

AMERICAN PERSONNEL AND GUIDANCE ASSOCIATION

1605 New Hampshire Avenue, N. W.
Washington, D. C. 20009

1964-65 EXECUTIVE COUNCIL

Meetings, May 14, 15, 16, 1964

Minutes of First Session, May 14

Harold F. Cottingham, Presiding

I. CALL TO ORDER

A. The meeting was called to order at 1:45 p.m. by President Cottingham at the Headquarters in Washington. Members in attendance were: Dr. Scott, Dr. Dugan, Dr. Farwell, Mr. Ashcraft, Dr. Berdie, Dr. Edson, Dr. Fitzgerald, Dr. Hummel, Mrs. Kirk, Mr. McClary, Dr. McGowan, Dr. Sinick, Dr. Tiedeman, Dr. Wright and Dr. Hitchcock. Dr. Stripling was not present.

B. Review of Minutes

It was moved and seconded that: The minutes of the last session of the Executive Council be approved. Discussion followed. Mr. McClary stated that on page 8, Section H of the minutes was incorrectly stated. The Executive Director stated that this would be corrected on the master copy. Motion passed.

II. REPORTS OF OFFICERS, DIVISIONS AND COMMITTEES

A. Officers

1. President. President Cottingham reported on the following items:

a. Membership. President Cottingham stated that we have had less of a problem than ever before and that the dues increase was a leading factor in the growth of the Association.

b. Branch Structure. There is a lot of concern regarding the new Branch structure. We will have to watch this situation closely.

c. Divisional Relations. We need to improve communications between Divisions and the Headquarters, and think more about services to Divisions. This will strengthen the central role of APGA.

d. Committee Development. We are trying to obtain more activity among the Committees. We need to work on a better system of communication between Committees and study the role of Committees in APGA structure.

e. Other Areas of Major Concern. Dr. Cottingham stated that the following items are also major concerns of the Association: The government of APGA, external Association relationships, independency of APGA and central office functions.

2. Executive Director. The Executive Director reported on the activities that are currently being carried out by the central office and highlighted some of the items of the previous Executive Committee meeting:

a. APGA was one of the approximately six organizations asked by the Office of Education to appoint a representative to serve on the Cooperative Project on Standardization of Terminology in Instructional Programs of Local and State School Systems. George McClary was appointed as the APGA representative.

b. APGA has joined as a sponsoring organization for a National Inter-professional Workshop on Inservice Training for Comprehensive Community Mental Health Services.

c. The APGA appointments to the Scientific Manpower Commission - APGA Joint Cooperative Committee are Kathryn Cook, Pemberton Johnson and Ray Thompson.

3. Treasurer. Dr. Farwell, Treasurer of APGA, presented to the Executive Council the proposed budget for 1964-65 and requested approval. He reviewed with the Council the many steps of cutting that this particular budget had gone through beginning with the discussions between the Director of Business and Financial Services and the Executive Director, and then the Executive Committee. This item was placed on the Friday agenda of the Council.

4. Division Presidents.

a. American College Personnel Association. Mrs. Kirk reported that Robert Callis has been named the new editor of the Journal of College Student Personnel and the publication of the Journal has been transferred to the central office. It was further stated that ACPA is expecting to publish four monographs during the coming year, are in the process of a constitutional revision, and have a joint endeavor with the American College Health Association in preparing a study on the relationships on the college campus.

b. Association for Counselor Education and Supervision. Dr. Hummel reported that membership has increased by 45.2% over the past year. Edward Roeber has been appointed associate editor of the Journal and will take over the editorship next year. He expressed some concern over the Convention program for the coming year.

c. National Vocational Guidance Association. Mr. Ashcraft reported that Norman Gysbers has been reappointed editor of the Vocational Guidance Quarterly. It was further stated that the membership involvement project is moving ahead, a number of joint sessions with other Divisions have been planned for the 1965 Convention program, and the Constitution Committee is working on the revision of the constitution.

d. Student Personnel Association for Teacher Education. Dr. Edson reported that there is a need for a statement on the professional preparation and standards of personnel work and it is hoped that SPATE will be able to prepare such a statement. More communication to the membership has been planned through a memorandum from the Executive Committee to the members to be distributed through the year. He further stated that an article on the history of SPATE has been completed and will be published in place of one issue of the Journal.

e. American School Counselor Association. Mr. McClary stated that it is hoped by addition of some ad hoc committees and through a look at our present committees to involve more persons at the state and local levels and to keep the members better informed. He further stated that a committee has been appointed to prepare a pamphlet on the counselors role that could be utilized by the general public. There is a cooperative effort with ACES to prepare a publication to include both the ASCA and ACES policy statements and the editor will be Jack Loughary and the associate editors, Paul Fitzgerald and Robert Stripling.

f. American Rehabilitation Counseling Association. Dr. Sinick reported that three new committees have been formed - a legislative committee headed by Olive Banister and an ad hoc constitution committee and a professional preparation and standards committee chaired by Cecil Patterson. A joint meeting between NVGA and ARCA has been planned to discuss counselor education in an effort to prepare a joint policy statement.

B. Committees

1. Membership Committee. Mr. Leland McCormick, Chairman, reported that the recent meeting of the Membership Committee had been an exceedingly productive session. He felt that the general role of this Committee should take a change in format and many things have caused this need for a change, such as the growing size of the Association, and the necessity to look at different viewpoints in connection with promotion, and the restructure of APGA Headquarters this past year. The structure - the adding of new persons to the staff - has worked to a great benefit to membership. For the future the Committee will do the following: 1. Provide leadership in reexamining membership qualifications. 2. Working more closely with the Branch Committee. 3. Look at the correct membership requirements. The Committee hopes to bring an upgrading to the qualifications that are outlined in our various Constitutions. A Committee that has been formed under the Chairmanship of Dr. Moorhouse to look at bringing up these qualifications and bringing into line our application form to be used not only for basic membership but also for multiple membership. The Committee is studying the possibility of general membership in APGA and hope to design a pamphlet that can spell out the various cross requirements and needs for multiple membership.

a. Life Subscriptions. Miss Lawlor reported and stated that 13 life subscribers are on the waiting list to choose the Division of their choice and she recommended that these persons be given the Division of their choice even if the Division goes over the 5 per cent life subscription mark.

