

AMERICAN PERSONNEL AND GUIDANCE ASSOCIATION

MINUTES

Executive Council Meeting

April 8-9, 1965

Presiding: Harold F. Cottingham

I. CALL TO ORDER

The meeting was called to order at 7:30 p.m. by President Cottingham. Other members of the Executive Council present are as follows:

Kenneth B. Ashcraft  
Ralph F. Berdie  
Willis E. Dugan  
William H. Edson  
Gail F. Farwell

Paul W. Fitzgerald  
Dean L. Hummel  
Barbara A. Kirk  
George O. McClary  
John F. McGowan

C. Winfield Scott  
Daniel Sinick  
Robert O. Stripling  
(only after recess)  
David V. Tiedeman  
E. Wayne Wright

R.

The following observers were present: Bernard/Black, Kenneth B. Hoyt, Henry L. Isaksen.

II. MINUTES

A. Minutes of Last Meeting

It was moved by Dr. John McGowan and seconded by Mr. George McClary that: The Minutes of the November 17, 1964 Executive Council meeting be approved as read. Motion passed.

B. Votes Taken By Mail Ballot

It was moved by Mr. Ashcraft and seconded by Dr. Sincick that: The approval of action taken by mail vote be made a matter of record. Motion passed.

These items are: (1) Statement on the Publications Review Board; (2) Two resolutions on Employment Service Counseling; and (3) Motion on counselor education accreditation.

III. REPORTS OF OFFICERS AND DIVISIONAL PRESIDENTS

A. Officers

1. President

President Cottingham's report focused on two areas of concern he labeled "external" and "internal." The external concern was expressed in four particular parts:

a. The counseling movement as an agent of social change through proposed legislation, policies demanded by new legislation and policies emerging from governmental agencies and other professional organizations; b. Increasing improvement in counseling by governmental agencies and non-educational institutions; c. Impact of federal programs on demands for counseling services and what can be done to supply the need. On this particular idea President Cottingham suggested the possibility of sub-professional, technical people as counselor aides or youth advisors; and d. Communications with other professional organizations.

The internal concerns were in the areas of: a. Headquarters organizational structure with particular emphasis on the responsibilities of the Executive Director; b. Divisional services through Headquarters; c. Governmental structure of APGA relative to the Executive Committee. He feels that the main policy making body should be the Executive Council which seems to be getting away from this type of activity and becoming more of a research and source gathering group; and d. Continuity of evolution. President Cottingham expressed his hope and personal desire that members of the Council would take even more personal responsibility in knowing the history of the Association in order to have a more comprehensive understanding of the activities of the Association.

## 2. Treasurer

Dr. Farwell reminded the Council that fiscal responsibility is gained through cautious planning based on the estimated income from the paid memberships of the past year. He emphasized that hard-headed decisions regarding the expenditures of moneys would have to be made to keep the Association in a position of fiscal solvency. He reported a visit to the Headquarters office and observed that the financial operation and procedures provide adequate checks and balances. He pointed out that the major assets of the Association are the properties at 1605, and 1607 New Hampshire Avenue, N. W. and 1764 Corcoran Street, and that it is advisable to keep the continual appraisal of the marketable potential of these properties before the Executive Council. He reported establishment of a separate budget for Conventions, and recommended that reserves should be allowed to accrue in this account to balance the Convention when placement results in red figures, and further, that careful consideration should be given to Convention cities.

## 3. Executive Director

Dr. Hitchcock expressed his appreciation for all the able assistance and cooperation which he has received from the APGA Headquarters staff this past year. He reported that no response had been received from the letter to Secretary Wirtz over President Cottingham's signature relative to the CAUSE Program, but that reply was expected shortly from that office. In addition, no response had been received

from the letter to Dr. Mobley of AVA relative to the recruitment brochure distributed by AVA, and one is expected after the meeting of their executive group after their meeting sometime in July.

Dr. Hitchcock then pointed out the responsibility of the Executive Director to represent the Association at appropriate professional functions and reported his attendance at APGA Branch meetings and other national organizations' meetings, as well as the meetings of the executive groups of NVGA, ASCA, and ARCA during the last fiscal year. He also listed the various national boards and committees on which he has served.

He informed the Council on the progress that has been made on the APGA-ARCA Project on the Role and Preparation on Rehabilitation Counselors and that it is expected that a proposal will be made to the VRA at about the time of the Minneapolis Convention. The APGA-ASCA Project on issues relating to the counselor and school-college relations has progressed to the point of seeking funds for the project. And, as soon as one or a combination of funds are obtained APGA-ASCA are prepared to submit a proposal.

On the matter of administration of Headquarters, Dr. Hitchcock pointed out that overriding attention has been given to finances this past year. He reported the loss of two clerical staff members, with no replacements as yet, and that the Publications Department especially is in dire need of additional personnel. He reported that membership processing has continued to go very well.

