

## MEETING OF THE OLD-NEW APGA EXECUTIVE COUNCIL

Thursday, March 29, 1956 7:30 P.M.

Clifford P. Froehlich, Presiding

### REPORT OF THE PUBLICATIONS (EDITORIAL) COMMITTEE

Dr. Willa Norris reported the following recommendations from the Publications Committee. (1) A firmer statement on the Publications Committee's coordinating function in dealing with division and committee publications. It was moved and seconded that the new statement proposed by the Publications Committee be adopted. The motion was carried; (2) APGA Membership Directory - The Publications Committee recommended that such a directory not be a concern of this committee. It was moved and seconded that this recommendation be adopted. The motion was carried; (3) Replacements to the Editorial Board of the PERSONNEL AND GUIDANCE JOURNAL. The discussion of the group emphasized that present members of the Editorial Board are actually assistants to the editor; that is, members of the editor's staff. The Publications Committee proposed a slate of eight names from which four would be selected to fill the editorial board. It was moved and seconded that the Council accept the eight names proposed with the understanding that the editor, acting on behalf of the council, will invite four of them to accept appointments on the editorial board of the PERSONNEL AND GUIDANCE JOURNAL. Motion was carried. It was moved and seconded that the Editor be empowered to designate which person is to fill out the two-year unexpired term of Harold Pepinsky. The motion was carried. The Publications Committee made the following recommendation concerning the selection of members on the Editorial Board: It would appear that members of the Editorial Board are primarily the Editor's assistants and directly responsible to him rather than direct representatives of the Association; consequently, it may be sounder practice for the Editor to appoint board members with confirmation by the Executive Council instead of having them elected by the present procedures. It was moved and seconded that the Council refer to the Publications Committee this proposal about the constitution of the Editorial Board of the PERSONNEL AND GUIDANCE JOURNAL. Motion was carried. It was the sense of the Council that it be communicated to the Constitution Committee that the name Publications Committee is preferred as more appropriate for the present Editorial Committee.

### DIVISION REPORTS

#### I. Division #5 ASCA.

Dr. Edward Landy reported that ASCA's membership is still growing rapidly. They anticipate a membership of 1,800 to 2,000 next year. The SCHOOL COUNSELOR shows great promise as a professional publication and will appear as a 20 page quarterly in the future. The Division is currently concerned with revising its requirements for admission to membership and with problems of grass roots structure. It is making the proposal to

its membership to step up the requirements for admission to active membership to 15 hours of graduate credit. There is strong sentiment on the local level for state councils of ASCA. This proposition has a certain validity for public school people who must work with the State Department of Education. The Division feels that this matter can be worked out in harmony with the APGA branch structure. ASCA feels that this year it has matured to a full fledged Division. It has been working on revision of the G blank, and has been requested to attend the U. S. Office of Education's invitational conference on elementary education in May. Frank Sievers and Anna Meeks will be representing APGA and Guidance at this conference. The point was made that there are now counselor trainer programs for elementary school counselors.

## II. Division #2 NAGSCT.

Dr. Emory Kennedy reported for NAGSCT a membership increase of 60 this year. The Division made a survey of its membership to determine what services are most desired from the U. S. Office of Education. The three services identified were: (1) Leadership; (2) Consultative; and (3) Research. Membership policies for NAGSCT are still problematical. The Division will probably reconsider soon whether city directors of guidance would be admitted to membership. Some work is still needed to bring the NAGSCT constitution in line with that of APGA. Efforts are being made to regularize the regional groups of the Division, which are becoming more active. Three are planning regional meetings this year and results of these meetings will be used as a basis for the 1957 pre-convention workshop. One group will concern itself with problems of guidance facilities and with revision of the evaluative criteria Section G. The second group will consider the selection, training and role of counselors and will also do some work on the evaluative criteria. The third group will be concerned with evaluating counselor training programs through inter-visitations and with how guidance services relate to other pupil personnel services. The NAGSCT Program Policies Committee has been activated to consider long term planning, determining the basic function of the organization and how to translate this into long term programs.

