

ACA GOVERNING COUNCIL MEETING

Action Minutes

March 10-12, 1993

In the reporting of the Minutes from the March 1993 Governing Council meeting, all action items are recorded in the order in which the action was taken. Actions are listed with the agenda number as given in the meeting agenda. The Index on pages i-v lists the agenda items in numerical order, and shows the page(s) on which action is given for each agenda item.

Meeting Schedule

March 10, 1993

8:30 a.m.	Governing Council Session Preliminaries Reports
12:00 noon	Lunch as a Group
1:00 p.m.	Governing Council Session
5:15 p.m.	Greetings from Atlanta Convention Committee
6:00 p.m.	Recess for the Day

March 11, 1993

8:30 a.m.	Governing Council Session Committee Appointments Other Appointments Select Executive Committee Representatives Select Nominations & Elections Committee Representatives Select 1999 Convention Site EXECUTIVE SESSION Denver Convention
12:00 noon	Lunch as a Group
1:00 p.m.	Governing Council Session
4:00 p.m.	Other Reports CACREP NBCC ACMHD CHD Foundation
5:30 p.m.	Recess for the Day

March 12, 1993

8:30 a.m.	Governing Council Session
12:00 noon	Governing Council Adjourns

Call to Order

The Governing Council meeting was called to order at 8:35 a.m., March 10, 1993, at the Westin Peachtree Plaza Hotel, Atlanta, Georgia. President Lee J. Richmond presided. Governing Council members present for all or part of the meeting were as follows:

Jackie M. Allen, Western Region
Deborah P. Bloch, NCDA
Dave Capuzzi, AADA
Jon D. Carlson, IAMFC
Thelma T. Daley, Treasurer, ACA
James M. Duffy, NECA
Gordon E. Footman, Parliamentarian, ACA
George A. Gridale, AAC
Rae C. Gundersen, Midwest Region
Richard L. Hayes, ASGW
Thomas W. Hosie, ACES
Jean Wilson Houck, AHEAD
Rosalie Humphrey, ASCA
Marilyn A. Jefferson-Payne, AMCD
Richard E. Lampe, Southern Region
Michael J. Leahy, ARCA
Mary Finn Maples, ACCA
Marianne H. Mitchell, Past President, ACA
Beverly J. O'Bryant, President-Elect, ACA
Richard C. Page, IAAOC
Theodore P. Remley, Jr., Executive Director, ACA
Lee J. Richmond, President, ACA
Jane W. Runte, North Atlantic Region
Howard B. Smith, AMHCA
David M. Weis, ARVIC

To facilitate discussion and action on items of business, the Governing Council divides into three subcommittees during portions of the meeting, with each subcommittee being assigned specific agenda items. The subcommittees for this meeting were as follows:

Subcommittee 1

Dave Caupzzi, Chair
Jackie Allen
Thelma Daley
James Duffy
Marilyn Jefferson-Payne
Michael Leahy

Subcommittee 2

Deborah Bloch, Chair
Jon Carlson
Tom Hosie
Mary Maples
Howard Smith
David Weis

Subcommittee 3

Richard Lampe, Chair
George Grisdale
Rae Gundersen
Richard Hayes
Jean Wilson Houck
Rosalie Humphrey
Richard Page
Jane Runte

Other persons attending as guests or observers during all or part of the meeting included:

Nettie Baldwin, ACA Assistant Executive Director
Carol L. Bobby, CACREP Executive Director
Debra C. Cobia, Atlanta Convention Coordinator
Leslie Copeland, ACA Public Affairs Specialist
Doris Rhea Coy, ACA President-Elect-Elect
Toni Crouch, CHD Foundation Development Officer
Brenda Girton, ACA Associate Executive Director
James G. Glendening, ACA Treasurer-Designate-Designate
Harriet Glosoff, ACA Advocacy Coordinator
Robert Godinez, ACA Parliamentarian-Designate
W. Mark Hamilton, ACA Associate Executive Director
Kerry Hoggard, ACA Director of Membership
Michael Hutchins, Chair, ACA Human Rights Committee
Joseph R. Kandor, Chair, CACREP
Don C. Locke, Chair, ACA Strategic Planning Committee
Marjorie M. Mastie, Chair, ACA Organization, Administration and Management Committee
Ed McMillan, ACA Acting Chief Financial Officer
Jane E. Myers, Board Member, CHD Foundation
Carol A. Neiman, ASCA Director of Administrative Services
Paul Nelson, ACA Insurance Trust Director
Ann Nolan, ACA Accountant
Nancy Pinson-Millburn, ACA Assistant Executive Director
Thomas Ribis, Consultant
Michael L. Riley, ACA Treasurer-Designate
E. H. Mike Robinson, III, Chair, CHD Foundation
Jennifer Sacks, Managing Editor, ACA Guidepost
John E. Sargent, Chair, ACA Insurance Trust
Pat Schwallie-Giddis, ACA Associate Executive Director
Helen Stidham, ACA Government Relations Coordinator
John Wagenhofer, President, ARVIC
Kaye Whitley, ACA Advocacy Coordinator
Kim Zeitlin, ACA Legal Counsel

