

AMERICAN PERSONNEL AND GUIDANCE ASSOCIATION

1959 - 1960 EXECUTIVE COUNCIL

Meeting, May 8, 9, 1959

Minutes of First Session, May 8

Dugald S. Arbuckle, Presiding

I. CALL TO ORDER

The first Executive Council meeting in the new Headquarters in Washington, D. C., was called to order on May 8, 1959, at 9:20 a.m. by President Arbuckle. Members in attendance were: Dr. Callis, Dr. Cottle, Dr. Feder, Dr. Hopwood, Mr. Hummel, Dr. Johnson, Dr. Ohlsen, Mr. Peets, Dr. Peters, Dr. Scott, Dr. Truax, Dr. Twiford, Dr. Wahlquist, and Dr. Hitchcock. Mr. Murphy attended as an observer.

II. ACTION ON MINUTES OF LAST COUNCIL MEETING

The minutes of the March 1959 meetings of the Executive Council were presented by the President. It was moved by Dr. Johnson and seconded by Dr. Ohlsen that: The minutes of the March 1959 meetings be accepted. Motion passed.

III. REPORTS OF OFFICERS AND STANDING COMMITTEES

A. Officers

1. Treasurer. The Treasurer presented the proposed budget for 1959-60. He called particular attention to the anticipated income from membership dues and pointed out that the budgeted membership dues income had been figured on the basis of fewer members because of the increase in dues. He called attention also to the comparative budget for the past two years and to the proposed regulations to govern budget action during the year.

2. Executive Director. The Executive Director reported on the project on student personnel workers. He outlined the proposal to the Commissioner of Education on this and stated the expectation that the Office of Education will call a small meeting which would decide whether there would be a long term commission set up to study the matter. Background was given on relationships and communications with NIMH. The Office of Education must be involved because NIMH cannot grant money for involvement in schools unless the Office of Education is in some way requesting support. NIMH would like to see this come out from professional groups rather than an Office of Education project, as such.

Brochure on pupil personnel careers. The belief was stated that there may be a grant by the latter part of June on this. The Department of Labor would put in the major part. We have asked the Department of Labor and Office of Education to provide money for a career brochure. The Department of Labor is strong in favoring this and when their money from the supplemental appropriation comes in they will be in a favorable position to support this.

Appraisal of Institutes. Background was given on the small meeting being called by the Ford Foundation on May 25th to discuss how guidance institutes could best be appraised. APGA is not officially involved in calling this meeting together. Some names were given to the Ford Foundation although the selection of people attending the meeting was made by them. It is hoped that from this meeting will come the request to APGA to administer and sponsor the appraisal of the institutes. This would involve, among other things, a conference on the outcomes and on directions ahead. It was stated that such an appraisal would not be in conflict with any appraisal of the Office of Education.

Report on the project on minimum standards in counselor education. Dr. Peters pointed out that NAGSCT, APGA, Office of Education and Central Region of NAGSCT are all involved in this independently. Dr. Johnson expressed the belief that this is good as long as communications between the different groups are maintained. There was discussion of the local groups, particularly in NAGSCT, and in reply, Dr. Arbuckle stated the belief that the Divisions should not let themselves be run by various local groups but that the national Division officers should have control over the regional groups. Agreement was expressed by several persons that the Office of Education should not have a part in minimum standards in counselor education but that this project should be carried out by the professional association.

The Executive Director reported no new developments on the NEA project on counseling of academically talented since his report in March. He mentioned briefly the project on guidance in elementary schools that ASCA and NAGSCT are involved in.

A report was made by the Executive Director that the U. S. Steel Foundation is going to make a grant of \$5,000.00 to APGA for general professional purposes. This grant is in the nature of a trial since the U. S. Steel Foundation feels that APGA is representing the guidance field. The belief was expressed that there may be further grants next year.

The Executive Director reported that the Kiplinger Foundation is supporting the financial aids brochure to be brought out by ACPA. A grant of about \$5,000.00 will be made to bring out the publication, to be brought out in the early fall. The Kiplinger Foundation is also interested in supporting a brochure on financial planning for students preparing for college. ASCA is interested in doing this and the Kiplinger Foundation would like to grant another \$5,000.00 for this purpose with the publication to come out in January 1960.

The Executive Director briefly reported on a number of other items. These were the possibility of creating a house and grounds committee to visit the headquarters office once or twice a year, a committee on personnel policies, the possible dropping of the headquarters report and utilizing the Personnel and Guidance Journal for more Association news, a report on the work of the Branch Coordinator, the fact that the Journal wishes to increase the advertising rates by 25% for this next year.

B. Standing Committees

1. Credentials Committee. There was no report from the Credentials Committee.
2. Finance Committee. There was no report from the Finance Committee.

3. International Relations Committee. The Committee presented a statement of the objectives and program of the Committee for Executive Council action. They also reported on the favorable feeling of the Asia Foundation on the grant of the Foundation to enable foreign visitors to attend the Cleveland Convention. The Asia Foundation is interested in a similar arrangement for the Philadelphia Convention. In addition, they are willing to give a small grant of possibly up to \$2500.00 for a possible different kind of project. It was moved by Dr. Scott and seconded by Mr. Peets that: The Statement of Objectives and Program of the International Relations Committee be accepted. Motion passed.

4. Membership Committee. The written report of the Committee was presented and Dr. Truax further reported on discussions of the Committee at a meeting the day prior to the Council meetings. He reported that the increase in dues had been discussed and the Committee also discussed the possibility of sending out a statement to the membership on "what your dues do."