## III. Division #3 NVGA.

Mr. Charles Odell reported a Division membership increase of 350 over last year. The major effort of the Division this year has been in working on problems of internal organization, including standing committees, branches and sections. The Division now has a better perspective on its activities and its communications. NVGA assisted the national headquarters to identify 77 live NVGA branches and to achieve contact with them.

Pursuing the policy of thinking in terms of positive services NVGA (1) Cooperated with the National Rehabilitation Association and the Office of Vocational Rehabilitation in publishing a pamphlet REHABILITATION COUNSELOR PREPARATION; (2) Published a Professional Membership Directory. There has been a resurgence of interest in professional membership and the Division plans next year to put professional membership

income back into more services for professional members; (3) Published a bibliography of recent occupational literature. This bibliography will be kept up to date with supplements in issues of the VOCATIONAL GUIDANCE QUARTERLY which may later be published separately. In this connection the Division has begun to feel a responsibility for re-examining its standards for occupational information and offering advice to publishers. It is considering the development of separate criteria for different types of occupational publications.

Mr. Odell reported that this convention's delegate assemblies are the most harmonious ever. NVGA now considers that the mandate which it received from the first APGA Executive Council that this division should constitute the center of vocational guidance interest is now being implemented. In response to a question about the extent of contact with NVGA that the Labor Department has had in revising the Occupational Outlook Handbook Mr. Odell said that no formal relationship has been established, but that individual NVGA members are being consulted continuously.

#### IV. Division #4 SPATE

Dr. Jack Shaw reported that SPATE has revised its constitution in line with the APGA constitution. SPATE membership has increased by 100 this year. The Division has been working on the problem of identifying who is qualified for membership in SPATE. It now appears that the constitution permits almost anyone membership. Several areas are interested in reestablishing regional meetings of SPATE and the Division's Executive Council is going to look into the matter. The Division is working on projects in the following affiliations: (1) Cooperative Council on problems of Teacher Education of the ACE; (2) The relationship with the American Association of Colleges of Teacher Education is getting stronger. SPATE is providing part of their convention program, and has been invited to send a representative to their annual school for executives in August. It also had active representation in their recent book; (3) SPATE is in close touch with the National Association for Accreditation of Colleges of Teacher Education. Now for the first time their evaluative teams are including personnel representatives; (4) SPATE is cooperating with the Association of Student Teachers in the development of their 1957 yearbook on Guidance and Teacher Education.

The Division is publishing its Newsletter four times a year, and the decision has been made to keep it strictly a Newsletter for the time being. One of the committees of the Division will be engaged in pulling together a history of personnel work in teacher education. C. H. Allen is in charge of the project. The Council emphasized the importance of guidance and personnel work in teacher education with the thought that living through a good guidance situation in college is the best orientation teachers can have for the guidance point of view.

#### V. Division #1 ACPA

Dr. W. W. Blaesser reported that ACPA had been helped greatly by Thomas Shrewsbury who took over the membership chairman's position in November. The Policy and Planning

Committee, the Committee on Higher Education and the Committee on Grass Roots Development which have been active in ACPA this year are being continued. The Committee on Policy and Planning is continuing its investigation into the essential role of ACPA. The Committee on Higher Education is working on problems of relationships with other groups in the student personnel work. The Committee on Grass Roots Development is working to encourage local regional meetings.

ACPA has approved a statement liberalizing the interpretation of a criteria for membership. The Division has voted a \$2.00 assessment for its membership for the 1956-57 year. During the convention a panel meeting on "What next for ACPA?" covered the problems of these committees. Betty Wright is completing a study of ACPA's membership. The results of this study should give a fairly complete analysis of the organization. The Executive Committee is considering a proposal for an intensive workshop and will seek financing by a foundation on ACPA's program, functions and relationships with other organizations, and planning for long term programs. A need has developed on the PERSONNEL-O-GRAM for more financial and editorial support. ACPA is looking forward to the ACE conference on higher education and to cooperative work in this area.

