

AMERICAN PERSONNEL AND GUIDANCE ASSOCIATION

MINUTES

Executive Council

May 25-27, 1966

Presiding: Kenneth B. Hoyt

I. CALL TO ORDER

The meeting was called to order by President Hoyt at 9:00 a.m., at the Gramercy Inn in Washington, D. C. Members present were:

- |                    |                     |                             |
|--------------------|---------------------|-----------------------------|
| Bernard R. Black   | Arthur A. Hitchcock | Paul H. Munger              |
| Henry Borow        | Kenneth B. Hoyt     | John Muthard                |
| Willis E. Dugan    | Henry Isaksen       | Frank C. Noble              |
| Raymond Ehrle      | Marceline Jaques    | C. Winfield Scott           |
| Paul W. Fitzgerald | Ralph Johnson       | Benjamin Shimberg (3:00 pm) |
| Leo Goldman        | Eugene D. Koplitz   | W. Wesley Tennyson          |
| Meleveñe Hardee    | Norman McGough      | Garry R. Walz               |
|                    |                     | Edmund G. Williamson        |

Observers present included Elizabeth Greenleaf and Eldon Ruff.

II. MINUTES AND ACTION ON AGENDA

A. Minutes of Last Meetings

It was moved and seconded that: The minutes of the March 31-April 1 Executive Council meeting be approved. Motion passed.

It was moved and seconded that: The Minutes of the April 7 Executive Council meeting be approved. Motion passed.

B. Votes Taken by Mail Ballot

It was moved and seconded that: The results of the mail ballot on the National Seminar on Vocational Guidance be approved and recorded in these Minutes. Motion passed. (It was agreed that there should be a National Seminar on Vocational Guidance.)

C. Action on Agenda

There was extensive consideration of the Agenda in which several items were added. Eight subcommittees of the Council were appointed

to further investigate certain items on the Agenda; they are as follows: APGA-AVA Statement, Budget, Constitution, Convention, Employment Service Counseling, Nancy C. Wimmer, Letters, and Western Office. It was then moved and seconded that: The revised Agenda be approved. Motion passed.

### III. REPORTS OF OFFICERS AND DIVISIONAL PRESIDENTS

#### A. Officers

##### 1. President

President Hoyt did not present an official report at this time. He called attention to his letters of May 3, 5 and 9 to the Executive Director (these were also distributed to the Executive Council) and noted that he would discuss these more fully when this point in the Agenda was reached.

##### 2. Executive Director

The Executive Director's report consisted of four main points:

Dr. Hitchcock assured the Executive Council that he and the new Executive Director were working very closely to effect a good transition, and that no major decisions on budget or personnel were being made in the Headquarters office without the full knowledge and agreement of Dr. Dugan.

Attention was called to the fact that the General Counsel had advised at the last Finance Committee meeting that the Association employ an appraiser to analyse the Association's property, and submit a written report on the best use and value of the property. This report will be sent to the Executive Council for their later consideration.

The IAEVG, of which APGA is a member, is holding a general meeting in Vienna, October 17-21. The Executive Director requested that a proposal for the President to attend this meeting be placed on the Agenda for discussion.

It was requested during the last November Executive Council meeting that a report be submitted to the Council relative to the work of the Director of Association Services. The Council was informed that this material was now completed,

and that he or the Director of Association Services would be glad to answer any questions after the Council had had the opportunity to read the report.

### 3. Treasurer

The Treasurer began by reviewing the proposed financial statement. It recommends that the Divisions pay a greater share of the indirect costs of the services they get from headquarters. It would also be desirable to have all APGA activities that do not relate directly to each member be self-supporting. As an example, these might include the convention, Placement Service, and Membership Directory. There is also the distinct possibility that membership dues will have to be increased.

The Treasurer's comments were followed by the overall presentation of the budget. The details and approval of the budget were to be taken up on Friday.