2. Committee on Branches. Miss Lawlor reported mainly on the recent meeting of the Committee. The Committee did the following: 1. Drew up the basic ideas on items that need to be included in the officers manual to guide Branches in program matters. 2. Individual Committee member was given the responsibility for a certain state or states and this responsibility included starting correspondence between the officers in the Branches in that state and continuing correspondence in the hope of answering all their questions, etc.

Dr. Dugan stated that in the APGA Senate in San Francisco there were passed three motions, two of which have considerable significance for the future of Branches and the structure. The first motion that was passed was the encouragement motion for formation of statewide APGA Branches. One motion stated that APGA Divisional Branches could be organized prior to or later than State Branches. He was wondering if this terminology calls for any constitutional change and what confusion will it have in the states of having so many groups called Branches. Miss Lawlor stated that there will be one Branch in every state and within that Branch there will be divisions and chapters. If Divisions do form they are still a part of the state branch. This is something we are going to have to describe very clearly. Regarding the Constitution, the Committee hopes that the Executive Council will recommend to the Constitution Committee that it look at the APGA Constitution particularly, as it relates to the By-Laws on Branches, and on the section on Senate representation. There is real concern regarding the balance in the Senate.

It was moved by Mr. Ashcraft and seconded by Dr. Hummel that: The recommendation on state branches from the Committee on Branches be accepted and the APGA Constitution revised and presented to the Senate. Motion passed. (The recommendation is: That the Council consider directing the Constitutional Committee to study the APGA Constitution and By-Laws. It is recognized that changes in some Divisional Constitutions may also be advisable; therefore, Divisional representatives on the Committee on Branches will continue to maintain close contact with the Division President and the Chairman of their Divisional Constitutional Committee.)

3. Committee on Individual Rights. Dr. Dean Hummel, Chairman, stated that the Committee is concerned both with the Association and its activities and with the extent to which we can provide some stimulation to individual members in the field. He met briefly in San Francisco with the majority of his Committee and feels that the Committee members are highly intelligent. There will be a two day meeting, on May 20 and 21, to be held at the APGA Headquarters and the Committee is going to examine A and B on Page 2 and 3 of the Committee report and hopes further to examine these possibilities: Out of this Committee we hope to recommend and put into action ways to promote and sponsor conferences on individual rights from the point of view of the Association; Develop a publication the outline of which would be taken almost directly from A and B of the Committee report; Have a publication similar to Guidance and the School Dropout and have a sponsor for it; Might suggest the development and sponsorship of an award for activity indicating an effort and achievement in promotion of individual rights; Sponsor a national professional award in investigating and promoting concerns of individual rights; and Recommend some studies to be undertaken.

Mrs. Kirk was wondering if the name of the Committee was as complete and precise as it should be.

4. Professional Preparation and Standards Committee. Dr. Hitchcock read the two letters from Dr. Robert Stoughton, Chairman of the Committee, indicating that the PPS Committee had received and reviewed the ACES and ASCA Statement and found that they were not in conflict with the APGA statement. He, therefore, recommended that the Executive Council approve and endorse these two statements. It was stated that this should be an agenda item for the Friday meeting of the Executive Council.

In addition, the Committee would like the Executive Council explain what its charge for the future will be and what it would like for the Committee to undertake. It was stated that this should also be an agenda item for the Friday meeting of the Executive Council.

a. Financing of NVGA and ARCA Study. Dr. Sinick stated that NVGA and ARCA both have appointed Committees on Professional Preparation and Standards. The two Committees would like to meet at a Joint Conference and discuss the possibility of a joint paper. The Chairman of the NVGA Committee is Dr. Joseph Samler and the Chairman of the ARCA Committee is Dr. Cecil H. Patterson. Due to lack of funds the ARCA Committee is unable to finance their representatives to attend such a meeting. The NVGA group, however, has the finances. ARCA is therefore asking that they be granted money to enable their representatives to attend such a meeting. This was placed on the agenda for the Friday Council meeting.

At the Friday Executive Council meeting, it was moved by Dr. Scott and seconded by Mrs. Kirk that: \$1,000 be included in the budget to finance ARCA delegates to attend the joint meeting with NVGA to discuss the possibility of a joint NVGA-ARCA study on professional preparation and standards. Discussion followed. Dr. Edson stated that this has been discussed in the PPS Committee and the Committee has requested that ARCA and NVGA meet together and work on a joint statement and likewise ACPA and SPATE work together on a joint statement on personnel workers. Dr. McGowan stated that he felt the Committees should meet in Chicago and therefore the ARCA representatives would be able to get there on their own accord and would not need subsidy from APGA. A vote was called for on the motion. Motion passed 2 to 1.

Dr. Dugan stated that he would rather see NVGA work on a statement on vocational counselors and ARCA on training, function and qualifications of rehabilitation counselors. It was moved by Mrs. Kirk and seconded by Dr. McGowan that: The Executive Council reconsider the previous motion. Motion passed. The vote was taken on the original motion. Motion passed 7 to 5.

5. Nancy C. Wimmer Award Committee. The following are members of the 1964-65 Nancy C. Wimmer Award Committee: Dean L. Hummel, Chairman, Kenneth Ashcraft, Ralph Berdie and John McGowan members. The Executive Director stated that this Committee list is to be kept confidential, and is not to be published in any form.