Dr. Blaesser reported the feeling that dissatisfaction within ACPA and with APGA appears to be growing. The Executive Council of ACPA is attempting to meet this criticism as positively as possible. The fact that dissatisfaction seems to be greater this year has made the need for the workshop on the organization urgent. The Council agreed that this is a matter of great concern from more than this Association. The problems must be worked through.

#### 1956-57 MEMBERSHIP PLANS

Kenneth Hoyt appeared before the Executive Council and outlined the plans for a membership drive for 1956-57. He set before the Council the following proposals and suggestions: (1) Emphasis on the branches as the largest source of members. It is estimated that two-thirds of the members of local branches are not national members of APGA. He suggested the possibility of encouraging branch participation in national membership efforts by refunding to the branches \$1.00 from the membership fees collected for each new member the branch supplied; (2) Student membership - It might be possible to receive from colleges a roster of graduates for this June. These graduating students could be invited to join APGA at the student rate for the coming year; (3) Travel within the states - In order to coordinate plans within any given state it was suggested that the state division membership chairman meet with the state APGA membership chairman to work out plans appropriate to the local situation; (4) A follow-up of drop outs similar to the questionnaire used this year; (5) Continuous billing - A system of continuous billing was proposed to be effective immediately for all new members; (6) Student affiliates; (7) The development of one application form which would serve all five divisions; (8) A fancier membership card; (9) A certificate of membership; (10) The encouragement of foreign memberships through the International Relations Committee's activities; (11) A system of graduated fees for different types of membership; (12) The issuance of a monthly newsletter giving the facts and figures on the progress of the drive.

The Council emphasized the need for good coordination among the various membership chairman working within the state.

Council members generally agreed that the refunding of money to Branches who recruited new members was non-professional. It was the consensus of the group that recognition through notice in the PERSONNEL AND GUIDANCE JOURNAL and perhaps an award at convention for the Branches with the highest percentage of national members would be more effective. Discussion emphasized the need for building ahead for strong membership in the areas of future convention locations.

Non-member registrants at the Washington convention are being invited to join. Their names will be fed back to the branches for follow-up. The group agreed that the purpose of the membership campaign should be to educate and to inform rather than to sell. The activities planned now should pay off in continuous growth over the next few years as the profession itself grows. It was suggested that a kit be prepared containing copies of current divisional and APGA publications to be made available to people at the local level.

The meeting was adjourned.

MEETING OF THE NEW APGA EXECUTIVE COUNCIL

Friday, March 30, 1956 8:30 A.M.

Clifford P. Froehlich, Presiding

1956-57 BUDGET

The proposed budget for APGA for 1956-57 is based on an anticipated income of \$87,350. Expenses exclusive of allotment to committees, are expected to reach \$82,045. (The budget, as passed, is on separate sheets.) After acting upon the items that follow in these minutes, the Council approved the budget, with the understanding that there may be further consideration of certain items in October.

The Council considered the committee budget requests and made the following allotments: (1) Membership Committee -- including special item of \$100 for NAGSCT promotion -- \$1,050; (2) International Relations Committee -- \$150; (3) Public Relations Committee -- \$50; (4) Constitution Committee -- \$165; (5) Archives Committee -- \$150; (6) Professional Training, Licensing and Certification Committee -- \$200; (7) Research Committee -- \$75. An item of \$3,000 was entered for the publication of a membership directory. A sum of \$465 is being held in reserve for committees. (These are detailed in the following specific actions.)

SPECIFIC ACTION ON COMMITTEE PROPOSALS

1. Membership

It was moved and seconded that the Council reject the proposal to refund \$1.00 to the Branches for each member recruited by the Branches. Motion was carried. The Council favors the use of other motivational devices to encourage Branch recruitment of national members.

It was moved and seconded that plans for the student membership campaign proceed as outlined. Motion was carried.

It was the sense of the meeting that the Council is generally opposed to APGA providing financial support for meetings of membership chairmen within the states. However, the Membership Committee is authorized to finance such meetings if absolutely necessary.