Dr. Hitchcock announced that Carl McDaniels will be leaving the Association to go with George Washington University (this resignation having been made only two days earlier) and reminded the Council of Joseph Kauffman's departure to go with the University of Wisconsin. He also stated that he felt the Association is committed to continuing attention in the higher education area.

## B. Divisional Presidents

### 1. American College Personnel Association

Mrs. Barbara Kirk reported that ACPA is in the process of revising its By-laws. A major revision approved by mail ballot involves a change in the Constitution to the effect that future representation on the APGA Executive Council will include the President of ACPA for his term of office with the other representative elected for a four year term. The revision is intended to relieve the President and President-Elect of having to carry the full responsibility of ACPA, and to provide continuity.

Mrs. Kirk reported that the ACPA had increased 1,000 members this year and their journal, The Journal of College Student Personnel, is increasing not only

in size but in distribution, and that next year the Journal will increase to six issues per year.

ACPA will carry 13 monographs and that three of these monographs are now in print or just off the press.

Mrs. Kirk reported that ACPA had 12 Commissions this last year and they now have a 13th one. And she reported on their Task Force Committee On The Study of College Students, which is making progress toward a publication on college students

Mrs. Kirk called attention to the departure of Dr. Kauffman as the Director of Higher Education at APGA and the desire that he be replaced, and, distributed to the Council duplicated material on the background of Dr. Kauffman's position.

Mrs. Kirk expressed her appreciation for the assistance ACPA had received on their publications and special appreciation to APGA for bringing Mrs. Dorothy Trueblood to the Convention to receive the Trueblood certificates.

## 2. The Association for Counselor Education and Supervision

Dr. Dean Hummel reported an increase of 36% in the membership of ACES this past year. He reported that Dr. Edward C. Roeber will be the new editor of the ACES Journal, Counselor Education and Supervision. He reported that work was progressing on the statement being prepared jointly by ASCA and ACES on the Role and Preparation of the Elementary School Counselor.

He said that inter-divisional communication was sometimes difficult and expressed hope that it would improve. He said also that he believed the Guidepost was the only such communication between Divisions and hopes there can be more issues.

Dr. Hummel expressed his appreciation to APGA for its assistance and the pleasure he has had being President of ACES.

## 3. National Vocational Guidance Association

Mr. Kenneth Ashcraft stated that he felt that NVGA was in a state of ferment and that they were working on the "reconceptualization" of the Division. This was to be discussed further at the April 9 meeting of the NVGA Board. He reported that a number of publications had been published this year by NVGA, namely, Automation: The Threat and the Promise, Teacher Role and Vocational Guidance, and that How to Visit Colleges had been revised. Four issues of the Vocational Guidance Quarterly were published along with two NVGA Newsletters. NVGA is working on a new publication entitled How to Visit Employers and Man in a World at Work is still producing royalties. He expressed NVGA's sincere appreciation

for Dr. Norman Gysbers' work as Editor of the Quarterly this last year. Mr. Ashcraft reported that membership for NVGA had passed 9,000 this year. He reported the progress on the proposal to Vocational Education for a conference on occupational information.

#### 4. American School Counselor Association

Mr. George McClary commended the helpful assistance and excellence in efficiency and effectiveness of all members of the Headquarters staff. He reported that ASCA is in its 13th year with 16 chartered state-wide Divisions. He reported that he made visits to California, Minnesota, Michigan, Florida, Virginia, New Mexico and the District of Columbia this year. He reported that the membership as of February 28 was 10,510, an increase from last year of 1,379, which means ASCA has doubled in the past five year. It was reported that at this Minneapolis Convention ASCA's first Delegate Assembly would meet. Also, at this Convention ASCA will have 66 programs plus business and committee meetings and 9 jointly sponsored programs. ASCA budgeted \$45,547.00 for expenses, and although this was deficit budgeting, he expects that the higher income than planned will keep the budget in the black. The Constitution Committee of ASCA is proposing changes for consideration of the Governing Board and Delegate Assembly as follows:

- a. Enable the Board to appoint a second representative to serve with the President on the APGA Executive Council.
- b. Change membership categories to professional, regular, student, and emeritus in line with APGA recommendations, and raise membership requirements.
- c. Change the state ASCA Branches to state ASCA Divisions.
- d. Nominations and elections procedures.

He reported on the various publications of ASCA as well as the joint ventures of ASCA. ASCA joined with ACES to appoint a Committee on the Role and Preparation of the Elementary School Counselor and the first meeting was held in New York the first of March.

Mr. McClary reported his participation in the January meeting of ERB and CEEB for discussion of issues in college admissions. Also, he met in Chicago with groups interested in forming a National Council on School-College Relations, and that the constitution for this Council will be discussed at the ASCA Board meeting.