6. Memorial Fund Committee. The Executive Director stated that at the request of the Executive Council the Memorial Fund Committee was appointed to study and define further the APGA Memorial Fund. The Committee met several times during the year and prepared the material which is enclosed with the Council materials. The Memorial Fund is set up at this point by Executive Council action. It was stated at that time that the APGA Memorial Fund would be established and within it special memorial funds to commemorate specific individuals could be formed. It is as decided that the report of the Committee would be an agenda item for the Friday Council meeting.

7. Nominations and Elections Board. Dr. Willis E. Dugan, Chairman, stated that a change was made in the By-Laws at the second meeting of the Senate in San Francisco which enabled the Association to have a Nominations and Elections Board made up of 8 members, one member from each Division, the Past President of APGA as Chairman, and a President of APGA at least three years removed. He presented to the Council a copy of the APGA and Division's Nominations and Elections Procedures for 1964-65, and underlined the fact that it is essential that the Committee receive the nominations from the Divisions by August 1. It was stated that August 1 did not comply with the September 1 date that was passed by the Senate in San Francisco. Dr. Dugan explained that the September 1 date was not a realistic one and that he would like for the Council to change the date from September 1 to August 1. It was moved by Mrs. Kirk and seconded by Mr. Ashcraft that: The Executive Council accept the APGA and Division's Nomination and Elections Procedures 1964-65 as presented. Motion passed.

8. Special Research Awards Committee. The report of the Special Research Awards Committee under the Chairmanship of Joseph French was presented to the Executive Council by the Executive Director. He asked that the Council strike out the part on selection and review of papers for the Convention because a subcommittee, under the 1965 Convention Coordinator, had been formed to review all papers that are submitted for the Convention program. It was decided that this report would be an agenda item for the Friday meeting of the Executive Council.

9. Long Range Advisory Committee. Recommendations for the approval of a study of the feasibility of a commission on guidance services was presented to the Executive Council by the Executive Director. This item was placed on the agenda for the Friday Council meeting for action.

The meeting adjourned at 5:30 p.m.

Minutes of Second Session, May 15

Harold F. Cottingham, Presiding

The meeting was called to order at 9:15 a.m. by President Cottingham. Members in attendance were: Dr. Scott, Dr. Dugan, Dr. Farwell, Mr. Ashcraft, Dr. Berdie, Dr. Edson, Dr. Fitzgerald, Dr. Hummel, Mrs. Kirk, Mr. McClary, Dr. McGowan, Dr. Sinick, Dr. Tiedeman, Dr. Wright and Dr. Hitchcock. Dr. Stripling was not present.

10. Insurance for Members Committee. The proposal from the Insurance for Members Committee relative to APGA entering into an agreement with the Liberty Mutual Insurance Company for the implementation of a major medical insurance program was presented to the Council for action. This item was placed on the agenda for the Friday afternoon meeting of the Council. Discussion followed even though this was to be an agenda item and Mrs. Kirk asked to what extent outside persons involved in insurance are brought in to help protect APGA when preparing such insurance proposals as this? Mrs. Kirk was wondering if we ever consulted insurance brokers. Further, Mrs. Kirk asked if there was any difference between this policy and the APA policy. It was moved by Mr. Ashcraft and seconded by Dr. Tiedeman that: The proposal from the Insurance for Members Committee relative to APGA entering into an agreement with the Liberty Mutual Insurance Company for the implementation of a major medical insurance program be accepted. Motion passed. One abstained - Mrs. Kirk.

11. International Relations Committee. Dr. Hitchcock presented the proposed statement from the Committee. We are going to take a very close look at the International Relations problem and the Committee this year to see what the directions of both are for APGA in the future.

It was moved by Mrs. Kirk and seconded by Dr. Dugan that: The American Personnel and Guidance Association take the appropriate leadership in the field of international responsibility and that the report from the International Relations Committee be referred to the new Committee for study and recommendation to the Executive Council for action; that Dr. Forrest Moore, Dr. Dorothy Lipp and Dr. Philip Harris be commended for their work on this Committee. Motion passed.

Dr. Dugan stated that the International Relations Committee feels that it is important that APGA be more involved in international meetings and, therefore, a \$2,500 item has been placed in the APGA budget to allow for attendance for APGA members to certain international meetings during the coming year. He stated that personally he felt that this would be very good and hoped that the Executive Council would see the same need and feel free to approve this item.

It was moved by Dr. Dugan and seconded by Dr. Tiedeman that: The Executive Council support the concept of APGA providing financial support insofar as current budgets permit to enable attendance of selected delegates to appropriate international guidance meetings; that the Executive Committee be given the responsibility of screening possible meetings and delegates available to attend such meetings. Motion passed.

III. ACTION ITEMS

A. Elections to the Editorial Board

Dr. Hitchcock presented to the Council the proposed list of persons to be placed on the Editorial Board. It was stated that we needed 3 persons to fill the vacancies already on the Board and would like to add 2 additional persons to the Committee this year. It was suggested that a secret ballot be taken and additional means were suggested. The following persons were elected to the Board: Joseph Felix, John Holland, Jack Merwin, Blanche Poulson. There was a tie between Guy Renzaglia and Walt Lifton. Following a revote, Dr. Renzaglia was elected to the Board.

B. Position Paper on Testing

Dr. Robert Callis reported that at the meeting of the Executive Council in Boston, the Council decided that APGA needed a position paper on "The Use of Tests in School" and he was asked to write such a document. The first document that was prepared was sent to the Executive Committee the first of February, 1964, for review and comment. It was revised and presented to the Executive Council in San Francisco. At that time the various members of the Council were asked to send their reactions and suggestions on the document as had been established. From the comments that were received a second revision was prepared. There were several comments and suggestions that came in later and, therefore, a third revision was prepared. He pointed out that Dr. Tiedeman had raised the question of the advisability of the paper. Dr. Callis called particular attention to the last item on page 8. He stated that this is covered in the Ethics Statement. He would, therefore, be glad to delete item 6. He further stated that the Council may wish to form an editorial group or committee to thoroughly study the statement.