It was moved and seconded that: A special sub-committee be appointed to study the proposed financial policy and bring back recommendations or reactions to the Executive Council on Friday, reactions will then be given to the Finance Committee as those of the Executive Council.  
Motion passed.

### B. Divisional Reports

Brief written reports were submitted to the Council by the Divisional Presidents. The following comments are in addition to those reports.

#### 1. American College Personnel Association (See appendix 1)

President Black reported that ACPA is planning to have a self-study committee meet in Chicago the third week in November. It will consist of the ACPA Executive Council, the Coordinator of the Commissions, the Editor of their Journal, and a couple of others.

The purpose of the meeting will be to review the structure of the Committees and Commissions, and the Convention.

Dr. Black suggested that other Divisions of APGA might conduct a similar study in order to strengthen APGA as a whole.

2. Association for Counselor Education and Supervision (See appendix 2)

President Walz stated that the basic feeling of ACES is that APGA functions best when the Divisions emphasize unique aspects each has, as well as underwriting the common objectives of APGA.

They will implement this in three ways:

- (a) ACES is undertaking a broad and comprehensive membership survey in terms of who they are, what is their past experience, age, occupational involvement, etc. In accordance with this, a national program has been developed for ACES for the year. This will be distributed to the membership with an opportunity for them to make suggestions.
- (b) An "ACES' Goals Commission" has been initiated. (This is discussed more fully in the written report.)
- (c) A new Convention model is being developed which will emphasize interaction and discussion rather than the usual presentation approach. This will be accomplished through advance papers, symposia, and group discussion techniques.

3. National Vocational Guidance Association (See appendix 3)

President Tennyson reported that NVGA is currently involved in two projects for this coming year. The first of these is "Project Reconceptualization," which is headed by Harold Reed. Three papers are being prepared which will provide for study and reaction by local groups this fall.

The second project involves plans for a National Vocational Guidance Week, and is under the direction of Earl Klein. This has been scheduled for October 23 to 29th, and will carry the theme, "Reach for Tomorrow through Vocational Guidance".

Dr. Tennyson further reported that the National Invitational Conference on Career Development and the School Curriculum was most successful. A publication of the proceedings will be distributed sometime later in the year.

4. Student Personnel Association for Teacher Education

President Noble had no comments to make.

5. American School Counselor Association (See appendix 4)

President Isaksen stated that the membership goal for that Division is 15,000 members by their fifteenth anniversary which will occur at the Dallas Convention next year.

ASCA also hopes to publish its first annual yearbook prior to the Dallas Convention.

With respect to publication plans, the Council was informed that ASCA intends to have at least one publication per month of the Journal or newsletter - or a total of ten issues.

Dr. Isaksen stated that the ASCA Governing Board would be meeting following the Executive Council meeting, and invited the Council members to make suggestions or recommendations to ASCA concerning their program and plans for the future.

6. American Rehabilitation Counseling Association (See appendix 5)

President Muthard had no comments to add to his written report.

7. Association for Measurement and Evaluation in Guidance (See appendix 6)

President-Elect Goldman stated that during the past year AMEG has experienced a very rapid growth in membership. There is evidence that so far, most of their members are people who were already APGA members, and joined AMEG as an additional Division. However, strong efforts are being made to bring in new APGA members through AMEG.

He also commented on the AMEG's program at the Washington Convention, and stated that it was very well received.

The functions of AMEG were briefly discussed. AMEG's contribution to the membership are in the process of being defined.

8. National Employment Counselors Association (See appendix 7)

President McGough stated that the primary emphasis during the first year will be on increasing membership. NECA is hopeful and optimistic that it will be able to bring in quite a few new APGA members.

It is hoped that APGA will continue to cooperate with the Inter-Agency Task Force on Counseling, and take a more active role than it has in the past.

#### IV. ACTION ITEMS

##### A. New Employee Benefits

At the Executive Committee's recommendation, the Council was asked to adopt a new plan for increased employee benefits. A written statement and overview were presented for the Council's consideration.

