadline has been set for receipt of final copy. The need for a convention theme was discussed and the theme "Guidance in National Policy" was adopted. The Council was reminded that Division executive meetings will be held on Thursday afternoon, that Thursday evening the old and new Executive Council of AFGA will meet in joint session and the new AFGA council will meet all day Friday. All new Division Presidents-Elect are to be notified of the Friday Council meeting, immediately following the counting of ballots.

A new feature of this convention will be the Thursday morning general AFGA session. Harold McClusky has been invited to give an evaluation of the AFGA Convention at this time.

Keynoters Considerations in the selection of a keynote speaker were outlined as follows:

1. A Government official of sufficient prominence but without partisanship who also has the ability to speak against a background of interest to the membership.
2. A figure of national prominence but not in Government service.
3. An outstanding speaker in the field or in the related field.

The program policy questions of scheduling pre-Convention Workshops and permitting interest groups such as city directors of guidance and directors of counseling centers to hold non-divisionally sponsored meetings were discussed. It was the consensus of the group that pre-Convention Workshops be limited to Sunday only. Interest groups will be permitted to have meetings scheduled for this year. The Council felt strongly, however, that such groups should work through Division program chairman first, where at all appropriate. The problem was referred to the Committee on Convention Policies.

Convention Policies Committee Report. This Committee is chaired by Frank Sievers and its members include all past Presidents of AFGA, and all past Convention Coordinators. The Committee presented eight problems of immediate concern:

1. How many Complimentary Suites. The Council decided to provide seven suits of a parlor and one bedroom each as headquarters for the Division Presidents, for the President of AFGA and for the President-Elect of AFGA.
2. Should non-profit organizations or Government agencies pay for exhibit space at the Convention? The Council agreed that all groups should be required to pay for exhibit space.

3. What standards should be used in accepting or rejecting exhibitors at the Convention? The Council set up the following standards: (1) The exhibitor should be ethical in purpose and practice; (2) The exhibitor's activities should be related to the interests of the organization; (3) The exhibitor should be recognized by an appropriate body at the national level, and (4) The exhibitor should be acceptable to our membership. In addition some check should be exercised over the content of the exhibit.

4. Should there be an institutional registration fee whereby badges could be used by different people on different days under proper control? The Council approved the principle of institutional registration. Details are to be worked out by the Convention Coordinator.

5. Should there be a Convention registration fee for interested guests and foreign visitors? The Council agreed to permit free registration for five representatives of the National Student Association. Foreign students are to be permitted free registration as are foreign nationals interested in guidance and not on a sponsored tour. Foreign nationals on a sponsored tour should have registration fees paid by the sponsoring agency. In connection with this question the Council considered the problem of whether nonmember guests may be permitted tickets for single meetings on single days. The Council determined that no such single tickets would be issued.

The Council also determined that the Executive Secretary may issue invitations to interested associations to send a representative to the Convention without registration fees. No distinctive badges are to be used for these persons.

6. Convention News. The Council decided to publish two issues of Convention News during the 1956 Convention. Advertising may be sold to help defray the costs.

7. How much financial support for division programs will be given out of Convention income? The Council voted to allow \$150.00 to each Division to help bring speakers to the Convention for their programs.

8. How fully is the Convention to be covered by recorders? It was determined by the Council that coverage of the Convention by recorders would be the responsibility of the Divisions. The AFGA Recorders Chairman will be responsible for coverage of AFGA meetings. The Division Program Chairman are to be advised of the Division's responsibility for recorded coverage.

There is no provision for hotel-sponsored parties at the 1956 Convention. The Council will consider at a later date what provisions it wishes to make for entertainment of the local convention group.

Long-term Convention Policies:

1. No determination has yet been made on the problem of the use of Convention funds.

2. Early appointment of the Convention Coordinator. Convention Coordinator should be appointed as far ahead as is feasible. His title at the preceding Convention will be Coordinator-Elect. The desirability of having members of the Convention Committee present at the preceding Convention was emphasized.

3. It was also emphasized that Division appointments to Convention Committees be in the immediate locality of the Convention City.

Copies of Committee Reports are on file in AFGA Headquarters Office.