Discussion followed. Dr. Hitchcock stated that when the paper was originally thought of it was hoped that it would be the kind of document that would be usable by any intelligent person and particularly our membership, in situations where the status of testing is in question or the professional use of tests etc. Dr. Tiedeman stated that the attacks should not be in the tests but in the procedures that the College Board uses. Dr. Scott suggested that the paper be referred to some group, of not more than 3 persons, to read carefully and make suggestions for revisions to the Executive Council. Dr. Wright stated that we should broaden the scope of the paper to testing in settings other than the public school. Dr. Hitchcock said that the Executive Committee had felt that possibly the Council would not be able at the meeting to actually adopt the paper but felt that the Council might go to the extent of approving the content and authorizing the Executive Committee to adopt the statement for the Executive Council after future study. Mr. Ashcraft stated that there is a need for such a statement as this to be available in the fall and Dr. Berdie agreed with this. Further, this is a very good statement and would serve the purpose well. Therefore, he would urge immediacy at this time. Mr. McClary stated that it should require Executive Council action as well as Executive Committee action. The Council came to the conclusion that additional time was needed to study this final draft. Action was therefore delayed until the Friday Council meeting.

It was moved and seconded that: The Executive Council commends Dr. Robert Callis for the excellent job in preparing the statement, "The Use of Tests" and expresses their great appreciation for his efforts on behalf of the Association. Motion passed.

C. New Divisions

1. Action on Procedures and Criteria. Mr. McClary did not feel that we should state in Criteria 1, "and from other organizations outside of APGA." It was moved by Dr. Sinick and seconded by Mr. McClary that: "and from other organizations outside of APGA" be deleted from Criteria No. 1, for Judging Applications for Divisional Status. Motion passed.

Mrs. Kirk said that even with these Criteria because of the use of words such as "significant" we still have to act on individual cases and on individual determination. It was moved by Dr. Berdie and seconded by Mr. McClary that: The Executive Council adopt the Criteria for Judging Applications for Divisional Status as passed by the Executive Committee with the change as noted in the previous motion but that the title of the statement be changed to "Basis for Review of Applications for Divisional Status." Motion passed.

The Executive Council then brought up the issue on procedures. Mrs. Kirk stated that we are a policy making body and therefore do not have to adopt procedures. It was the consensus that the Executive Council approved the Procedures for Applying for Divisional Status as adopted by the Executive Committee.

2. Letter of Intent for Division on Employment Counseling. The letter of intent was presented to the Executive Council for approval. It was moved by Dr. Dugan and seconded by Dr. McGowan that: The Executive Council accept the letter of intent from the employment counselors to form a new Division within APGA. Discussion followed.

Dr. Tiedeman stated that there were no motions made at the Board of Trustees of NVGA regarding any of these matters. Mr. McClary stated that in getting this group to move in the direction of a new Division it might make them look more at the requirements in their field. Mr. Ashcraft stated that in looking at the overall programming plan for the Convention there will be a great amount of duplication between this Division and NVGA. The vote was called for on the motion. Motion passed. Mr. Ashcraft abstained.

Dr. Tiedeman stated that he would like to instruct the Executive Director to engage the people in two kinds of thinking. One, suggest that they do not use the word employment in titling their Association. Two, we should face the fact that we are going to have to give this group a definite identity within the Association. He further stated that he and Mr. Ashcraft discussed the proposed letter of intent and because of the great overlapping between this Division and NVGA they are forced to abstain on the previous motion and requested that the record show that the two delegates from NVGA abstained on the motion to approve the letter of intent from the proposed Division on Employment Counseling.

Mrs. Kirk asked that they also be informed not to use the word placement in their title. Due to the fact that titling is so important, Drs. Tiedeman, McGowan and Mrs. Kirk were asked to meet during lunch and prepare suggestions on what they felt an appropriate title for the Division should be.

3. Application for Division on Testing. Mrs. Kirk was wondering if this group had made any effort to see whether or not its needs could be met in one of the existing Divisions. She was wondering if their interests were primarily in secondary education rather than college. Dr. Hitchcock stated that a discussion was held in San Francisco, following the instruction of the Executive Council, between Mr. McClary, Dr. Berdie, Mr. Ashcraft and members of the proposed Division's Executive Committee.

Dr. Berdie was wondering what was the cost to the Association for a new Division. Dr. Farwell stated that he could not say exactly what the charge would be. He said however that the Division would most likely need a subsidy, and at the beginning need money to help start publications, get their membership going, etc. Dr. Sinick said that we should very early look into the possibility of outside financial support. There are other agencies which are interested in extending to more and more people information regarding the area of interest of this organization. Dr. Hitchcock said that the Test Companies are among the strongest non-supporters of APGA. They have no interest in anything in APGA.

Dr. Dugan stated that if all three hundred members of this proposed Division paid dues they would have a budget of \$750 which is not very much to operate on during the first year.

Dr. Berdie stated that after San Francisco he feels that the only thing we can do is to accept this group and he thinks this is a desirable activity. Such an organization in APGA will strengthen APGA. There are a large number of persons out in the field who are interested in what APGA does and stands for but there are no Divisions that adequately meet their needs and this is such an instance. It presents certain problems to some Divisions but overall what such an organization could contribute to APGA would balance out the problems that would occur.

It was moved by Mrs. Kirk and seconded by Dr. Tiedeman that: The Executive Council accept the application from the Association for Measurement and Evaluation in Guidance and recommends to the APGA Senate that this Division be accepted as a Division of APGA. Motion passed.