A-1 - Adoption of Governing Council Meeting Rules

It was moved by Bloch and seconded by Allen that: The Governing Council Meeting Rules be approved as presented. Motion passed.

A-2 - Approval of Meeting Agenda

It was moved by Smith and seconded by Duffy that: The Meeting Agenda be approved. Motion passed.

A-3 - Approval of Minutes

It was moved by Bloch and seconded by Grisdale that: The Governing Council approve the Minutes of the Governing Council meeting of September 11-13, 1992; the Executive Committee meeting of September 22, 1992; and the Executive Committee meeting of December 5-7, 1992. Motion passed.

There were questions concerning the Minutes of the Executive Committee meeting of January 24, 1993, and it was agreed that these would be acted on separately later in the meeting.

B-1 - President's Report

President Lee Richmond called attention to her written report, and briefly commented on some specific items. This report did not require any Governing Council action.

B-2 - President-Elect's Report

President-Elect Beverly O'Bryant commented on her written report and noted several specific items contained in that. She announced to the group that the Theme for 1993-94 will be "Professional Counselors - A Resource for Life". The report of the President-Elect did not require action by the Governing Council.

B-3 - Past President's Report

Past President Marianne H. Mitchell noted her written report, and volunteered to respond to any questions from the group. No Governing Council action was required for the Past President's report.

B-4 - Parliamentarian's Report

Parliamentarian Gordon Footman called attention to the rules of parliamentary procedure, and advised the Governing Council of some specific rules and guidelines that will be used in the conduct of the meeting. The Parliamentarian's report was for information and did not require any action.

B-5 - Treasurer's Report

Treasurer Thelma Daley reported on the financial status of the association and commented on some of the specific things that are being done to monitor expenses. Dr. Daley discussed the finances and budget in considerable detail, and responded to questions from the group.

The Treasurer's report to the Governing Council was for information only and did not require any action. Action on approval of a budget for FY 1994 is covered under another agenda number.

B-6 - Executive Director's Report

Executive Director Ted Remley reported on his activities and on activities of the headquarters office. He commented on a number of specific areas and responded to questions from the group. This report was for information only and did not require Governing Council action.

B-7 - Report from Consultant

Tom Ribis, the consultant who has been retained to study the association, was introduced to the group and made a brief summary report. It was noted that there would be a more detailed report from Mr. Ribis during the planned Executive Session.

B-8 - Report from Insurance Trust

A report was presented by John Sargent, Director of the ACA Insurance Trust. He outlined some of the problems that had been encountered in processing of records, and the steps that are being taken to alleviate those. He summarized the activities of the Trust and the present status of its operation. He then responded to questions from members of the Governing Council. This report was for information only, and did not require any action by the Governing Council.

B-9 - Division Reports

It was noted that Divisions had been asked to submit written reports, and attention was called to any that had been received. There were no further oral reports, and no Governing Council action was required.

B-10 - Organizational Affiliate Report

It was noted that the Organizational Affiliate had been asked to submit a written report. There was no further oral report, and no Governing Council action was required.

B-11 - Region Reports

It was noted that Regions had been asked to submit written reports, and attention was called to any that had been received. There were no further oral reports, and no Governing Council action was required.

B-13 - NBCC

The National Board for Certified Counselors (NBCC) had been invited to submit a written report for the Governing Council. There was no action required on this matter.