Mr. Peets asked whether the IBM equipment will be in operation soon enough to send lists of dropped members to the State Coordinators this summer. Dr. Truax replied that this had been discussed by the Committee and the feeling was that this should be done. The Committee also had the feeling that it is not being made clear to the State Coordinators what members receive for their dues and the Committee felt that some way should be found to get this information to the Coordinators. One suggested way would be to have an article in the Personnel and Guidance Journal, written by someone other than a member of the Council or the Committee on the subject "What does it mean to be a member of the professional association." Agreement was expressed by several members of the Council on the idea. Dr. Truax stated that the Committee discussed a plan to send copies of the letters to the Guidance Institute Directors to State Supervisors and request them to follow up on this. Mr. Hummel suggested that State Supervisors might also be asked to urge their new staff people who are not now members to join APGA. Dr. Ohlsen suggested drawing up a list of activities that are carried on by the Association and that this list could be sent to the Division presidents and the Membership Coordinators for their use in contacting people who drop their membership.

Dr. Scott wondered whether the emphasis should be on what we are giving to the members rather than what we are expecting them to give. Dr. Arbuckle answered that for an organization to be strong, the membership must feel that they should contribute to the Association as well as receive benefits from it. Dr. Johnson expressed the feeling that we may have been giving too little attention to the professional development side of the Association and Dr. Hopwood stated the belief that the prestige factor is not strong enough to draw members but the feeling was expressed that this factor will be more important in the future.

The membership application blank was discussed. Regarding the statement number ten on the application it was felt that this was unnecessary and the general concensus was that a space for signature only should be made. Item number eleven regarding student membership was discussed and it was felt that the statement on eligibility of student membership should be worded differently to make clear that student members should not be persons who are employed full time, even though such persons may also be taking a half-time load of courses. It was pointed out that to change the statement on student membership requirements would require a Constitution change. It was moved by Dr. Ohlsen and seconded by Mr. Hummel that: The Council requests the Membership Committee to make a recommendation to the Constitution Committee to redefine student membership in terms of employment rather than in terms of load carried. Motion passed. It was the general concensus of the Council that the statement "exclusive of summer school" should be crossed out on the present application until such time as a Constitution change could be made.

Dr. Cottle expressed the feeling of NVGA that the Divisional publications should be listed on the application blank, and there was general agreement that the other Divisions would also like to have this done.

It was moved by Mr. Hummel and seconded by Dr. Ohlsen that: The Council accepts the membership application blank with the following changes: (1) the statement of item ten should be omitted and space left for the signature only; (2) on item eleven, the words "exclusive of summer school" should be crossed out; (3) Division publications should be listed on the application form. Motion passed.

5. Nominations Committee. There was no report from the Nominations Committee.

6. Publications Committee. There was no report from the Publications Committee.

7. Public Relations Committee. There was no report from the Public Relations Committee.

8. Research Awards Committee. The report of the Research Awards Committee was presented. It was moved by Dr. Johnson and seconded by Mr. Peets that: The report be accepted as presented. Motion passed.

The morning session adjourned at 11:55 a.m.

The afternoon session was called to order at 1:30 p.m. by President Arbuckle. Members in attendance were: Dr. Callis, Dr. Cottle, Dr. Feder, Dr. Hopwood, Mr. Hummel, Dr. Johnson, Dr. Ohlsen, Mr. Peets, Dr. Peters, Dr. Scott, Dr. Truax, Dr. Twiford, Dr. Wahlquist, and Dr. Hitchcock. Mr. Murphy attended as an observer.

C. Reports of Divisional Presidents

1. Student Personnel Association for Teacher Education. Dr. Ohlsen reported that SPATE has done considerable work on the program for the Philadelphia Convention. He further reported that they have set up a research committee. This committee will coordinate research data rather than act as a committee to do actual research.

2. American School Counselor Association. Dr. Wahlquist reported that one problem of concern to ASCA was the need to do something for ASCA members who do not have an opportunity to attend a national convention. They feel that a system of local units should be set up to give these members more contact. It may be possible to set up a state-wide branch in each state. Dr. Wahlquist stated that ASCA is also interested in collecting research. ASCA hopes to develop approximately 25 committees in various parts of the country to do this. Dr. Wahlquist brought up ASCA's concern with representation in their meetings. He pointed out that there is no control on meetings, since all are open meetings, and ASCA feels the need for definite representation in some way. He stated that ASCA is also working on the development of ASCA Branches, and expressed the feeling that such branches should develop within the framework of APGA Branches. There was discussion of the whole problem of relationships of APGA Branches and Divisional Branches. The feeling was expressed that there is a need for more definite information on these relationships.

3. National Vocational Guidance Association. Dr. Cottle reported on the plans of NVGA for the coming year. He indicated that the NVGA Public Relations Committee has proposed a national career library. The Committee is also working on a publication called "local guidelines for guidance activities." This would include all guidance activities in a local community and would not be limited to school guidance activities. They are also interested in a publication to bring up to date material under the topic of "what is vocational guidance."

A study commission is planned to review the interest sections of NVGA. It is felt that several of these interest sections can be made into ad hoc committees. NVGA is also working on getting across the idea that NVGA is a place where all Division members can meet and exchange ideas. NVGA also hopes to work on defining the term vocational guidance in terms of who are involved, etc.

4. National Association of Guidance Supervisors and Counselor Trainers. Dr. Peters expressed the feeling that NAGSCT has not provided any leadership in the last few years in places where there should be leadership. He felt that very few people are functioning in a capacity of a NAGSCT member. He believes that regional or sectional meetings have weakened the structure of NAGSCT. He also brought up the problem of the proportion of counselor educators to state supervisors in the NAGSCT membership. Dr. Peters also expressed the feeling that many problems NAGSCT should be working on are being taken up by other organizations. He outlined the problem of relations with the NAGSCT national organization and the regional groups, and stated that frequently when the President asks someone to serve on a committee, he finds that a regional group has already appointed someone else. He gave the example of the committee on Guidance Institutes. Dr. Peters felt that the first important thing for NAGSCT to do was to revise their constitution to bring it in line with the other Divisions. He also outlined the problems in NAGSCT business meetings where the regional officers outnumber the national officers and therefore control the policies and decisions. He stated that it is good to have strong regional associations but that there is a very definite problem of these regional associations being too strong in relation to the national association. Dr. Peters also brought up the problem of the "Circuit Rider" and the feeling that this publication does not reflect the professional status of the members. It is hoped that this publication can be much improved.