It was noted that although this is a good plan, the cost of a comparable program under TIAA should be investigated for future matters like this.

After discussion, it was moved and seconded that: This plan for new employee benefits be approved with the understanding that the Director of Business and Finance will in the future pursue the investigation discussed. Motion passed.

##### B. Statement on Individual Rights and Opportunities

A written statement was presented to the Council for their approval.

Because of certain legislative implications it was felt that the last sentence on the first page of this statement should be deleted. This reads:

"Further, APGA believes that direct action should be taken to put these policies into effect."

It was moved and seconded that: The last sentence on the first page of the statement be eliminated. Motion passed.

After further discussion it was moved and seconded that: The statement on individual rights and opportunities be approved as amended by C. Winfield Scott. (See appendix 8 for the approval statement.)

##### C. Statement About Executive Director

A written statement, recommended and discussed by the Executive Committee was presented to the Council for adoption.

For clarification purposes, it was suggested that the first sentence of the last paragraph be amended to read "The President of the Association and members of the Executive Council shall deal with headquarters staff only through the Executive Director except as authorized by the Executive Director."

It was moved and seconded that: This amendment be approved.

It was moved and seconded that: Action on the statement about the Executive Director be tabled. Motion passed.

D. International Relations

A written proposed statement on International Relations was presented as prepared by Ivan Putman, Jr., Chairman for 1965-66.

It was moved and seconded that: The statement on International Relations be approved. Motion passed.

E. Representative to IAEVG Meeting

It was moved and seconded that: The President be designated as the representative of APGA at the fall seminar in Vienna, and that expenses up to \$750, which is an item already in the budget, be allocated for that. Motion passed.

THE MEETING RECESSED UNTIL 9:00 a.m., Thursday, May 26.

F. Sub-Committee Reports

1. Western Office

A written statement from this sub-committee was presented to the Council for discussion.

It was the concensus that the Council's first discussion and recommendation of this sub-committee should be stricken from the record. The sub-committee was directed to prepare an additional report, discussing the exploration of alternatives in a more positive light.

It was later moved and seconded that: Both Sub-Committee reports be brought to the attention of and synthesized by the November Executive Council. Motion passed.

## 2. Placement Services to APGA Members

The purpose of this sub-committee was to examine the possibility of utilizing the professional placement services of the U. S. Employment Service.

The sub-committee recommended that APGA negotiate with the U. S. Employment Service to provide placement service, both for the Convention and throughout the year, to its members. The recommendation was seconded and the ramifications of such a negotiation were discussed.

A substitute recommendation (in the form of a motion) was made and seconded: That the APGA President designate a group to study the merits of several alternative approaches, to meeting the needs of the members. (The service of the U. S. Employment Service Professional Placement Service would be one of the alternatives studied.) Motion passed.

The President commented that this study group might include members from NECA, the Executive Council, the APGA Placement Committee and others.

## 3. Nancy Wimmer Award

The charge of this committee was to make recommendations for clarifying the criteria and procedures for this Award.

One of the main issues is whether or not the Award is intended essentially to spread innovative practices, or to honor an individual. Another issue is - does the Award allow for group as well as individual recognition.

It was suggested that before the criteria were promulgated, the committee should consult with the individuals who established and are supporting the Award to insure that APGA remains consistent with their original intention.

It was also recommended that the committee be invested with the authority and funds to do some on-site investigation. This would facilitate the committee greatly in assimilating information on the candidate.

It was moved and seconded that: The report of the sub-committee on the Nancy Wimmer Award be adopted. Motion passed. (Dr. Shimberg will clear up the wording.)



#### 4. Convention

- (a) The following are motions requested by the 1967 Convention Coordinator, and subsequent actions taken by the Council:

It was moved and seconded that: Content meetings are to be scheduled opposite Divisional (Business) meetings. Motion defeated.