The meeting recessed at 12 o'clock for a luncheon meeting at Brookings Institute to be joined later by Mr. Arthur Hanson, General Counsel of APGA. The meeting resumed at 2:15 p.m.

D. Conventions

1. 1965 Convention. Dr. Farwell stated that looking at the ten year history of Conventions if we had had, ten years ago, a separate Convention budget we would have at this time even with a \$20,000 loss at the last Convention, \$60,000 in the account. This amount in terms of budget items, in the actual budget of income for 1963-64 was a figure of \$11,890 which was put back in the APGA budget. Dr. Hitchcock stated that we should set up a Convention account adhering to this policy of no profit. Mrs. Kirk stated that in regard to the Convention budget policy of expenditures for speakers and speeches at the Convention, ACPA is of the opinion that much more is spent for speakers than needed on the grounds that within our own members we have some of the most outstanding people, especially in Minnesota, and that the item in the budget of \$6,000 for bringing in speakers is far too much. Dr. Dugan stated that the Convention Committee in Minneapolis provided him with a summarization of the plans for speakers and programs with a charge that he bring it to the Executive Committee in April because they had two questions. The Minneapolis Convention Committee is very candid in their viewpoints because of discussion with their counterparts in San Francisco. Therefore, they ask two questions: 1. Is this projected format of a program of top-level speakers largely expended over San Francisco too ambiguous? 2. Can a budget be approved for the Convention that could include the cost of this kind of program? The Executive

Committee looked at the format of speakers for major sessions in Minneapolis. The Executive Committee is recommending that a limit of \$6,000 be authorized in the Convention budget for major speakers and a further recommendation that each Division be given a \$500 allotment to use for strengthening of its own Convention program.

There was extensive discussion on the program and questions and suggestions were raised by the Council members. Dr. Tiedeman, for example, felt we should be more concerned with locating speakers in our field rather than big name persons to attract publicity. There was concern expressed by Mrs. Kirk that the program is becoming overall APGA and this reduces the opportunity for Divisional programs.

It was moved by Mrs. Kirk that: The general sessions be kept at a minimum providing as much scope as possible for Divisional programming and that we use, insofar as possible, the fine leadership in our own Association for our major speeches expending only when essential to bring in outside speakers. Motion dropped for want of a second.

Following further discussion, it was moved by Dr. Berdie that: We instruct the Program Committee to use its own discretion in terms of this but inform them that we have no policy that these four sessions have to be in the program. They should sit down and decide what is best in the way of programming. Dr. Berdie then reworded his motion and it was seconded by Mrs. Kirk that: The Program Committee be encouraged to use its own discretion in determining the role and purpose of Convention Program general sessions and decide which, if any, general session should appear on the program with no competing sessions and which should be scheduled at times when other sessions are scheduled, depending on needs and concerns of total APGA and its Divisions; the number of such general APGA sessions, excluding the Banquet, should not exceed four but Divisions are encouraged to build on these general sessions in planning meetings that follow. Motion was passed.

Dr. Dugan stated that it was felt in the Executive Committee meeting that we might be able to secure \$10,000 to subsidize the Convention. If this has Executive Council approval, it would mean the Convention Committee would have a great deal of latitude to spend for the program. It was moved by Dr. Berdie and seconded by Dr. Edson that: The Executive Council approve the action taken by the Executive Committee.

It was stated that there was some disagreement as to the intent of the previous motion by Dr. Berdie. It was, therefore, asked that the previous motion be restated and clarified and another vote taken. It was moved by Dr. Berdie and seconded by Dr. Edson that: The following action that was taken by the Executive Committee be approved by the Executive Council:

1. Fees for Convention registration shall be maintained at the rate established for the 1964 Convention, namely:

Pre-convention:	Members	\$ 6.50
	Non-members	10.00
	Students	3.00
	Spouses	1.00
Convention:	Members	8.00
	Others	same

2. The general sessions and other sessions relating thereto shall be budgeted at not over \$6,000 for speaker expenses unless subsidized.
3. The Executive Committee authorize the Executive Director to seek appropriate subsidy funds to support the 1965 Convention program, such funds to be obtained by June 1.
4. The Executive Committee recommends that \$500 be authorized within the Convention budget for each Division for program purposes, said amount to be for content such as speakers but not for program planning.

Motion passed.

It was stated that the Program Committee for the 1965 Convention has studied the hospitality room situation in San Francisco and had found that the rooms were very seldom used. They feel that the needs would be best met if there was one hospitality room in each of the main hotels in Minneapolis.

Dr. Scott stated that he would favor having a few APGA hospitality rooms instead of Divisional rooms and suggested that we charge the Program Committee to work this out and if a Division wants a hospitality room it is their privilege to have such a room, if they do not, then we have an APGA central hospitality room in each of the main hotels.

Mr. McClary stated that for the past two years ASCA has preferred not to have its own social hour. This would be a very good move too for APGA social hours instead of Divisional social hours. It was moved by Dr. Dugan and seconded by Dr. Scott that: The Executive Council endorse the request for the Convention Program Committee that at the 1965 Convention area hospitality rooms be set up instead of Divisional hospitality rooms. Motion passed with one negative vote - Mrs. Kirk.

Dr. Hummel stated that regarding social hours that ACES had had the same bad experience that ASCA had had and would rather discontinue their social hours. Dr. Scott suggested that we omit the Divisional social hours and have an APGA social hour every day instead of only on Monday. Mr. Ashcraft suggested that we have one social hour with each part of the room divided off by signs for each Division where a person could meet all the officers by just going through the room.

It was moved by Mr. Ashcraft and seconded by Dr. Hummel that: The Convention Program Committee work out the plans for the social hours with the idea of a combination where it seems desirable in that they be primarily APGA centered. Motion passed.