Mr. McClary gave emphasis this year to keeping the Governing Board, the APGA Executive Council, and the entire membership informed - emphasizing that communication is essential. (After Mr. McClary's report, David Tiedeman expressed concern over the Constitutional change in ASCA and ACPA to have three members

of Divisions to the APGA Executive Council, even though one would be a non-voting observer, and the respective Divisions would assume the expenses.)

5. Student Personnel Association for Teacher Education

Dr. William Edson reported. Like APGA, SPATE has both internal and external concerns. These concerns have a common focus on the clearer definition of the functions and purposes of SPATE as an association of student personnel workers whose interest is centered on the one-third of all college students in the United States who are preparing to become teachers. SPATE's purpose is the improvement of teacher preparation in colleges and universities through improved personnel work.

Internally, SPATE has worked this year at the development of a statement of professional preparation and standards for personnel workers and on the development of a state division structure within APGA state branches. The Journal and the convention program have tried to speak directly to the purposes of the association and to clarify the role of the association for its members. The President has issued a news memorandum to all members twice during the year to acquaint them with SPATE activities and Divisional issues. Externally, SPATE has worked for the improvement of student personnel work in teacher education through representation in the affairs and programs of the National Council for the Accreditation of Teacher Education and the National Commission on Teacher Education and Professional Standards. It has also scheduled a workshop at the convention to which deans of schools seeking accreditation may send representatives to learn about standards and guides for student personnel work in teachers education. About forty such representatives are expected to attend this workshop.

SPATE has increased its membership only a little more than one percent this year. There is no great increase in the number of persons employed in its area of concern, as there is in areas represented by other APGA Divisions. However, SPATE has an active program and has increased its services to its members. It needs to consider alternatives for its future development.

6. American Rehabilitation Counseling Association

Dr. Daniel Sinick commented on the main areas of focus - the executive operation of Headquarters and the four areas of external concern as expressed in President Cottingham's report to the Council.

ARCA has 1,160 members as of March 31, 1965, 475 of these being professional members and, that nine states have 40 or more members in ARCA. He reported an overlap of 150 ARCA members with Divisions 17 and 22 of APA. He reported that ARCA has developed a new procedure in processing professional membership certificates.

The Constitution Committee working on re-organization of the structure of ARCA,

and the Professional Preparation and Standards Committee is working on the NVGA-ARCA study on vocational counseling. He reported the possible APGA-ARCA proposal for a study of rehabilitation counseling. He stated that the liaison with NRCA and NRA will be Miss Patricia Lawlor for the Headquarters.

Dr. Sinick expressed ARCA's thanks and appreciation to Steve Friedheim as Advertising Manager for the additional advertising the ARCA Bulletin has received recently. And, although they still require subsidy from APGA for the publication of the Bulletin, it is their hope that with the increase in advertising revenue, publication of the Bulletin can be achieved without the necessity of subsidization in the not too distant future. He called attention to the section of the Bulletin entitled "Research in Brief" and pointed out that Lloyd Lofquist, Chairman of the ARCA Research Awards Committee, handles such areas as the ABE Jacobs Memorial.

Dr. Sinick reported that Dr. Abraham Maslow was the ARCA luncheon speaker this year at the Convention.

He emphasized the feeling that there has to be much inter-divisional activity, but that each Division should have a unique identity. He spoke of "professional pluralism" which could be compared to "cultural pluralism."

#### IV. COMMITTEE REPORTS

##### A. Building and Grounds Committee

Mr. David Dawson reported for the Chairman, Mr. William Murphy. Mr. Dawson brought attention to the written report of the Building and Grounds Committee, and the recommendations of the Committee. It was recommended that the Committee be enabled to meet three times a year with authorization that one meeting be in early October in order to allow time for forwarding to the November Council, copies of the recommendations and report. Immediate action was requested for attention to the basement of Headquarters. It was recommended that the entire basement be cemented and Mr. Dawson, having looked into the cost of this, reported that it would cost from \$3,000 to \$5,000 to cement the floor, and this would last indefinitely. He reported that it would cost \$1200 to rebuild the present floor which would last only 3-5 years. This all relates to whether or not APGA decides to stay in its present quarters. If it is decided that APGA should remain at 1605 New Hampshire Avenue, N. W., then the long-range, more expensive repair would be better.

Mr. Dawson also brought to the attention of the Council that the possibility of sand-blasting the building or painting the building, would increase the value of the property, in addition to landscaping the grounds in front of the building (for which an estimate was obtained of \$1700.) He reported that the tenant at 1607 has four years left on their five year lease, however, it would be broken if APGA should decide to sell the property.

B. Committee on Branches

To illustrate the developments to date of the purposes of the Committee in organizing and re-organizing the state Branch structure within APGA, Dr. Joseph Hollis, Chairman, presented a chart indicating those states which have state Branches (39), those which have submitted letter of intent (5), and those where state Branches do not exist. There were only 6 who had not proceeded to the letter of intent stage. He also presented charts indicating the structures within ASCA and NVGA on their Divisional bases.