It was moved and seconded that: The first meeting of the APGA Senate be scheduled on Sunday evening, and the subsequent Senate meetings on Monday and Tuesday. Motion defeated. A substitute motion was made and seconded that: There will be a long Senate meeting scheduled on Monday and Tuesday; a short Senate meeting will be scheduled for Wednesday (if needed). Motion passed.

It was moved and seconded that: The theme of the Convention be "Guidance: The Big Frontier." Motion passed

- (b) Procedures for selecting Convention sites were discussed and put on the Executive Council agenda for November.
- (c) A sub-committee of the Council was appointed for continuing the study of the topic of Conventions and to inform and to advise the Council. It consists of the three sub-committee members of the Council who prepared this report.
- (d) Consideration was given to employing Ted Driscoll, a convention management consultant. Mr. Driscoll answered questions regarding his services at the dinner meeting on Thursday, May 26.

It was recommended by the sub-committee that APGA employ Driscoll and Associates on a two-year contract. Driscoll met with the Council during a dinner meeting, May 26. On May 27, after a lengthy discussion, it was moved and seconded that: The current and incoming Executive Directors (Dugan and Hitchcock) plus one Council member be authorized to negotiate and sign a two-year contract with Driscoll. Motion passed.

#### 5. Proposed Financial Policy

A written Proposed Financial Policy was presented to, and discussed by the Executive Council. It was moved and seconded that: A special sub-committee be appointed to study the proposed financial policy and bring back recommendations or reactions to the Executive Council on Friday. Motion passed

This sub-committee met, and the next day presented a rewritten first page to the Council.

The purpose was to formulate some reactions from the Executive Council to be passed on to the Finance Committee.

In addition, however, it was agreed by common consent that the following be inserted after the first sentence in paragraph two: "It is further proposed that any change in the allocation of the dues dollar be made only after an explicit motion, separate from general budget consideration and approved by the majority of the Council."

In addition to the revised page one of the proposed financial policy, the following words were eliminated from paragraph six of page two: ". . . according to the amount previously assessed through the 20% formula as stated in paragraph two."

#### 6. Presidential Letters

Dr. Hoyt briefly discussed the goals he had set for himself and the Association during the next year. It is his aim for this to be a year of action and moving ahead. He also pointed out the importance of building APGA through its Divisions.

A sub-committee was appointed to study the concepts and suggestions expressed to the Executive Council from President Hoyt in his letters of May 3, 5, and 9. The following remarks summarize reactions to the sub-committee's report:

May 3 letter: They felt this letter was well stated and important to the overall plan of APGA.

May 5 letter: It was moved and seconded that: The Executive Council accept the proposal that there be two Council members at the Executive Committee meetings. Motion passed. Consideration however, should be given to the geographical location in selecting meeting sites. It was the general concensus and understanding that no one from the Council would be a representative to the Executive Committee meeting more than once.

The sub-committee felt that items three and four, regarding APGA policy, should be left to the Constitution Committee.

There was agreement with point five which states that the Executive Committee would meet four times a year if necessary.

It was moved and seconded that: The approved Executive Council minutes or a summary shall be mailed within one month after approval of all identified members of the 1967 Senate and all APGA Branch President. Motion passed

It was moved and seconded that: Item six, regarding mail ballots, be accepted with the idea that polling individual members by telephone be discouraged. Motion passed

Regarding item seven, it was moved and seconded that: The President-Elect be made ex-officio member of the more active Committees, with the possibility that the President will appoint other Council members to other Committees; these persons are to be designated by the President and are eligible to serve as Chairman of the Committee. Motion passed.

It was moved and seconded that: Time be set aside in Executive Council meetings to evaluate the Executive Council operations and procedures. Motion passed.