It was moved and seconded to authorize the Executive Secretary to set up procedures for continuous billing. The motion was carried.

It was moved and seconded that continuous billing implies continuous membership. The motion was carried. Members paying dues within one year of the lapse date will have their renewals dated back to the lapse date. After one year of non-payment, persons will have to reapply for membership.

It was moved and seconded that the NAGSCT request for \$100 to assist this Division in the membership drive among counselor trainers be approved. The motion was carried.

2. International Relations Committee

It was moved and seconded that the specific request of the International Relations Committee for \$150 be approved. The motion was carried.

3. Public Relations Committee

The Public Relations Committee is being charged to study its public relations functions and set up priorities. The Council went on record favoring the proposal that a list of committees with a statement of their functions be made available to the public. However, this list is not to appear in the convention program. The recommendation that an outstanding speaker on public relations in Guidance and Personnel work be invited to speak at the 1957 convention was referred to the convention program committees. The Council requested that the Radio and Television subcommittee prepare immediately its bulletin for mimeographing. It was moved and seconded to authorize APGA headquarters to mimeograph the material if this can be done in clearance with the Publication Committee and if the material is made available not later than October. The mimeograph bulletin is to be sold to non-members for \$1.00 or what seems to be a reasonable price.

It was the consensus of the group not to furnish certificates for local branches to be awarded to local TV programs. The Council suggested that APGA might supply a design for such certificate to be included with the manual.

4. Constitution Committee

The Constitution Committee plans to work by mail using delegates to the 1957 APGA assembly and officers and council members of the association as consultants. It was moved and seconded that the budget request for \$65 for mimeographing, \$20 for postage and \$80 for travel be approved. The motion was carried.

5. Archives Committee

It was moved and seconded to grant the Archives Committee \$150. The motion was carried.

6. Professional Training, Licensing and Certification Committee

This committee is now charged with the development of a statement of the standards that should exist for guidance certification in the states. It was suggested that both minimum standards and desirable standards be developed. It was also suggested that representatives from large city schools be included on the committee, since large cities frequently certify counselors separately from the state. It was moved and seconded that the committee be allotted \$200. The motion was carried.

#### 7. Professional Practices Committee.

This committee will be incorporated and set up as a separate establishment. It will operate on its own budget and will be financed out of its own income. The Council suggested that in all probability the fees now being charged for investigating agencies are too low. It was moved and seconded to authorize the committee to proceed immediately with incorporation and to report to the October Council on its plans for its independent, self sustaining operation including constitution and by-laws. The motion was carried.

It was moved and seconded that the 1956 Directory be published by the incorporated committee. The motion was carried. It was moved and seconded that the fees now being collected from the agencies for listing in the 1956 Directory be carried over into the funds of the committee for 1956-57. The motion was carried.

#### 8. Publications Committee

The committee is to ask for a statement of objectives, design and cost for each publication put out by the Association and its Divisions. It will make a study of the overlaps and gaps in the official publications of the Association and make recommendations.

The committee has noted that the National Society for Secondary Education is considering a yearbook on changing concepts in guidance and personnel work. The society may seek official cooperation from APGA. APGA has an excellent contact through T. R. McConnell. The Council agreed that this is an excellent lead toward a possibility of publication of a yearbook and that it should be followed up.

The Publications Committee asked for a sum of \$300 for a September meeting in Chicago or Columbus. The Council voted to reject this request at this time.

#### 9. Research Committee

The Research Committee will continue in 1956-57 its search for acceptable projects for awards. The group emphasized that the purpose of the awards program is to identify and publicize good research. It was felt that when one award is given a good deal of effort is wasted since the other excellent research which has been studied is not brought to the attention of the membership. It was suggested that a list of honorable mentions be made and that summaries of the better researches be published in the appropriate Divisions publications.

It was the sense of the group that the Research Committee consider means of making more of the good research material available.