Dr. Hossis presented the New Hampshire Personnel and Guidance Association and the Michigan Personnel and Guidance Association for approval by the Executive Council explaining that the requirements for charters within APGA were complete.

It was moved by Mrs. Kirk and seconded by Dr. Fitzgerald that: Executive Council approval be given to the Michigan Personnel and Guidance Association and the New Hampshire Personnel and Guidance Association. Motion passed.

Dr. Hollis advised the Council of the various publications which were distributed to the Presidents, Presidents-Elect and Secretaries of all organized groups in APGA in the United States and overseas which were timely and pertinent to the organizations, bringing attention to the written report where these were listed.

He recommended to the Council that a revision of the APGA Constitution and By-Laws was needed in keeping with the new organizational developments including procedures for representation to the APGA Senate.

He expressed belief that this should be the responsibility of the Constitution Committee and the realization that revisions are being considered, through the Constitution Committee extended to include several persons in addition to the regular Constitution Committee.

Dr. Hollis presented a seal for state Branch use on letterhead, publications, etc. to the Council for approval. It was then moved by Mrs. Barbara Kirk and seconded by Dr. Wright that: The Executive Council accept the recommendations of the Committee on Branches in adoption of the seal for state Branches and acceptance also of the Executive Committee action of February 18 for tax exempt status for state Branches.

It was suggested that the motion relative to the seal and tax exemption should be put into two separate motions. Mrs. Kirk and Dr. Wright withdrew the motion and Mrs. Kirk then moved and Dr. Wright seconded that: The Executive Council accept the recommendation of the Committee on Branches in adoption of a seal for state Branches, and recommends, but does not require, state Branches to use this seal. Motion passed.

It was then moved by Dr. Dugan and seconded by Dr. Fitzgerald that: The Executive Council accept the recommendation of the Executive Committee relative to tax exemption

for Branches, namely, that tax exemption be established for APGA state-wide Branches, said exemption to be made available to those Branches deciding to accept it at the time this motion becomes operative, but requiring that all Branches chartered in the future be required to accept the tax exempt status. Motion passed.

Relative to a third recommendation, namely, that the Executive Council consider methods for underwriting the cost of Branch organizations, it was moved by Dr. Stripling and seconded by Mrs. Kirk that: The Executive Council delay action on possible rebates to Branches until the May meeting of the Executive Council. Motion PASSED.

At the conclusion of Dr. Hollis' report it was moved by Dr. Dugan and seconded by Dr. Stripling and then the entire Council that: The Executive Council give a vote of sincere thanks to Dr. Joseph Hollis and Miss Patricia Lawlor on their work with the Branch structure of APGA at the grass roots level. Motion passed.

THE MEETING WAS RECESSED BY PRESIDENT COTTINGHAM AT 10:30 p.m. UNTIL 9:15 a.m. April 9, AT WHICH POINT COMMITTEE REPORTS WERE CONTINUED.

C. Constitution Committee

It was reported that Dr. Bruce Shertzer would appear before the Senate meeting Monday evening, April 12, and that he was scheduled to meet with the Constitution Committee and several additional persons prior to that to study the Governmental Structure of APGA.

D. Ethical Practices Committee

The Committee drafted a Casebook consisting of at least four brief incidents relevant to each of the principles in the Ethical Standards. At least two illustrate behavior in accordance with the principle and at least two illustrate behavior not in accord with the principle. The introduction depicts the purposes of the Casebook and offers instructions for interpreting the incidents. The draft of the Casebook was distributed to members of the APGA Executive Council for their comments and reactions several months ago, and then reviewed again by a sub-committee of the Ethical Practices Committee.

The Committee has requested that \$750 be allocated for publication of the Casebook. Mr. Ashcraft moved and Dr. McGowan seconded that: The Executive Council approve the expenditure of \$750 for the publication of the Ethics Casebook.

Mr. McClary commented that he felt the syntax of the Casebook could be greatly improved. The maker and seconder of the original motion withdrew the motion. Mrs. Kirk moved and Mr. McClary seconded that: The English and grammar of the Ethics Casebook be checked by someone with ability in English before it is published.

Discussion followed relative to the work on the Casebook and due to the excellent

reputation of Dr. Magoon, Chairman of the Committee, and the fact that the Casebook was distributed to the Council as a very basic rough draft, the maker and seconder of the motion withdrew the motion and, it was moved by Dr. Stripling and seconded by Dr. Dugan that: The Executive Council requests the Executive Committee to review the Ethics Casebook once more with the authority to allocate the \$750 for publication if they feel the draft is suitable for the printers. Motion passed.

E. Finance Committee

It was reported that Chairman John Stalnaker was out of the country. Attention was brought to the written report of the Committee and its recommendations. The recommendation that student membership dues be increased from \$11 to \$16 annually had already received attention and Miss Lawlor was to be reminded that this should be shown on the new application blanks.