Mrs. Kirk stated that she would like to have the name of the main Divisional meetings changed to Business Meetings. Dr. Hitchcock said that we could make clear on the program that all members of a Division are invited.

It was the consensus that the listing in the Convention program be changed relative to business meetings of the Divisions. The business meetings should be listed as "Divisional Meetings" and it should be made clear on the program that all members of the Division are invited.

Dr. Hitchcock stated that on Thursday -- the last day of the Convention -- we are planning again a luncheon for the 1965-66 Executive Council. It is only an hour and a half in length and Divisions are free to have Board meetings all during the day but we would appreciate that they plan their schedules accordingly as we would like to have all members of the new Council in attendance at this luncheon.

2. Future Conventions. Mrs. Kirk stated that whoever makes the decision on meeting locations for the Conventions of APGA should take into serious account such items as the cost of hotel rooms, meeting rooms, geographical location, etc., before committing APGA to hold its Convention in that locale. Dr. Tiedeman stated that he would like to speak on freedom of planning on the part of the Convention. The planning of the Convention should be close to where the Convention is being held. You can provide guidelines which tend to suggest how much you are going to let the local people charge to members, you can suggest a guideline that we do not like to use money when unnecessary etc.

Dr. Hitchcock presented the following list of future Convention dates:

- 1965 - Minneapolis -- April 12-15
- 1966 - Washington, D. C. -- April 4-7
- 1967 - Texas (Dallas or Houston) -- March 20-23
(location not firm)
- 1968 - Detroit or Chicago -- April 8-11 (location not firm)
- 1969 - Seattle -- March 31 - April 3
- 1970 - Kansas City or St. Louis -- March 23-26 (location not firm)
- 1971 - New York City or Atlantic City -- April 5-8 (location not firm)
- 1972 - Chicago -- March 27-30 (location not firm)
- 1973 - Denver, Las Vegas or Los Angeles -- April 16-19 (location not firm)

Mrs. Kirk stated that we should look very carefully into all Convention locations to be sure that we will not have to pay for Convention meeting rooms as we did in San Francisco, and this should be done before action is taken. Dr. Dugan said that we should go ahead and take action but if we should have to pay for the meeting rooms then before the final contract is signed we should take a look at this again. Dr. McGowan suggested going to Kansas City in 1968 instead of Detroit.

It was moved by Dr. Dugan and seconded by Dr. Hummel that: The APGA Convention be held in Dallas in 1967 (if plans for Dallas should not work out then Houston) provided that a suitable contract and arrangements with reference to all other factors of Convention planning are worked out to the satisfaction of the Executive Director and reported to the Executive Council. Discussion followed. Dr. McGowan stated that if it works out that 1967 is not good for Texas then he would rather go to Kansas City. The question was called for. Motion passed.

It was moved by Mr. Ashcraft and seconded by Dr. Scott that: The APGA Convention be held in Detroit in 1968 provided that all requirements as stated in the previous motion are met. Motion passed.

It was moved by Dr. Hummel and seconded by Dr. Fitzgerald that: We proceed with plans for the APGA Convention to be held in Seattle in 1969, in Kansas City in 1970, providing that all requirements as stated in the previous motion are met. Motion passed.

Dr. Dugan stated that he would like to see some more work done in relation to New York City and Atlantic City before any action is taken by the Executive Council. It was moved by Dr. Hummel and seconded by Dr. Tiedeman that: The Executive Director explore further the possibility of the APGA Convention being held in Atlantic City or New York City in 1971, plans for possibly going to Chicago in 1972 and the potential of Las Vegas, Los Angeles or Denver in 1973, keeping in mind the proviso as stated in the previous motion and that this information be reported back to the Executive Council. Motion passed.

It was moved by Mr. Ashcraft and seconded by Mrs. Kirk that: A committee be appointed to study the overall planning of programs from one Convention to the next to ascertain continuity, consistency and balance between APGA and Divisional program content and format. Motion passed.

It was moved by Dr. Wright and seconded by Dr. McGowan that: The Executive Director be instructed to send a letter to the San Francisco Chamber of Commerce expressing our displeasure for having to pay for room facilities and etc. in comparison with not having such expenses in other Convention locations. Motion passed. (Dr. McGowan stated that this should be done, of course, to the best discretion of the Executive Director.)

E. Resolution on Employment Service Counselors

At this point Dr. Hitchcock presented to the Council the proposed Resolution relative to Employment Service Counselors and stated the need that such a resolution be passed. It was moved by Dr. Hummel and seconded by Dr. Dugan that: The Executive Council accept the Resolution on Employment Service Counselors and instruct the Executive Director to submit the resolution to the appropriate agencies and individuals. Motion passed.

F. Youth Opportunity Centers

A resolution concerning the policy of APGA in regard to the training of counselors for work in Youth Opportunity Centers was introduced to the Executive Council by Dr. Hitchcock. Dr. Tiedeman and Dr. McGowan stated that this did not adequately meet our needs and it would be better if this was rewritten. Following extensive discussion on the wording of the motion it was decided that Drs. Tiedeman, Berdie, Hummel and McGowan should rewrite the proposed resolution prior to action of the Council. Due to heavy schedule the statement was not rewritten. After further discussion, it was the consensus that training of counselors be done under competent counseling facilities, and the counseling carried out in any of these new facilities be carried out by competent counselors.

The meeting adjourned at 6:10 p.m.

Minutes of Third Session, May 16

Harold F. Cottingham, Presiding

The meeting was called to order at 8:45 a.m. by President Cottingham. Members in attendance were: Dr. Scott, Dr. Dugan, Dr. Farwell, Mr. Ashcraft, Dr. Berdie, Dr. Edson, Dr. Fitzgerald, Dr. Hummel, Mrs. Kirk, Mr. McClary, Dr. McGowan, Dr. Sinick, Dr. Tiedeman, Dr. Wright and Dr. Hitchcock. Dr. Stripling was not in attendance.