#### 10. Placement Committee

The 1956-57 Placement Committee plans to continue two of its functions: The Placement Bulletin and the Convention Placement Service. It intends to drop the active file, and to issue more frequent bulletins instead. The committee recommended that fees for listing in the ?



bulletin be raised.

The committee requested the sum of \$500 to finance a meeting in September. The Council rejected this request at the present time and noted that a further request might be made in October if necessary. There is no guarantee that it will receive favorable action at that time. It was suggested that Anna Hanson's travel to the central office to consult with the Executive Secretary might be underwritten when necessary. It was also suggested that this committee be granted a more liberal budget at the convention. It was moved and seconded that the Council approve the committee chairman's oral report at the orientation meeting of the delegates to the 1957 APGA assembly, and that it approve the recommendation that fees for listing in the placement bulletin be raised to \$2.00, and that it ask the committee to put in its request for a convention budget at the October council. The motion was carried.

#### APGA TRAVEL POLICY

The following policies regarding reimbursable travel for the Association were adopted:

- (1) The Association will reimburse actual expenses for rooms not to exceed \$8.00 per day,
- (2) The Association will reimburse actual expenses for meals not to exceed \$6.00 per day;
- (3) The Association will reimburse transportation for the lowest scheduled air fare; where this is not available, for the lowest rail fare. When a person elects to drive his own car, he will be reimbursed at the common carrier rate as determined by the principle above. It was moved and seconded that the Council adopt the principle on transportation proposed above with the understanding that hardship cases in transportation may be handled on an individual basis. These individual cases are to be reviewed at the end of the year to determine the use that is being made of this exception. The motion was carried. Intermediate transportation, including limousine and taxi fares, will be reimbursed.

#### APGA DIRECTORY

It was moved and seconded that the Association publish a 1956-57 membership directory to include an alphabetical and geographical listing with code designations for division affiliations, at the discretion of the Executive Secretary. It is understood that the Executive Secretary will investigate the feasibility of having Division lists printed at the same time. The motion was carried.

#### NVGA PROPOSAL ON BOOKKEEPING

NVGA made formal application to employ the services of the APGA bookkeeper. It is requested that APGA headquarters maintain NVGA's books and prepare all NVGA checks and supply NVGA with a monthly report. APGA would be reimbursed for this service at the rate of 4% of the gross membership dues of NVGA or not less than \$175 for the year. It was also requested that APGA headquarters maintain a safe deposit box for NVGA's securities in Washington. It was moved and seconded that this proposal be adopted. The motion was carried.

#### 1957 CONVENTION BUDGET

The Council voted to adopt the tentative budget of \$17,500 income and an estimated \$6,250

net income for the 1957 convention. This is based on an anticipated advanced registration of 1,000, a convention registration of 1,000 and exhibit income of \$6,000. It includes an estimated expense of \$300 to provide for a continuing audit of the convention.

### CONVENTION PROGRAM THEME

The Convention Program Committee proposed the theme of Guidance for Industry, Peace and Progress. The Council rejected this theme and made a number of suggestions including Guidance in the Modern Age, Guidance in the Industrial Age, Guidance and Industrial Evolution. It was moved and seconded that the problem of a theme for the 1957 convention be referred back to the Convention and Program Committee. The motion was carried.

The Convention Program Committee had proposed that one half day be set aside for planned visitation at the site of several Detroit factories. These visits were to be part of the APGA program and include discussion and demonstration.

The representatives of two divisions reported that their executive bodies had voted to continue with their regular programs throughout the convention. The Council agreed that the program sounded quite worthwhile and the suggestion was made that it might be held on two afternoons so that different groups of people could be accommodated. It was moved and seconded that these "on-the-site program demonstrations" be the responsibility of the Division program chairmen who may if they wish, work out such programs in cooperation with one another. APGA as such will not sponsor these visitations, but will continue with their regular planned tourist visitations. The motion was carried.

The Council discussed dissatisfaction, which had been voiced this year over the nature and timing of the preliminary program. Names and actual program topics are needed well in advance of the convention for a number of planning processes. It was recommended that the preliminary program be published 60 days early. It was moved and seconded that the Council ask the program committee to consider the advisability of publishing a detailed preliminary program early in the year. The motion was carried.