F. Committee on Individual Rights and Opportunities

Dr. Dean Hummel, Chairman, brought attention to his written report and pointed out that the Committee is charged with the development of policies to be recommended to the Council relative to individual rights and opportunities within the affairs of the Association and with the developments of programs to be carried out by the Association to enhance the work of members in the area of individual rights. He pointed out that an analysis of APGA's statements revealed existence of 18 different statements, applying to the subject area of the Committee, in addition to the Constitution. He expressed the hope that the Committee can complete its task which will take another year, and perhaps take on greater and different tasks later on. Dr. Hummel applauded Dr. Kauffman's good work as Staff Associate for this Committee.

G. Insurance for Members Committee

Mr. Stephen Friedheim reported for Mr. David Nolan, Chairman. Throughout the year the Committee reviewed the developments of the Income Protection Program which is being administered by Liberty Mutual Insurance Company. The Committee has expressed great pleasure in the performance of the carrier.

On February 1 the second insurance program for members was put into effect. This new program is the Major Medical Insurance coverage. Because of the limited number of enrollees it was necessary to deny coverage to those members who were considered by the underwriters to be poor risks. There were approximately 50 members who received letters of declination, and the balance of the applicants, approximately 450, were immediately covered as of that date. It is hoped that if the program grows with substantial risks it will be possible to hold an open enrollment for all members within the next two years.

Cognizant of the concerns of the Council for professional liability insurance, the Committee is investigating two possible solutions for this coverage. First, would be a rider to assist home owner or apartment dweller insurance policies which has been encouraged by Liberty Mutual with an indication that their Company would be willing to make this

available to those members currently covered by this insurance with Liberty Mutual, and second, the Committee is investigating the possibility of a personally tailored policy to the needs of our members by a different carrier. Contact with this carrier has been made and preliminary discussions have been held.

The Committee feels that the next major step which should be taken in insurance for members would be for life insurance coverage, and they are now investigating the various possibilities in this area with the hope that they can bring it to the attention of the Council in the near future.

The Income Protection Plan which has been in effect since 1962 will this year begin to accrue dividends and the Committee recommends the establishment of a trust to administer these funds. It should be noted that these funds can only be utilized in a way which will benefit the enrollees in the insurance program. This can be done by reducing the annual returns or annual premiums or by providing additional coverage. It was then moved by Dr. Wright and seconded by Dr. Stripling that: The recommendation of the Insurance for Members Committee relative to the formation of a trust fund be referred back to the Committee for a more fully detailed report, and said report to be reviewed by and for the recommendations of the General Counsel of APGA. Motion passed.

In the discussion the timing was reviewed and it was the feeling of several persons that this report should be ready by the time of the November Council meeting.

#### H. International Relations Committee

Attention was invited to the written report by Dr. Ivan Putnam, Chairman, and pointed was the number of functions being scheduled at the Convention for the international visitors which was expected to number about 50 to 75.

Reportedly, Dr. Putnam and Dr. Kauffman were preparing recommendations for Dr. Scott for next year, and because of the feeling that the function of the Committee is developing more in the nature of providing a coordinating kind of operation for various international interests, there would be a thorough report to the May Executive Council.

Dr. Edson reported that he received a letter from Dr. Putnam about the consideration of representatives for the International Relations Committee of APGA, the idea being to have the Chairmen of the Divisional International Relations Committee be members of the APGA International Relations Committee. And, further, that if the Division did not have such a committee, they should be encouraged to have one.

#### I. Membership Committee

The Committee requested in its written report that Executive Council approval be given to a meeting of the National Membership Committee in the coming fiscal year.

The Committee expressed the feeling that the meeting held last year in May was most productive, stimulating and vitally essential to the furtherance of the work of the larger membership team.

It was moved by Mrs. Kirk and seconded by Dr. Berdie that: The Executive Council authorize a meeting of the National Membership Committee in May, 1965. Motion passed.

Discussion began on the possibility of a Division having more than the normal two representatives to the Executive Council. Mrs. Kirk pointed out that the observer from ACPA would be their President-Elect, and the President and Past President would be the participating members of the Council. She pointed out, again, in this way the President-Elect will have had some background and experience when he assumes the role of an active participant in the Executive Council meetings.

The structure of APGA was brought into the discussion relative to situations that occur such as representation on the Executive Council and what the procedure would be if there were 10 to 12 Divisions within APGA. General opinion was expressed that this should be referred to the Constitution Committee.

#### J. Nominations and Elections Board

Dr. Dugan, Chairman, presented a proposed revised nominations and elections schedule (attached as Appendix \_\_\_ ) and it was moved by Dr. Wright and seconded by Dr. McGowan that: The Executive Council accept the revised schedule as outlined by the Nominations and Elections Board, and approve setting the deadline for Divisions to submit nominees for APGA President-Elect as July 1 - and that if any Division has not submitted its nominees by that date, no nominations from such Division will appear on the nominations ballot, and further, that the Council recommends that the Divisions study their nomination procedures to determine how improvements can be made. Motion passed.