In discussing Dr. Peters' report, Dr. Arbuckle expressed the belief that until the constitution of the Division is changed, nothing can be done to solve the other problems of the Division's structure. Dr. Ohlsen suggested that there be a committee set up to study the situation of NAGSCT and make recommendations to solve some of the problems. Dr. Hummel related from his experience as Treasurer of NAGSCT that there is no budget set up by the Division and no audit of the books. There is also no procedure to distribute the Division's funds. Dr. Ohlsen stated that the Executive Council should be concerned with these problems in NAGSCT. He felt that APGA cannot afford to have such a poorly organized Division and suggested that steps should be taken to improve the situation or NAGSCT should be encouraged to disband.

President Arbuckle asked Dr. Ohlsen to present at the Council meeting on Saturday a recommendation of what should be done about the situation in NAGSCT. He emphasized that the Council is not telling NAGSCT what to do but should tell them that we recognize the difficulty and feel that something should be done.

5. American College Personnel Association. Dr. Callis reported on the mail ballot sent to ACPA members prior to the Cleveland Convention. The results of this ballot put on a continuing basis for as long a period as required, the \$2.00 assessment.

This will therefore continue until revoked, and Dr. Callis expressed the hope that this would enable ACPA to get on a cash basis and to build up a reserve fund of approximately \$1,000.00. Some of the income from the assessment will also go into new projects of ACPA. The mail ballot also resulted in a new set of By-Laws for ACPA to replace the old ACPA constitution and by-laws. The new By-Laws are flexible, thereby avoiding the need for extensive revision of a constitution periodically. ACPA has added a new general membership category. They have discussed the possibility of adding a fellow status in the future. At the present time, ACPA provides for general members, student members, and emeritus members. The Division is now able to encompass all college student personnel workers.

Dr. Callis stated that the title of "Personnel-O-Gram" has been changed to "Journal of College Student Personnel," effective with the next volume. He explained that the purpose of this change is to reflect the intent of the publication. It will be a house organ but also will become an outlet for professional articles. The house organ section of the publication will be called "Personnel-O-Gram."

ACPA has established a commission to produce a series of brochures on college student personnel work along the lines of ACE brochures. They will fall along these same lines but will bring up to date, revise, create new titles, etc. He emphasized that this is not a committee but a commission appointed to stay on the job until the project is finished. He stated that some money is coming from ACPA funds for this but that ACPA also is negotiating with foundations. He mentioned the brochure on financial aids to be brought out in the early fall and stated that by the time this publication comes out, some others should be in the planning stage.

Dr. Callis also mentioned the ACPA Convention program. He expressed a desire to coordinate efforts of the program committee and the Journal so that many of the significant programs get into manuscript form and eventually into the Journal of College Student Personnel and the Personnel and Guidance Journal so they may be read by the many people who do not attend the convention. The question of ACPA having too large a share of the Convention program was brought up. Dr. Callis felt that ACPA is attempting to serve the people who come to the Convention and suggested that some other Divisions might attempt to put on more program sessions also. In closing his report, Dr. Callis stated that the ACPA membership chairman has a quota for next year of raising the ACPA membership from 2,000 to 3,000 by convention time.

In the discussion that followed, Dr. Cottle brought up the problem of Division sponsorship of Convention programs and stated that if each Division sponsored a proportionate number of programs to ACPA, the total number would be impossibly large, and could not be accommodated in meeting rooms. Dr. Callis replied that the proportion of ACPA members attending the Convention to members of other Divisions was such that there would be a larger number of ACPA programs to meet the needs of people attending. In line with this, Dr. Johnson suggested that at future conventions, there should be an IBM card provided for registrations that would enable the Association to analyze the attendance to determine the proportion of Divisional attendance. Dr. Ohlsen pointed out that in the future, it is going to be necessary to have more program meetings sponsored by more than one Division to avoid having more sessions than can be accommodated. Dr. Feder expressed the belief that it might be appropriate to suggest to program committees that they strive to structure a program in terms of sections and topics of interest and then assign these to the various program people in terms of responsibility for the given program or segment. This would develop a program without any Divisional sponsorship but in terms of how the sessions will serve the membership. Dr.

Callis commented that programs are presently being developed generally in this way with the exception of omitting the sponsorship in the convention program. There was discussion on what a policy should be in developing Divisional programs, and Dr. Feder suggested that there might be an overall program chairman rather than a coordinator. This chairman would head up the entire program and would stimulate response from all of the Divisional people.

President Arbuckle appointed a committee consisting of Dr. Feder as Chairman, Dr. Cottle, Dr. Truax, and Dr. Hopwood, and requested the committee to prepare a policy statement on programs for the Convention and to bring back a report on Saturday for Council action.

6. Division of Rehabilitation Counseling. In the absence of representatives from DRC, there was no report.

Dr. Callis stated that he felt there should be time for a longer Council meeting in the future. He felt that a day and a half is not long enough to take up all of the business that the Council has.

IV. REPORT OF SPECIAL COMMITTEES

A. Building Fund

1. Personnel and Guidance Advancement Program. The Director of the GAP Program presented his oral report. The Council was given copies of the report of the status of the GAP Program and Mr. Lescalleet summarized the reports. Dr. Johnson commented regarding the item for landscaping that there should be a sub-committee of the Council, appointed as a House and Grounds Committee and that this Committee should be in operation before any action is taken on this item.