### PROVISION FOR SPECIAL COMMITTEES

Following the constitutional provision that the Executive Council must reestablish special committees each year, the Executive Council voted to establish the following committees: (1) Archives; (2) Building Commission; (3) Professional Training, Licensing and Certification Committee.

It was noted that it is anticipated that the functions which have been performed by the Planning and Appraisal Committee will now be carried on by the Executive Council.

It was noted that the President has appointed the Executive Secretary as Chairman of the Finance Committee.

## GENERAL

The Council voted approval of the following housekeeping items: (1) At the time that a person is asked to accept the nomination to office he will be informed of the meeting times and dates during the forthcoming convention which he will be expected to attend. He will be asked not to accept the nomination unless he can attend these meetings; (2) The President and Executive Secretary are empowered to prepare an outline form for the reports of committee chairmen. Committee chairmen will be expected to present their reports according to the uniform outline; (3) Members of the Executive Council are expected to attend meetings for the full time as scheduled. A proportionate reduction in the amount of allowable expenses will be made for the time that any member is absent; (4) Dates of the October council meeting - The next meeting of the Executive Council will take place on Sunday and Monday, October 14th and 15th, preferably in Ann Arbor, Michigan.

## ACPA WORKSHOP PROPOSAL

It was moved and seconded to authorize ACPA to approach the Hazen Foundation for a grant to underwrite a workshop to study ACPA's organization (see the Division report for ACPA). It is understood that this is a joint ACPA-APGA project. The motion was carried.

## PROPOSAL FOR A PROJECT TO DEFINE THE WORK OF THE PROFESSION

The Executive Secretary proposed that the Association take the leadership and seek foundation support for a major study of guidance services throughout all grades and college levels, to determine what guidance services are and the roles of guidance persons. The results would include a statement defining the profession and a booklet on careers in the profession. The project anticipated would be a large one involving a director and staff writing and research. The Council recommended that the proposal be made in terms of a two step project with a regional pilot study preceding the full scale investigation. It was moved and seconded that the Council go on record backing the proposal and authorizing the preparation of its draft. The motion was carried.

## COMMITTEE TO STUDY DIVISIONAL STRUCTURE

It was moved and seconded that the Council go on record as taking note of the recommendation of the previous Executive Council to establish a committee to study divisional structure. The Executive Council wishes to delay this until a more appropriate time. The motion was carried.

It was moved and seconded that the Council note such study as a continuing responsibility of the Executive Council. The motion was carried.

## BUILDING COMMISSION

The Council was requested by the Building Commission to establish a policy on accepting invitations for space for the headquarters of the Association by universities.

It was moved and seconded that the Council go on record as being willing to accept the offer of space from a university providing such an institution is acceptable to the Building Commission and to the Council. The motion was carried.

#### CAPITAL FUNDS

The Council discussed various possibilities for increasing the Associations capital funds. Suggestions considered were the encouragement of bequests, life membership in APGA, special assessments, and the use of a professional fund raiser. The Council rejected the idea of a special fund raising drive at the present time.

The Council recognized the necessity for raising dues in the near future. This however, would not meet the need for capital funds. The Council did agree generally on the following basic criteria: That the Association needs a net of \$30,000 of additional reserve funds over the next two or three years. It was suggested that \$20,000 of this amount might come from life memberships, and the remaining \$10,000 from the raise in dues. It was also agreed that a building for APGA should be tied in with any life membership proposal.

Dr. Harry Smallenburg was requested to draft some alternative proposals on the life membership problem and send them to the chairman of the Constitution Committee.

The Council also voted to refer to the Constitution Committee the problem of providing for the life members of NVGA who were taken over by APGA after the unification.

The Council is asking the Constitution Committee to consider the problem of principles and procedures to expel undesirable members.

The Council voted to refer to the Constitution Committee the recommendation that Association officers take office at the close of the convention.

The meeting was adjourned at 4:40 P. M.