Additionally, Dr. Dugan announced officially for the record that Dr. Kenneth B. Hoyt was elected as the new President Elect of APGA.

#### K. Placement Committee

The Committee recommended that a \$5.00 charge be made to employers for listings in the Placement Bulletin, and, that the Executive Committee recommended favorable action on this to the Executive Council. Discussion followed relative to the term "employer" and whether it should be defined as a Department with a College, the College, or the entire institution. It was then moved by Dr. Berdie that: The spirit of the Placement Committee recommendation be approved but the Executive Director is to be charged with working out the procedures on the \$5.00 charge to employers.

Discussion followed and because it was reported that the Placement Committee had spent a great deal of time on this report, the motion was withdrawn by Dr. Berdie and Dr. Berdie moved and Mrs. Kirk seconded that: The spirit of the recommendation

of the Placement Committee be approved by the Executive Council, with the reservation that if the practice does not work feasibly in approaches to employers, the Executive Committee may withdraw the Executive Council's approval. Motion passed.

L. Professional Preparation and Standards Committee

Attention was invited to the PPS Committee report by Dr. Robert Stoughton, Chairman. Since the adoption of the 1964 PPS Statement the Committee has focused its attention on next steps and has been concerned with new issues which have arisen during the year relative to Divisional activity, implications of federal legislation and other factors which may affect standards. The recommendations of the Committee are attached as Appendix \_\_\_ to these Minutes.

M. Publications Committee

The Publications Committee met in Washington for two days in November. The editors participated in a one-day workshop. Several subcommittees were developed to draft policies and procedures for future review and control of APGA publications. A report and recommendations were forwarded to the Executive Council, and a specific policy concerning advertising for Association and Divisional journals was developed and subsequently adopted by the Executive Council. The Publications Committee has recommended the establishment of a permanent Publications Review Board which may meet more frequently to discuss Association publications, budget, and compliance with professional standards. This proposed Publications Review Board was voted on by the Council by mail ballot and is recorded in these Minutes as approved.

N. Research Awards Committee

Reportedly, the Committee had reviewed over 50 journals, books from all major publishers and monographs from a variety of sources, to determine which recently published articles best exemplified good research technique. As a result of this survey 86 articles, books, monographs, and series of studies were nominated for an Award. Winners of the 1963-64 Research Awards were to be announced at the Banquet during the Convention.

O. Convention Committee

Dr. Ralph Johnson reported 3500 advance registrations for this Convention with 4000 hotel registrations, and approximately 6000 persons expected at the Convention. He reported that the Convention Budget appears to be solvent and hopes to have some income over expenses. He reported that heavy snows in the Minneapolis area had forced cancellation of arrangements made during the initial planning stage of the Convention to transport Conventioneers to Northrop Auditorium by school buses and

that private buses had to be utilized. For that reason transportation costs had exceeded the budget allocation. However, he expressed the hope that this deficit would be augmented by the generosity of the University of Minnesota in providing clerical help for Dr. Vivian Hewer's work on the Convention Program.

Dr. Johnson expressed his sincere appreciation for all the help of the Headquarters staff and especially to Stephen Friedheim who had worked so closely with him.

Dr. Vivian Hewer addressed the Council and expressed her delight with the cooperation of the many persons involved in helping her put together the Convention Program, with special thanks to the students at the Minneapolis Vocational High School for the art work on the Preliminary Program and the final Program. She reported 395 programs this year, with six ancillary groups meeting in conjunction with the APGA Convention.

P. Ad Hoc Committee on the Activity of the APGA Executive Director

George McClary, Chairman of the Ad Hoc Committee on the Activity of the APGA Executive Director appointed by the President at the November Council meeting, and consisting of two other members, Dr. Dugan and Dr. Farwell, presented the Committee's report to the Council. The report is attached as Appendix \_\_\_ to these Minutes.

There was discussion of the activities of the Executive Director and the Headquarters organization. Dr. Tiedeman brought out the flexibility needed by the Executive Director and suggested the possibility of an Administrative Assistant or person of similar status who would enable the Executive Director to be free to carry out the recommendations of the Ad Hoc Committee relative to the internal (guild functions.) Dr. Dugan suggested the possibility of hiring someone as Director of Publications and Professional Services as well as an Administrative Assistant. Director of Publications and Professional Services to be a person highly visible in the field of higher education as well as experience in the realm of publications and the profession itself, and in this way assume the responsibilities of the present Director of Professional Services as well as some of the responsibilities of the present Director of Higher Education, satisfying the needs of the ACPA. The AA could then assume the work of the Convention arrangements which are going to be assumed by the Headquarters much more than in the past.