Dr. Dunsmoor, Director of the GAP Program, stated that there are three major problems in trying to promote the campaign. The first big job is to pay off the mortgage. Secondly, we need to build up quickly the operating reserves. He pointed out that the cost of processing a Life Subscriber is around \$5.00. Dr. Dunsmoor's third point was that we must improve our communications and interpret APGA and its activities to the public. He stressed the need for getting more people into the picture on the GAP Program, and called attention to the many counselor trainers, city directors, and others who are not now members of APGA. Dr. Dunsmoor also stressed the immediate need for additional money and stated that when we have built up momentum in the campaign it is important not to let this lag. He again emphasized the day's pay idea and pointed out that on the estimated salary of APGA members, if we could get 1,000 people to contribute a day's pay, there would be about \$30,000.00 in the fund. He stated that to keep up the tempo on the campaign, the active support of each Division is needed. Dr. Dunsmoor also called attention to the statement on the dues notice requesting contributions of a day's pay and remarked that a number of contributions have been received as a result. He expressed the hope that each of the Council members will send a communication in the form of a personal letter to each member of their Division and that this could be done during this month, to urge further contributions.

Dr. Dunsmoor stated that there will be a "GAP Gage" in the Personnel and Guidance Journal during the coming year. He hoped that the Division Presidents would stress the fact that contributions may be made by individuals through their Branch, thus increasing the Branch contributions. The GAP Director plans to write to Branch Presidents urging further contributions. He stated that requesting contributions through Branches would help give them a feeling of closer contacts with the national Association.

Dr. Dunsmoor submitted a proposal for additional Life Subscribers that would bring more money into the GAP fund and also establish a reserve for the Association. He pointed out that this plan would establish a fund to cover the cost of future processing of Life Subscriptions. He felt that it might be advisable to increase the price of a Life Subscription to \$225.00 but that it should not be more than this. Dr. Dunsmoor felt that in addition to providing more money for GAP and establishing a reserve, the raising of the number of Life Subscriptions would have the effect of creating more solid supporters of APCA. He expressed the opinion that when a person becomes a Life Subscriber, he takes a much more active interest in the Association and in urging others to join.

Dr. Ohlsen raised a question on the status of a program for contributions from publishers. In reply, the Executive Director outlined what has been done thus far on this. There was discussion on this matter of publisher contributions, with some Council members expressing the feeling that the proposed amounts were too small. Possible approaches to publishers were also discussed. The idea of a participating or sustaining membership was raised in which money contributed would go into the building fund and into professional activities, etc. Another suggestion was to have various rooms, such as the Council room, furnished by publishers as a contribution but it was felt that care must be taken in putting such a plan into operation.

The proposal to raise the number of Life Subscriptions was discussed. Dr. Cottle stated that members had been informed there would be a 5% ceiling on Life Subscriptions and by raising the number, we would be breaking a pledge made to the members. Dr. Feder suggested that the Divisions could be asked to seek the same number of new members that they would lose through Life Subscriptions and that this would offset the loss to the Division. Dr. Callis expressed concern about the suggested price of Life Subscriptions. He felt that since dues were being raised 50% there should be a 50% increase in Life Subscriptions if any more are approved.

Dr. Feder stated that he felt the Council should go on record with an answer on the GAP Director's recommendations, and to determine whether or not the recommendations can be accepted. He stated that if the Council feels that it can accept the recommendations, it should do so, or if it is necessary to go back to the Divisions, we should act in this way. There was further discussion on the recommendation to raise the number of Life Subscribers, and on whether or not the Council could do this without referring the question back to the Division Boards.

It was moved by Dr. Ohlsen and seconded by Dr. Cottle that: The Council tables the Discussion for the afternoon session and will resume discussion at the evening meeting. Motion passed.

Dr. Ohlsen read the following resolution regarding the problem of NAGSCT that he had been requested to prepare following the report by NAGSCT President, Dr. Peters:

The Executive Council of APCA agrees with NAGSCT President and President-Elect that NAGSCT should give immediate attention to:

1. NAGSCT's basic organizational structure.
2. A careful revision of its constitution so that NAGSCT's basic operating principles fit better into the general APCA framework.

3. Coordinating the activities of its regional groups. While regional activities should be encouraged, the Executive Council of NAGSCT should know about each project in order to prevent unnecessary duplication of effort and to encourage the exchange of ideas among the various regional groups.

The afternoon session adjourned at 5:35 p.m.

The evening session was called to order at 9:40 p.m. by President Arbuckle. Members in attendance were: Dr. Callis, Dr. Cottle, Dr. Feder, Dr. Hopwood, Mr. Hummel, Dr. Johnson, Dr. Ohlsen, Mr. Peets, Dr. Peters, Dr. Scott, Dr. Truax, Dr. Twiford, Dr. Wahlquist, and Dr. Hitchcock. Mr. Murphy attended as an observer.

The discussion on the recommendations of the GAP Program Director resumed.

It was moved by Dr. Callis and seconded by Dr. Ohlsen that: The sense of the action of the Council in March be made firm as of now; that \$3.00 of the dues increase be devoted to the building fund; and that this be put first on the items for consideration of the GAP procedures. In the discussion that followed this motion it was generally felt that this motion was out of order at this time and that this question should come up in a discussion of the budget rather than at the present time. A vote was then taken on the motion and it was defeated by a vote of eight to three.

It was then moved by Dr. Peters and seconded by Dr. Feder that: The number of additional Life Subscribers be increased by 300, to a total of 800, at a rate of \$225.00 each, effective immediately. In the discussion that followed the motion, Dr. Cottle expressed the feeling that NVGA representatives could not vote for this motion without first taking it to their Board of Trustees for action. It was suggested that the Council might act on the motion with the provision that it would be ratified by the Divisional Boards. The necessity of raising money for immediate needs on the building fund was discussed at length, and the fact that Life Subscriptions have turned out to be the best method for this was discussed. There was considerable discussion on whether or not the Council could vote on this without approval of the various Divisional Boards, and on whether or not it would conflict with previous Council actions to raise the number of Life Subscriptions.