G. Government of APGA

It was moved by Mr. McClary and seconded by Dr. Hummel that: An additional meeting of the Executive Council be scheduled in the fall. Following extensive discussion on the government of APGA and the future role of APGA, of which it was not necessary for notes to be taken, it was decided that due to the shortness of time there was not an opportunity for the necessary discussion to be held on this subject. An amendment to the motion was made by Dr. Berdie that: The Association have only the Presidents of the Divisions attend the fall meeting. If the President is unable to attend, the President-Elect. Amendment dropped for want of a second. The question was called for on the original motion. Motion passed, with 3 negative votes -- Dr. Dugan, Mr. Ashcraft, Dr. Tiedeman and two abstaining votes, Dr. Scott and Dr. Hummel.

It was stated that we would need to find ways to cut the budget in order to finance such a meeting in the fall since this was not included in the budget. It was moved by Dr. Scott and seconded by Mr. Ashcraft that: The item included in the budget for the Long Range Advisory Committee be eliminated. Discussion followed. Dr. Dugan stated that the Executive Council should turn this over to the Executive Committee to study the best ways to cut the budget to facilitate such a meeting and leave it to their discretion. The question was called for. Motion defeated.

Dr. Berdie suggested that we cut the amount allotted to Divisions from \$1,000 to \$800. It was moved by Dr. McGowan and seconded by Dr. Sinick that: The Executive Committee be authorized to locate the money in the budget to finance a second meeting of the Executive Council. An amendment to the motion was made by Dr. Hummel that: Such monies be found through income, in the event that membership, on a comparative basis of last year, runs far enough ahead so that the income from that membership would support such a Council meeting; in the event that it does not, the motion for a fall meeting of the Council be rescinded. Amendment dropped for want of a second. The question was called for the original motion. Motion passed.

Dr. Dugan stated that the meeting should be held in Chicago to defray additional travel expense.

H. Agency for International Development

The Executive Council was briefed on the discussion between the Executive Committee and Mr. Kitchen of AID. It was moved by Dr. Dugan and seconded by Dr. Hummel that: APGA is pleased to cooperate with Mr. Kitchen in improving the counseling and guidance functions of the Agency for International Development, and to this end supports the plan to utilize competent guidance and personnel consultants and advisors in advancing this program, and will suggest persons to serve in such capacities if desired. Motion passed.

I. Budget

Dr. Dugan stated that for the period of the last three years we have constantly faced the problem of deficit budget and this would range from \$20,000 to \$30,000 a year. Dr. Hitchcock stated that this is from an operating point of view an extremely tight budget. We are cutting to part time one position in the basement and one position remains unfilled -- that of assistant secretary to the Director of Public Relations.

Discussion on the budget was extensive and particularly regarding the expense for the Placement Bulletin. Dr. Hitchcock stated that the Bulletin is \$4.00 per year and a member may have two insertions during that time. Employees do not pay for having jobs listed in the Placement Bulletin. Dr. Hummel stated that he felt that Dr. Tiedeman was raising a good question relative to our not charging enough, and one that we should give considerable consideration to. He stated that Placement Agencies receive from the applicant some return for the services rendered. Mrs. Kirk said she was wondering if Dr. Tiedeman was referring to the fact that APA was going into a charge of \$5.00 for the employer and she felt that it would be more favorable to charge a fee to the employers instead of raising the fee for the employee, who is trying to secure a job.

The proposed salary scale for the employees at the Headquarters which would be effective November 1, 1964, was presented to the APGA Executive Council. Mr. McClary stated that the new salary scale appears very sound. He felt that we had been very fortunate in getting high-level, dedicated persons to work within the Headquarters and that this raise is very much needed in order to insure that we continue to keep our present employees. It was moved by Mrs. Kirk and seconded by Mr. McClary that: The Proposed salary scale be approved. Motion passed.

Mrs. Kirk stated that ACPA has been in a difficult position in terms of financing the Association and particularly the Journal, which takes about 50 per cent of the total Divisional budget. ACPA therefore requested a one-year subsidy for the Journal and the sum of \$1,000 for the specific purpose of developing an active subscription campaign to the Journal with the plan of making the Journal eventually self-supporting. Dr. Dugan asked if the special assessment adopted originally was to defray the cost of the Journal publication. Mrs. Kirk stated that without the subsidy they could not operate the Division. Dr. Hummel requested that ACES be granted a \$1,000 subsidy for

the publication of the Journal. Further the Executive Committee has come up with a much needed recommendation regarding the control of subsidies to Divisions.

It was moved by Dr. Sinick and seconded by Dr. Tiedeman that: The 1964-65 budget item headed "Subsidies to Divisions" be increased from \$2,500 to \$4,000 and that a \$1,000 subsidy be given to the following Divisions: ACPA, ACES, ARCA, SPATE. Motion passed.

It was moved by Dr. McGowan and seconded by Dr. Fitzgerald that: The Executive Council reject the following recommendation from the Executive Committee to the Executive Council:

Subsidies to Divisions from the APGA budget should be considered by the Executive Council under individual merit for support for a period, preferably, of three years but no more than five. Such subsidies to be reduced 25 per cent annually from the original amount, which amount shall not exceed \$1,000.

Discussion followed. Dr. Hummel stated that if we accept the motion the Council should make a strong motion that each request for subsidies be carefully reviewed by the Executive Council with the requirement that the Division requesting should evidence more than word of mouth the total budgetary condition and the steps they are taking to become self-supporting with their Journal. Motion passed.