Financial consideration was brought into this discussion. Dr. Farwell pointed out that the staffing of the Headquarters was one of the things he meant by hard-headed decisions in his Treasurer's Report. Dr. Farwell was requested to present a report before the end of the day, showing the percentage of expenditures in the various areas of the budget. This report is attached as Appendix \_\_\_.

It was moved by Dr. Sinick and seconded by Dr. Fitzgerald that: The Executive Council accept the report of the Ad Hoc Committee on the Activity of the APGA Executive Director, and that the recommendations made by the Committee be implemented.

More discussion followed this motion. The maker and seconder of the original motion withdrew and it was then moved by Dr. Sinick and seconded by Dr. Berdie that: The Executive Council give consideration, in addition to the recommendations of the Ad Hoc Committee on the Activity of the APGA Executive Director, to the development and implementation of additional ways that the external functions of the Executive Director can be carried out by additional professional personnel. Motion passed.

Dr. Hitchcock complimented George McClary and the other members of the Committee on the fine job they did on the report.

## V. UNFINISHED BUSINESS

### A. Applications for Divisional Status

#### 1. Association for Measurement and Evaluation in Guidance

Miss Patricia Lawlor reported the proposal that the Council had approved for accepting the AMEG. She reported that the Constitution was voted upon favorably by the membership of the Division, and that it was complete and on file at the Headquarters office. Miss Lawlor presented a written report of the Division which listed the officers who were elected by the membership; the members of the Division who were already members of APGA (421); and the members of the Division who were not members of APGA (80). Miss Lawlor pointed out that those persons who were not already members of APGA would have to become members in order to belong to the Division if approved. Also reported, were two issues of a Newsletter from the Division; a program at the 1964 Convention and programs at the 1965 Convention. The Division is to be presented to the APGA Senate for vote.

#### 2. National Employment Counseling Association

Miss Lawlor presented the application of the National Employment Counseling Association for Divisional status. NECA had not been approved previously by the Council. The Association has not elected officers, but they were to do so April 14; and although with a single slate of officers the Constitution was on file at Headquarters, and it had not been submitted to a vote of the Division membership. Dr. Sinick questioned the feasibility of having only one slate of officers as opposed to having at least two nominees for each position.

Miss Lawlor reported that the current membership is a total of 68 members in APGA and 179 non-APGA members, and that the petition was signed by 111 persons - 102 of them being APGA members. The question was raised about the number of signatures needed on a petition to apply for Divisional status and Miss Lawlor responded that 100 members' signatures were required on a petition.

Dr. McGowan recommended that the Executive Council delay action on this Division until the May meeting of the Council. Then, the titling of the Association was brought out.

It was moved by Dr. McGowan and seconded by Dr. Tiedeman that: The Executive Council delay action on the Division of National Employment Counseling Association and encourage the founders to meet with a Committee of the Executive Council as appointed by the President to reconsider their title, nominations, memberships, and, in general, conforming with their own Constitution and getting the application ready for presentation to the Executive Council in May. Motion passed.

B. Headquarters Personnel and Organization

Dr. Hitchcock reiterated the changes in personnel in the Headquarters and pointed out that APGA would be bringing in a new Director of Professional Services, and an Administrative Assistant who would provide some flexibility for kinds of emphases with which the Association is concerned. These replacements will be for the two professional persons who are leaving the staff. And, it was stated that the Headquarters expects to continue to provide emphasis for higher education as well as other concerns of the Association that have been provided in the past. But, reminder was given that one does not expect to replace Dr. Kauffman because he is simply of unusual stature in higher education, and that even though we do not actually have the same kind of person, nevertheless, the replacement will be of high caliber and will be able to carry on the interests of the Association. These comments were made in the setting of the consensus that had been expressed relative to Mr. McClary's report, namely, that the Executive Director must be flexible to advance the interests of the Association at the level that that position indicates.

C. Memorial Fund for Professional Development

A proposed general statement from the Committee on the Memorial Fund for Professional Development was presented. It was moved by Dr. Dugan and seconded by Dr. Stripling that: Executive Council approval be given to the recommendation as stated in the report of the Committee.

Discussion followed relative to several technicalities in the report and Dr. Stripling withdrew the second to the motion and Dr. Dugan withdrew the motion. It was then moved by Dr. Dugan and seconded by Dr. Sinick that: The report of the Committee be referred back to the Committee for revision. Motion passed. The report is attached as Appendix \_\_\_\_.

D. Auditors Proposal on Joint Audit

The proposal was discussed at length in the February 18 Executive Committee meeting with recommendation for favorable action. Dr. Sinick moved and Mr. McClary seconded that: The Executive Council accept the recommendation from the Executive Committee of February 18 to establish a joint audit for APGA and Divisions. Motion passed.

Prior to this motion there was question about audits of Branches. Dr. Tiedeman suggested that the Committee on Branches should make a report to the Executive Council on the financial conditions of the APGA Branches.