Dr. Callis stated that in his previous motion that was defeated was embodied the notion that our present commitment in terms of a mortgage has priority over an operating budget. He felt that the Council cannot act on Life Subscriptions or any other source of funds until it decides what will be taken out of dues to put into the building fund.

It was moved by Dr. Scott and seconded by Dr. Cottle that: The motion concerning an increase in the number of Life Subscribers be tabled until the Council has considered the budget. Motion passed by a vote of seven to three.

Dr. Cottle stated that this action was not to reflect on the GAP Director but was due to the fact that a structure must be set up for the whole program. Dr. Dunsmoor stated that it is very important to have a decision made so the program does not have to wait and let the momentum die down. He stated that if this happens, it will be a long time before the momentum can build up again. Dr. Ohlsen stated the assurance of the Council that a decision will be made during this Council meeting.

B. Constitution Committee

It was reported that the Committee is planning a major revision of the Constitution during the next year. They will need a budget to cover a physical meeting of the Committee as well as a trip for the Chairman to Washington to meet with the Association's legal counsel.

C. Committee on Guidance, Counseling and Minority Group Problems

There was no written report from the Committee. The Executive Director stated that the Committee needs guidance from the Council on what the Committee's concerns and involvement should be. Dr. Arbuckle stated the belief that the thought of the Council is that the Committee should think in terms of the problems facing counselors in dealing with students in a minority group. The Committee should not be a group to take a stand on problems of discrimination.

It was moved by Dr. Feder and seconded by Dr. Peters that: The Committee be disbanded. Second and motion withdrawn. It was the concensus of the Council that a letter should be written to Chairman Wilkins indicating the desires of the Council.

D. Placement Committee

The Placement Committee included a summary of its work during the past year and presented a recommendation that the price of the Placement Bulletin be increased to \$3.00. In the discussion it was pointed out that no more than half of the subscribers are candidates who currently pay \$2.00. It seemed doubtful, therefore, that an increase to \$3.00 per candidate would make any very great difference in the actual income. The council members felt it would be wiser if all persons who receive the Bulletin paid for it, including employers.

It was moved by Dr. Hopwood and seconded by Dr. Truax that: The report of the Placement Committee be approved with the understanding that all who receive the Placement Bulletin pay \$2.00 including one insertion. Motion passed.

E. Archivist

There was no report from the Archivist.

V. Unfinished Business

A. Editor of Journal. Nominees for the vacancies on the Editorial Board were presented. Dr. Hopwood expressed the feeling that the Editorial Board as it now stands is not a policy making board but rather only a group of people who read manuscripts, etc. President Arbuckle instructed the Sub-committee on the Relationship of the Editor, Editorial Board and Publications Committee to bring in a report at the meeting on Saturday. The feeling was expressed that nominees for the Board should be contacted by the Council to ask if they will serve, rather than by the Editor.

The Editor should merely suggest the names to the Council.

It was moved by Dr. Johnson and seconded by Dr. Hummel that: Leona Tyler and Francis Robinson be appointed to the Editorial Board for a second term. The motion was amended by Dr. Ohlsen, Seconded by Dr. Hummel that: Salvatore DiMichael be appointed for a three-year term to replace E.G. Kennedy. The Amendment passed and the vote was then taken on the amended motion. The amended motion passed by a vote of seven to four. Dr. Johnson stated that the split vote of the Council indicates that there is a feeling that a policy should be set, and he expressed the hope that the sub-committee would come up with such a statement.

B. The Council then took up the matter of appointment of an Editor for the Personnel and Guidance Journal for the term beginning May 1, 1960. Dr. Ohlsen brought up two issues involved in the appointment; (1) it is the Publication Committee's responsibility to evaluate periodically all publications including the Journal; (2) the Publications Committee rather than the Editorial Board should recommend candidates for the Editorial Board. Dr. Johnson and Dr. Feder expressed the feeling that the Publications Committee should not be concerned with nominations to the Board. Dr. Feder added that the Editor needs to be consulted in such nominations so that he will have people on the Board he can work with but the Council must seek to avoid narrowing the field too much. It was moved by Dr. Feder and seconded by Dr. Ohlsen that: Joseph Samler be reappointed as Editor of the Journal for the term beginning May 1, 1960. It was moved by Dr. Scott and seconded by Dr. Cottle that nominations be closed. Motion passed. The Executive Director was instructed to notify the Editor that the vote was unanimous.

C. Policy Position on case of Ralph Iverson. The Executive Director presented the background of the case and developments to the present time. The report of Dr. Fletcher and his recommendations were noted. It was moved by Dr. Ohlsen and seconded by Mr. Peets that: The report on the Iverson case be accepted. Dr. Feder reported on reserach that had been made on such cases. In answer to a question from Dr. Ohlsen, he stated that in Wisconsin, a State's Attorney is not responsible to handle any institution that is being sued. To defend the suit, the institution would have to get the state to bring suit. Dr. Ohlsen pointed out that we must be careful of the implications of the resolution and stated that it is possible that APGA could get involved in large financial matters on such things. He suggested that a committee be appointed to look into the whole matter of cases such as this. Dr. Ohlsen amended his motion and Mr. Peets accepted the change, to state that: The report on the Iverson case be accepted without taking action on the recommendations. Motion passed. Dr. Ohlsen then stated that a committee should make definite recommendations on the particular case and the Council should then take action on this. Dr. Johnson agreed with this and asked that the President appoint someone to keep in touch with the case and to come up with recommendations in other such situations in the future.

It was moved by Dr. Ohlsen and seconded by Dr. Cottle that: the President appoint a Committee with Dr. Feder as Chairman, to study the problem of handling such cases and to keep track of the Iverson case. Motion passed.

Mr. Hummel spoke briefly on the budget and requested the Council members to study the proposed budget preparatory to action on it Saturday. He requested members to look at the budget in terms of tentative commitments and in terms of a realistic budget and determine what realistically can be struck out. In keeping with the tentative commitments, he asked if it would be possible to take some action on an amount needed in the building fund to meet commitments using the \$3.00 per member until we meet those commitments. Then the budget could be reviewed again.