May 9 letter: The sub-committee praised President Hoyt for his careful consideration and work given in outlining major objectives for various committees. They could not however, give special attention to each objective outlined. The sub-committee did recommend that the President should communicate with and direct attention to each of his Committee Chairmen and make sure what the purpose(s) of a certain Committee is.

#### 7. APGA -AVA Statement

The sub-committee presented a written statement and pointed out that their concern to have something started arose from a conversation in which was stated that there is an increasingly pressing problem and opportunity for conversation with many of the vocational educators who have, in many cases, had a different concept of vocational guidance than the one that gave rise to our organization originally. The sub-committee requested that the Council endorse the written statement in order to get the conversations started.

It was moved and seconded that: The Executive Council adopt the APGA -AVA Statement as recommended by the sub-committee. Motion passed.

8. Constitution Committee

The President reminded the Council that last year's Constitution Committee submitted a report to the Executive Council last year asking for reactions in order to guide their further deliberations during the year. No reactions however, were given. For this reason, this matter is being discussed again, implemented by means of appointing a sub-committee to carefully study the Constitution paper. It was not the intent of the Council to take action, but merely to give reactions to the Constitution Committee.

The sub-committee was under the definite impression that the Senate does need some major changes. Some of these changes are indicated on their report, attached as Appendix 9. The Council reached a consensus on the points raised by the sub-committee in order to pass them on to the Constitution Committee.

It was moved and seconded that: The verbatim transcript of the Executive Council's deliberations, including the report of the sub-committee, be transmitted to the Constitution Committee. Motion passed.

~~A.~~ Budget (This report is integrated with the next Action Item.)

G. Budget

A special sub-committee met to discuss the recommended budget and make specific recommendations to the Council. These are attached Appendix 10.

I. Convention

The recommendation from the 67 Convention Coordinators concerning increased registration fees was discussed. It was moved and seconded that: An increase in registration fees be made in this way: advance for members from \$6.50 to \$10.00; on-site members from \$8.00 to \$12.00; student members from \$3.00 to \$4.00; non-member registration from \$10.00 to \$15.00; student non-member from \$4.00 to \$5.00 (the \$1.00 charge for spouse to remain). The distribution of the increases should be in accordance with the explanation presented by the Executive Director. Motion passed. (The explanation was as follows:)

<u>Members</u>		<u>Non-Members</u>	
Advance:	\$3.50 goes to APGA	Advance:	\$3.50 goes to APGA
On-Site:	\$3.50 goes to APGA		\$1.50 goes to Convention
	\$0.50 goes to Convention	Student:	\$1.00 goes to Convention
Students:	\$1.00 goes to Convention		

The matter of whether to include the \$15,000 return on indirect costs from the Convention in the overall APGA budget was discussed. It was moved and seconded that: The \$15,000 Convention return item be included in the income budget. Motion passed.

It was agreed that the Senate should be more involved in matters such as increases made for certain services. It was moved and seconded that: The Senate should be asked whether they agree with the Executive Council actions in principle of the decisions reached on specific items such as the registration and placement fee increase. Motion passed.

## 2. Placement

In order to make the Placement Service a self-supporting operation, it was recommended and cleared through the Placement Committee Chairman, that an increase in placement fees be made. It was moved and seconded that: An increase be made in the fee for use of the placement service annual to \$6.00. Motion passed.

It was further suggested that a registration fee be charged for the use of Convention Placement Services. It was moved and seconded that: Candidates and employers be charged a \$5.00 Placement Center Registration fee for the use of Convention Placement Services. Motion passed.

## 3. Expense Budget

There was discussion and action taken on specific expenses to cut.

It was moved and seconded that: The average length of the Personnel and Guidance Journal for the coming year be 104 pages but that additional pages beyond the 104 may be added if advertising goes beyond the average ads per issue in 1965-66. Motion passed. This had been previously cleared with the editor of the Journal.

The treasurer pointed out that this budget does not provide for a membership directory nor a journal directory. It was agreed that the matter of ~~printing~~ a membership directory on a self-supporting basis should be brought up at the November Executive Council meeting.