Dr. Stripling cautioned that APGA should be careful about assuming financial liability of Branches, and it was agreed that the Executive Director should check with the General Counsel and report fully on this matter to the Executive Council.

#### E. APGA Policies

##### 1. Acceptance of Funds by APGA

There has been no policy with APGA relative to the acceptance of moneys from various sources and occasion has arisen whereby the Association has been offered funds for various purposes. It was moved by Dr. Berdie and seconded by Dr. Hummel that: It shall be the policy of APGA to accept funds, grants and contributions from sources that are reputable, and for purposes that are consistent with the objectives of the Association or with specific projects of the Association, and all such shall be approved by the Executive Committee. Motion passed.

##### 2. Research and Educational Services in Which APGA Should Engage

Suggestion was made in a letter from Dr. Berdie that APGA should have a policy regarding the kinds of research and educational services and activities in which APGA should emerge, reminding the Council that the Association is empowered constitutionally to perform many functions, including these mentioned. It was moved by Dr. Berdie and seconded by Mr. McClary that: The suggestion for a policy regarding kinds of research and educational services and activities in which APGA should engage be referred to the Long Range Advisory Committee. Motion passed.

Dr. Tiedeman suggested that Dr. Berdie's letter should be sent to the Council with these Minutes and all agreed. The letter is attached as Appendix \_\_\_\_.

##### 3. Role of APGA in Reviewing Materials in Guidance and Personnel

Suggestion was made through a letter from Dr. Tiedeman that APGA should have a policy regarding the role of APGA in receiving, evaluating, and approving materials in guidance and personnel. It was moved by Dr. Sinick and seconded by Dr. Fitzgerald that: The suggestion for a policy regarding the role of APGA in reviewing, evaluating, and approving materials in guidance and personnel be referred to the Long Range Advisory Committee.

Question was then raised as to whether or not the Long Range Advisory Committee was active and what the possibility of sending this to another Committee was.

It was then moved by Dr. McGowan and seconded by Mr. Ashcraft: To rescind the previous motions on policy and refer the suggestions for policies to Ad Hoc Committees, to report to the Executive Council no later than November. Motion passed.

All agreed that Dr. Tiedeman's letter should be sent to the Executive Council and

it is attached to these Minutes as Appendix \_\_\_\_.

Further, the Executive Council suggested that the Committee be aware that generally APGA is not primarily a research organization.

## VI. NEW BUSINESS

### A. Research Proposals

#### 1. Sears Roebuck Foundation Proposal

It was reported that Mr. William Whittsitt and Mr. Donald Gareis from the Sears Roebuck Foundation had proposed to APGA the funding of a project for the purpose of providing an Institute of the duration of a week or two in the summer of 1966 for college level counseling and student personnel persons to develop long-range information about the broad area of careers and occupations in trade. Reported also was the Foundations interest in the possibility of a project affecting the disadvantaged. The proposal is attached as Appendix \_\_\_\_ to these Minutes.

It was the general feeling of the Council that APGA is an advisory and consulting organization, and although some research could not be avoided, all other sources able to conduct proposed projects should be considered (such as universities and APGA Divisions) before APGA considers taking on such tasks.

After discussion, it was the general consensus of the Council that the Executive Director should consult further with the Foundation and report back to the May Council. No further action was taken

#### 2. APGA Co-Sponsorship of Mental Health Project of National Congress of Parents and Teachers.

A report of this proposal was presented and is attached to these Minutes as Appendix \_\_\_\_.

In the discussion, attention was directed to the involvement of Dr. Landy and Dr. Smallenburg in the Project. In addition, it was suggested that ARCA could be a possible resource for the Project.

It was moved by Mr. McClary and seconded by Mr. Ashcraft that: APGA co-sponsor the Mental Health Project with the National Congress of Parents and Teachers. Motion passed.

#### 3. Project Proposal to the Federal Government Task Group on Technological Forecasting

The Federal Government Task Group on Technological Forecasting is a sub-part of President Johnson's Manpower Committee. The Task Group is presently

studying the actual use of technological manpower forecasting within and outside of the Government. One aspect of their present examination deals with how the forecasting information is used in secondary school programs to relate employment opportunities. It is this aspect that the Task Group would like APGA, as the responsible national organization in the field, to undertake as a short term (six weeks) special project. The report is attached as Appendix \_\_\_ to these Minutes.

Dr. McGowan expressed understanding of groups wanting professional persons from within APGA to administer projects of various types (using example of study on Counselor Supply and Demand of which Dr. Hitchcock is the writer) but pointing out that this was a personal undertaking and not official Association business.

It was the general consensus, with Dr. Tiedeman abstaining, that this project be dropped for lack of support.

## VII. ADJOURNMENT

The meeting was adjourned by President Cottingham at 5:47 p.m.