He suggested that the Council should look at the budget in regard to the \$3.00 in light of our commitments but at the same time be prepared to direct funds into operating if this becomes necessary. He stated that this would give Division presidents an opportunity to take back to their Boards a recommendation that would be for the good of APGA and in keeping with the \$3.00 commitment.

The meeting adjourned at 12:30 a.m.

Meeting of Saturday, May 9, 1959

The meeting was called to order by President Arbuckle at 9:00 a.m. Those in attendance were: Dr. Johnson, Dr. Scott, Dr. Hopwood, Dr. Twiford, Dr. Cottle, Dr. Peters, Dr. Callis, Mr. Peets, Dr. Truax, Dr. Ohlsen, Mr. Hummel, Dr. Wahlquist, Dr. Feder, and Dr. Hitchcock. Mr. Murphy attended as an observer.

D. Nancy C. Wimmer Award. A brief report was presented by the Executive Director.

E. A letter from Dr. Paul Polmantier was presented to the Council. In the letter, Dr. Polmantier raised a question regarding the publicizing of meetings of extra-Divisional groups in the Convention program. In the discussion, Dr. Cottle pointed out that we are trying to bring such groups into closer contact with APGA and felt that the listing of their programs was one way of doing this. Dr. Hopwood expressed agreement with this view and stated further that APGA has much more to lose than to gain by removing them from the listing. Dr. Callis stated that there is no objection to these groups meeting during or near the Convention. It was moved by Dr. Feder and seconded by Dr. Wahlquist that: the Author of the letter be advised that the Executive Council has considered his letter carefully. Motion passed with one dissenting vote.

F. Resolution of the Twin City Vocational Guidance Association. The Resolution directed the Executive Council to require written guarantees from all places that are likely to be visited by Conventioneers that there would be no discrimination, and that the Convention would not be held in any city in which there was not a complete guarantee on non-discrimination. Discussion brought out the feeling that the points in this resolution are already covered by convention policies, that there is general agreement in the feelings on discrimination but that it would be impractical to carry out the request for statements from all places of business in the Convention city. The Executive Director was instructed to convey the feelings of the Council to the Twin City Vocational Guidance Association.

G. A recommendation was presented for extending the subscription to the Personnel and Guidance Journal to members for an additional month following their expiration. The Executive Director outlined the reasons for this recommendation and stated the belief that it would actually save money to extend the subscription for one additional copy. It was moved by Dr. Johnson and seconded by Mr. Peets that: The Council authorizes the sending of one additional issue of the Personnel and Guidance Journal to members after their dues expire. Motion passed.

H. The Executive Director presented a request for authorization of a building and grounds committee and for a personnel practices committee to look over salary scales and other related matters. It was moved by Dr. Johnson and seconded by Dr. Feder that: these committees be authorized, and the President should appoint the committee's personnel. Dr. Johnson then stated that the membership of these Committees should include a member of the Council, and Dr. Cottle further suggested

that the entire membership of them should be made up of Council members. He felt that Council members are in Washington once or twice a year anyway, and that they are interested in the building. Dr. Feder agreed that the idea of making up the Committees from members of the Council is a very good one. He further felt that the Council owes it to the Executive Director and to themselves to have this kind of review. After more discussion, Dr. Johnson withdrew his motion and Dr. Feder withdrew his second, in order to present a substitute motion. It was moved by Dr. Feder and seconded by Dr. Johnson that: A personnel practices committee be appointed to consist of a chairman and two other members, to advise with the Executive Director with regard to job definitions, salary levels, etc. The Chairman of the Committee should be designated from the Executive Council. Motion passed. (Dr. Scott was appointed chairman of this committee.)

It was moved by Dr. Cottle and seconded by Dr. Feder that: The President appoint three members of the Executive Council to function as a building and grounds committee. Motion passed.

It was moved by Dr. Feder and seconded by Dr. Cottle that: The President appoint a committee from within the Council which can anticipate a possible visit to Washington in the near future for the purpose of evaluating the ongoing activities of the Executive Office and reporting thereon to the Council. Motion passed.

Dr. Feder explained that his motion was to cover the desirability of getting down in black and white the things involved in the office operation so that the Council is not in the position of authorizing additional staff without knowing what the tasks of the office are. This report should be ready in the near future when the President and others can be in Washington and can go over this as a desk audit for report to the members. He stated the belief that the Council needs to educate the membership on what is being done. Dr. Ohlsen felt that this should be done right away, possibly within the month or as soon after as possible.

Dr. Ohlsen presented the report of the Committee to study the relationships of the Editor, the Editorial Board and the Publications Committee. The report was in the form of changes in the By-Laws that affect the Publications Committee and the Editorial Board. The report, with changes, follows:

BY-LAWS

Article III

Section 1. Publications Committee. Each Division of the Association shall designate two of its members to act as its representatives on the Publications Committee of the Association. The Publications Committee shall study the needs for Association publications and shall make recommendations to the Assembly and the Executive Council with reference to such needs, publications policies, and operating procedures. Further, there shall be a periodic assessment of each publication to determine whether it is fulfilling its function.

Section 2. The primary purpose of the Editorial Board of the Personnel and Guidance Journal shall be to define publication policy for the Journal. The members of this board shall be appointed by the Executive Council for three-year staggered terms. The editor shall be appointed by the Executive Council and shall serve as Chairman of the Board as well as performing the usual duties as an editor.

Old Section 2 shall then become Section 3 and old Section 3 becomes Section 4.