As a further cut, and at the budget subcommittee's recommendation, it was moved and seconded that: Line items under the general category of President and Executive Council entitled "Executive Committee Meeting" be reduced by \$1,500. Motion passed. This would mean that two, rather than four, Council members would attend Executive Committee meetings.

The sub-committee recommended that the headquarters fixed cost expenses be reduced by curtailing services listed under general category or line items in the amount of \$6,100; this reduction in costs is to be reconsidered at the November Council meeting. It was further proposed that a reduction in the expenditures of 7% in variable costs be effected. It was moved and seconded that: A reduction of \$6,100 in fixed costs be made at the discretion of the Executive Director, and that a reduction in the expenditures of 7% in variable costs be effected. Motion passed.

At the recommendation of the Finance Committee and Executive Committee, it was moved and seconded that: \$11,000 be taken from the reserves for the purposes of paying the transition costs of the Executive Directors. This amount is not to be replaced. Motion passed.

At the March 31-April 1 Executive Council meeting, a special Ad Hoc Committee was created to study the nature, structure, and purpose of APGA. Because of the austere budget, it was moved and seconded that: The \$2,500 allotted to the "think" Committee be eliminated from the budget with the understanding that APGA will honor any financial obligations the Committee may have already incurred. Motion passed.

#### 4. Budget Approval

It was moved and seconded that: Approval be given to the 1966-67 budget, as modified. Motion passed.

#### H. November Executive Council Meeting

The dates for the next Executive Council meeting were set for November 16, 17, and 18, 1966.

#### I. Resolution Authorizing Signatures

A resolution from the Council was presented approving the opening of an account. It is a form saying that the Treasurer and President are authorized to deposit and withdraw money from the accounts.

The resolution reads as follows:

RESOLVED, that the officers listed below are hereby authorized to apply for membership and the issuance of a share account in the name of this organization and to invest its funds from time to time with a Savings and

Loan Association insured by F.D.I.C. selected by the Executive Director of APGA, and that said Association is hereby authorized to act without further inquiry in accordance with writings in the name of the organization bearing the signatures of any 2 of such officers, unless and until it is notified of any change of officers and individual. The Association is **authorized** to accept checks and other instruments for credit to this account and supply any necessary endorsement, and is hereby relieved of any liability in connection with the collection of such items which are handled in accordance with customary banking practice. Withdrawals may not be made against such items until collected and any amount not collected, or any expense incurred relative to this account, may be charged to it. We agree to abide by the By-Laws, Rules and Regulations of the Association as they now exist or may hereafter be amended.

It is further resolved that signatures on these accounts will be the current President and Treasurer of the Association and the Executive Director of APGA is authorized to make this change annually.

It was moved and seconded that: This "Resolution of the American Personnel and Guidance Association Inc. be approved. Motion passed

#### J. ACES Subsidy

The President of ACES requested assistance from the Council by granting a \$750. subsidy for that Division. President Walz stated that this assistance is needed in order to reach their goal to develop a self-sustaining journal. ACES has introduced a special \$3.00 assessment to its members and have undertaken a phasing out of the support from the ~~B&G~~ Journal.

ARCA, AMEG, and SPATE asked <sup>their</sup> about the possibility of obtaining a similar subsidy. In view of the austere budget, however, it was moved and seconded that: Approval be given to the ACES request for a \$750 subsidy and action on the remaining divisional requests be withheld until the November meeting. Motion passed

#### V. ADJOURNMENT

Several Council members had to depart. Some however, remained for an informal discussion to evaluate the overall meeting. There was complete concurrence that President Hoyt prepared and ran an excellent business meeting. There were some suggestions for further improvement also. (Complete comments are on record in the office of the Executive Director and will be reproduced for the President's information.)

THE MEETING WAS ADJOURNED AT 3:30 p.m., May 27, 1966.