It was stated by Dr. Dugan that if we grant subsidies to Divisions the Headquarters should know in advance the amount of money a Division is going to request in order that they may include this amount in the budget when the budget is being prepared. It was moved by Dr. Wright that: When budget requests are sent to the Committees by the Headquarters a similar request be sent to the Presidents of the Divisions. Motion dropped for want of a second.

It was the consensus that each Divisional President and Treasurer will be responsible for submitting to the Treasurer of APGA an analysis of their budget conditions and related budgetary requests following the National Convention and that a communication will be sent from the Headquarters to the Divisional Presidents-Elect prior to the Convention reminding them of this in order that they will have an opportunity to talk with their governing bodies.

It was moved by Dr. Hummel and seconded by Dr. McGowan that: All matters regarding the budget be discussed at this time in order that the Treasurer and the Executive Director will have an opportunity to revise the budget prior to approval of the Council. Motion passed.

Mrs. Kirk stated that ACPA would like officially to bring not only its Journal with APGA but also the publication of the monograph series. Two monographs are expected to be ready for publication during this coming year. It was moved by Mrs. Kirk and seconded by Dr. Berdie that: ACPA's request for a loan up to \$7,500 for two monographs during this next year with APGA as the publisher of the monographs be approved.

Discussion followed. Dr. Scott asked where were we going to get the \$7,500 that had been requested by ACPA for the publication of the monographs. Dr. Hitchcock stated that one monograph would cost us approximately \$3,500. There is a return on it as soon as it is published, and, therefore, the money begins coming back into us immediately. It is, however, a matter of time before the entire \$7,500 could be repaid.

Dr. Farwell reminded the Council that there is no policy at this time saying when we call it a close and ask the Division, to whom we have extended a loan, to repay the Association. Dr. Tiedeman stated that he did not like the idea that we did not have a call date on this. Mr. Ashcraft asked why should we give ACPA \$7,500 when they have \$13,000 in reserve. Dr. Scott asked why should APGA draw on its reserves to help a Division when a Division has a reserve of its own. Dr. Scott requested that a secret ballot be conducted on this. A secret ballot was taken. The motion was rejected. Eight affirmative and five negative votes.

Dr. Hitchcock reported on the Membership Directory and presented to the Council sample copies of what the new Membership Directory will look like. For the first time the Directory will have a hard book cover similar to that of APA's. This specific item we want to be sure that the members understand. A very small set of questions will be sent out for the members to fill out to be included in the Membership Directory such as: the number of degrees received, the number of universities attended, one research interest, present business and home address, full name and Divisional affiliation.

Dr. Wright was wondering if anyone had ever determined how much money it would cost to list, at the end of the Directory, a complete listing Division-wise of the members within a Division. It was stated that this had been checked into but it was too much of an additional expense for us to undertake. It was felt that there should be an additional charge on the Journal due to its being of better quality.

It was moved by Dr. Dugan and seconded by Dr. Fitzgerald that: The price of the APGA Membership Directory be increased from \$3.50 to \$4.00 for members and remain at \$5.00 for non-members. Motion passed.

Dr. Dugan stated that we should have a clearcut business-like accounting and record of Conventions, the proposed budget and audit, and the financial details of whether it is a profit or loss Convention. Also, we should have accumulated in such an account a record of the continued profit which might then result in a Convention reserve. Therefore, it would be appropriate to establish, for business-like purposes, a separate Convention account aside from the APGA budget account. He, therefore, suggested the establishment of such an account with a loan from APGA of \$20,000.

It was moved by Dr. Dugan and seconded by Mr. Ashcraft that: The following procedures shall govern the budgeting and accounting for Conventions:

1. The Convention budget for a subsequent year shall be acted upon by the Executive Committee by August of the year before the Convention occurs.

2. The Executive Council shall be informed of the budget planning for each Convention and shall be apprised of the accounting of each Convention.
3. The Convention financing shall be set up in a separate Convention account.
4. The immediate Convention deficit in that account shall be met by a loan from the refinancing proceeds.

Discussion followed. Mr. Ashcraft asked if it was not the responsibility of the Executive Council rather than the Executive Committee to approve the budget for the Convention and Dr. Dugan stated that because of timing it is more feasible if the Executive Committee has this responsibility. Dr. Scott suggested that the Executive Committee study the budget and then send it to the Executive Council with their recommendations for approval. An amendment to the motion was made by Dr. Scott and seconded by Mrs. Kirk that: The Convention budget as prepared by the Convention Committee be reviewed by the Executive Committee by August of the year before the Convention occurs and submitted to the Executive Council for mail vote. Discussion followed. Dean Hummel stated that he did not feel that this was necessary. Dr. Wright wondered how it would be possible for a mail vote to be taken because of the timing and if the Council disagreed with some of the items and the budget was rejected it would be too much of a problem to have to start over again. Mrs. Kirk stated that maybe we should present a tentative budget prior to the Executive Committee meeting to the Council for their consideration and given to the Executive Committee for their action. Mrs. Kirk, then withdrew her second and the amendment dropped for want of a second. A vote was called for on the original motion. Motion passed.

It was suggested that the previous motion passed regarding raising the price of the Membership Directory of APGA be rescinded and a new motion made to increase not only the price to members but to non-members. It was moved by Dr. Fitzgerald and seconded by Mrs. Kirk that: The previous motion be rescinded and the price of the APGA Membership Directory be increased from \$3.50 to \$4.00 for members and from \$5.00 to \$5.50 for non-members. Motion passed.

It was moved by Mrs. Kirk and seconded by Dr. Scott that: The Executive Council charge the Placement Committee with studying the Placement Service and the impact that it has on the total budget of APGA relative to the possibility of those who profit the most from this service having to pay the major part of the ongoing cost. Motion passed.

It was moved by Dr. McGowan and seconded by Dr. Berdie that: The Executive Council accept the budget for 1964-65. Motion passed.

The meeting adjourned at 3:15 p.m.