Dr. Feder expressed the belief that the state ent as outlined would mean that the group carrying out the policy would be the same as the group making policy. Dr. Callis stated that once a publication is established as an ongoing operation it is taken out of the hands of the Publications Committee. He stated that this is a better operational procedure than to keep all of this in the Publications Committee. The primary function of the Publications Committee would become to determine what is needed in the way of publications. The Committee should determine what should be done rather than to determine policy on present publications. Dr. Feder felt that there is needed a way of determining which of the Journals will carry the various types of material. He questioned how a decision on this should be made, and stated that unless there is a way of determining the policy on this, we will be competing with ourselves. Dr. Arbuckle agreed that although the Divisions should determine their own publication policies, there is a need for some coordination of the various publications. It was moved by Dr. Ohlsen and seconded by Dr. Feder that: The report as amended by the Council be approved. Motion passed.

Dr. Feder reported from the committee to study convention program policy. The report follows:

It is the considered judgment of the Executive Council of APGA that a greater degree of program unity at national conventions is highly desirable. It is therefore requested that the Program Committee be guided in its planning by the following concepts and principles:

1. An effort shall be made to sample the membership of all divisions of APGA with regard to Program interests and desires.
2. The Program Coordinator shall be regarded as Chairman of the Committee with due authority and responsibility for carrying out the desires of the Executive Council.
3. A studied effort shall be made to devise programs which represent, as often as possible, the joint and mutual interests of the membership of the Association. In such cases the appropriate member of the Committee should be made responsible for a given program without reference to the Division represented.
4. Concomitant with the foregoing insofar as possible APGA as well as the divisional sponsorship of programs should be abandoned in favor of functional interest, titles without designation of divisional responsibility in the printed convention program.
5. Where possible and feasible program participants should be requested to prepare written presentations looking toward ultimate

It was ~~unanimously~~ by Dr. Feder and seconded by Dr. Cottle that: the statements be adopted and be forwarded to the convention program Committee. Motion passed.

I. The Executive Director reported on the grant from the U. S. Steel Foundation. He cautioned that it should be borne in mind that there are certain restrictions on the utilization of the grant, and stated that we should set up some procedures for a careful review of what should be done with this.

J. Budget

The Treasurer presented the proposed budget and called particular attention to some items. He particularly called attention to the December decision on the AP program and recommended that this s in the income budget. He also called attention to personnel salaries and recommended that one clerk-typist position be cut from the budget as mimeographed. Several other changes were pointed out from the mimeographed budget and Council mem were asked to change their copies. It was moved by Mr. Hummel and seconded by Dr. Peters that: the Budget's revised be accepted. A discussion of the budget followed.

Dr. Cottle expressed the feeling that the GAP income item should not come out of GAP funds if it is to be used as operating expenses. Mr. Hummel replied that the budget must be structured in such a way that we can continue operations including those brought about by the GAP and building fund. He called attention to the proposed regulations for transfer of funds and stated that he hoped the major items on the budget are acted on at this time, and that if it became necessary during the year to cut any operations, the Executive Committee can be requested to transfer funds.

In commenting on the budget, Dr. Callis expressed the feeling that estimated income had been overestimated by about \$10,000. on income from the mental health series. He stated that reaction on this series is not nearly so favorable as on the multifactor test series. He also felt that income from bound volumes had been overestimated by \$2,000.00, service charges \$1,000.00, and other income \$1,000.00, and Journal income \$3,000.00. Dr. Callis also suggested setting up a reserve fund of a specified amount to be separate from the GAP fund. Such a fund could not be expended from except by direct and definitive action of the Council in a physical meeting. He expressed the feeling that the increase in dues provides about a 25% increase in income and that this should be sufficient. He also stated that in spite of the decision in December, the special items such as IBM equipment and custodial services should not be included in the GAP fund income, but should be in the operating budget. Dr. Hopwood suggested that if the income from rental of the other building is shown in the budget it would be more clear cut in presenting a budget to the membership. A general feeling of agreement was felt that such items should be in the operation budget. Dr. Feder stated the concern of the Council with certain classifications in the budget, and he further stated that he felt the budget should show every bit of income and expense and that it should be determined by a smaller group what can be properly charged to which account. Dr. Scott agreed that the proposed budget should cover all financial operations including the GAP program. He further stated that such things as utilities should not be called GAP operations, but that GAP should be charged for whatever services are provided and these should be listed as such. In answer to a question from Dr. Peters, the Executive Director stated that during the past two years there has been an attempt to show better cost accounting to better determine how the budget should be set up. He stated that the auditors go over the budget each year during the audit of the books. Dr. Cottle stated that unless the income for building fund is applied directly into the fund, the Council is breaking faith with the membership. Dr. Johnson agreed that while the GAP program was a separate item before the building was acquired, that it now must be put in as a part of the overall budget. A motion was presented by Dr. Feder to be substituted for the amendment now on the floor. It was moved by Dr. Feder and seconded by Dr. Scott that: (a) the Treasurer, Executive Committee and staff are hereby instructed to present a final budget after this discussion which will reflect ALL income from all sources on a conservative and justifiable estimate and will reflect all expenses and all costs on a realistic and justifiable basis. (b) that said budget will be in balance. (c) that said budget will carry a 5% contingency fund. (d) that said budget will reflect the commitment of \$3.00 per member to building fund as anticipated income. The question was raised on whether this motion intends to restrict the use of funds. Dr. Feder replied that it is his understanding that GAP is the Guidance Advancement Program. Within this is possible to pay for the building and also to advance programs. Therefore, this budget of the \$3.00 is putting the Council on record as saying to people structuring the budget that they should show the \$3.00. If this does not meet the expense, money could be transferred from other accounts, and if there is an overage, this overage can be transferred to other accounts. Dr. Wahlquist agreed that a budget is a statement of what is expected as income and expenses. He stated that there is nothing in a budget to restrict that the budgetted figures will be the exact amount. He further stated that the difference between permanent fund and contingency should be made clear.

Mr. Hummel pointed out that in the motion made by Dr. Feder there is no mention of an amount of money. He stated that the effect of that motion is to reject the budget and draft a new one. Dr. Feder replied that it was not his intent to reject the proposed budget. He stated a readiness to accept the budget but that he has suggested certain principles to be brought into it so that within the structure that has been given a clear picture can be seen and that his amendment also include a feature of a 5% contingency fund to give the Executive Director and the President and Treasurer room to operate. Dr. Hopwood stated that if a budget is set up to be in balance, we must be prepared to drop some of the activities that are now in the budget. Dr. Feder added an amendment to his motion that: the budget be accepted in principle rather than in detail. Following further discussion on the budget, a vote was taken on the amendment to the motion and the amendment was passed. The Council then voted on the amended motion and the motion was passed.

To perpetuate the sense of the motion, it was moved by Dr. Callis and seconded by Dr. Ohlsen that: henceforth the budget presented to the Council for approval come from the Executive Committee and be presented as a considered and final judgment of the Committee. Motion passed.

It was moved by Mr. Hummel and seconded by Dr. Ohlsen that: the Budget regulations which set down a policy for transfer of funds during the 1959-60 year be approved as presented. Motion passed.

BUDGET REGULATIONS FOR 1959-1960

1. Within sub-accounts (those indicated by digits to the right of the decimal point), the Executive Director is authorized to make transfers of funds from one account to another, but such sub-accounts are only within a given major account. The Treasurer will be kept informed of such transfers.
2. Any transfer of funds among major accounts (designated by digits at left of decimal point) may be authorized only by the Treasurer. (In practice, the Executive Director will recommend to the Treasurer and the Treasurer will grant or deny the authorization.)
3. Major policy matters will require a vote of the Executive Council. Major policy matters are those necessitated by conditions that would affect the total budget. Examples of such matters would be: (1) If income is above expectations, it may seem advisable to transfer a larger part of the excess income to Building Fund or to some other activity. (2) If income is becoming less than anticipated, the Executive Director would recommend to the Treasurer reductions in certain expenditure items but they would be ones that would affect the total budget of expenditures and therefore the Treasurer would channel this through the President to the entire Council. (3) There is a drastic change in the Building Fund, either higher expenses or lower expenses; such a change would require Executive Council action because it could affect the budget structure of the Building Fund and possibly of the operating budget.

K. Life Subscribers

The President brought up the fact that action should be taken on the tabled motion regarding the increase in the number of life subscribers. He stated that the GAP Program Director feels that he is not getting the full support of the Council and pointed out that if the Director resigns his job, it will be very difficult to replace him. It was moved by Dr. Scott and seconded by Dr. Johnson that: the motion on the increase in life subscriptions be taken off the table. Motion passed.

A substitute motion was proposed by Dr. Cottle that: No action be taken on an increase in life subscribers until the Divisions have discussed this with their Boards and until the Council has some indication on other sources of income. There was no second to the motion. Dr. Ohlsen expressed the feeling that the motion should be stated so that people could consult their boards and the thought that it should be explained that the Council believes this is a good idea. Dr. Arbuckle stated that while he believed the number should be increased, he felt it was not right to force this on any Division, and Dr. Truax suggested the possibility of setting a time limit to refer the question back to the Divisions and then vote on it. A substitute motion was made by Dr. Callis and seconded by Dr. Ohlsen that: this Council raises the ceiling on the number of life subscribers to 800 and the additional 300 be at the rate of \$250.00 each, and that this motion be taken back to the Division Executive Councils if the President and President-Elect of the Division feel it necessary to do so and that it be adopted and put into effect if by mail vote it is passed after it has been taken to those Divisions: An amendment to the motion was proposed by Dr. Scott and seconded by Mr. Hummel that: the price of the additional life subscriptions should be \$225.00. The amendment passed with two dissenting votes. There was discussion of the legality of referring the matter back to the Divisions and the question was raised of what would happen in the event a Division board did not approve. From the discussion the consensus was that the majority vote would rule.

Dr. Johnson questioned the advisability of making the total additional life subscribers a figure of 200 rather than 300. He continued that we could not possibly raise 300 life subscribers between now and the time the money is needed, and also that it would be possible to raise the number at another time if necessary. There was further discussion on what the total number of additional life subscribers should be. An amendment was then proposed by Dr. Ohlsen and seconded by Dr. Johnson that: the figure of 300 additional life subscriptions be changed to 600 with the understanding that the entire amount is being allocated to the building fund. A vote was taken on the amendment and the amendment passed.

The President restated the amended motion as follows: It is the sentiment of the Council to increase the number of life subscribers by 100 to a total of 600 at \$225.00 per member. This will be passed back to the Division Executive Boards for their decision. This will then come back to the Executive Council who will indicate their decision on the question by mail ballot. All of the extra 100 life subscribers will be left to the building fund. A vote was then taken on the amended motion and the motion passed by a vote of eight to five.

The president stated that the Division presidents have a responsibility of getting this information to the Division Boards immediately if they wish to do so. A deadline was set for May 15th for the Divisions to vote on this. Dr. Callis stated that ACPA is not taking this back to the Division and the vote will be of the Executive Council representatives only.

It was moved by Dr. Callis and seconded by Dr. Cottle that: from the dues there be set aside and appropriated to the building fund amounts as follows: \$3.00 per member for the current year, \$2.50 per member for the following year, \$2.00 for the next year, \$1.50 for the next year, and \$1.00 for the next year.

It was moved by Mr. Hummel and seconded by Dr. Feder that: This motion be tabled until the next Executive Council meeting. Motion passed. Mr. Hummel explained that he moved to table the motion because when the long range plans are looked at, such a motion would require long range study to determine its future meaning in operations.

L. It was moved by Dr. Johnson and seconded by Dr. Hopwood that: The Council accepts the recommendation to authorize a 25% increase in advertising rates for the Personnel and Guidance Journal. Motion passed.

M. It was moved by Dr. Feder and seconded by Mr. Hummel that: The Council wishes to thank the Shaw-Walker Company for the flowers sent by them. Motion Passed

The meeting adjourned at 1:30 p.m.