B-14 - ACMHC

The Academy of Clinical Mental Health Counselors (ACMHC) had been invited to submit a written report for the Governing Council. There was no action required on this matter.

B-15 - CHD Foundation

The Counseling and Human Development Foundation had been invited to submit a written report for the Governing Council. There was no action required on this matter.

C-1 - Review of Agenda Items by Subcommittee Chairs

President Richmond asked each of the three Subcommittee Chairs to go through the list of topics that had been assigned to their particular Subcommittee, and to briefly summarize anticipated action on each item. No action was taken on any agenda items at this point as each one will be taken up individually during the course of the meeting.

C-2 - Actions from Strategic Planning Committee

- (a) Revision and Update of Three-Year Strategic Plan

It was moved by Smith and seconded by Hosie that: The Governing Council approve the 1993-1996 three-year Strategic Plan, (1) adding "IACS" to objective 3 (p. 16); (2) adding "and practice including individual practice and service delivery", to Goal B (p. 17), i.e., insert added portion between "preparation" and "in"; and (3) adding "IACS" to Goal B, objective 2.

Following discussion of the motion, it was moved by Runte and seconded by Jefferson-Payne that: The motion be tabled. Motion passed (21 for, 2 against), and the motion was tabled.

C-3 - Actions from Interprofessional/International Collaboration Committee

- (a) Proposed Policy Manual on Interprofessional and International Collaboration

It was moved by Maples and seconded by Hosie that: The Governing Council approve the Policy Manual on Interprofessional and International Collaboration with editorial changes; that the phrase "within two weeks of time of mailing" at the top of page 23 be removed; and that the Committee be commended for its work. Motion passed.

C-11 - Actions Submitted by Southern Region

- (f) ACA Booklets Patterned After PDK Fastbacks

It was moved by Smith and seconded by Carlson that: The Governing Council refer the topic of ACA Booklets patterned after PDK Fastbacks to the Media Committee for possible topics, funding impact, etc. Motion passed.

C-19 - Convention Policies

- (c) Approval of Convention Operating Handbook

It was moved by Maples and seconded by Carlson that: The Governing Council approve the Convention Operating Handbook with editorial corrections as follows: (1) Need to number the pages; (2) In section M-Awards, under Berdie award eliminate "one person appointed by ACPA" and under Hubele Graduate Student award eliminate "Graduate Student Committee" and replace with "Professional Development Committee"; (3) In convention scheduling section add a statement that "scheduling of programs will be carried out by Meeting Services Coordinator and staff and may not be delegated." Motion passed.

It was moved by Weis and seconded by Maples that: The additional \$10.00 on-site registration fee for students at the annual convention be eliminated. Motion passed.

C-31 - Branch Bylaws Revisions

- (a) Alabama Branch

It was moved by Smith and seconded by Maples that: The Governing Council approve the Bylaws revision of the Alabama Counseling Association. Motion passed.

- (b) Idaho Branch

It was moved by Smith and seconded by Maples that: The Governing Council approve the Bylaws revision of the Idaho Counseling Association. Motion passed.

- (c) Louisiana Branch

It was moved by Smith and seconded by Maples that: The Governing Council approve the Bylaws revision of the Louisiana Counseling Association. Motion passed.

(d) Nebraska Branch

It was moved by Smith and seconded by Maples that: The Governing Council approve the Bylaws revision of the Nebraska Counseling Association. Motion passed.

(e) Nevada Branch

It was moved by Smith and seconded by Maples that: The Governing Council approve the Bylaws revision of the Nevada Counseling Association. Motion passed.

(f) New Mexico Branch

It was moved by Smith and seconded by Maples that: The Governing Council approve the Bylaws revision of the New Mexico Counseling Association. Motion passed.

(g) Tennessee Branch

It was moved by Smith and seconded by Maples that: The Governing Council approve the Bylaws revision of the Tennessee Counseling Association. Motion passed.

C-4 - Actions from Organization, Administration and Management Committee

(c) Governing Council Backup Materials

It was moved by Lampe and seconded by Runte that: Policy No. 7.4 on page 18 of the Policies and Procedures Manual be amended by deleting the words "Governing Council members" and inserting the phrase "members of the Governing Council and the Organization, Administration and Management Committee" after the words "mailed to all". Motion passed. Policy 7.4, as approved by this motion, would then read:

The Executive Committee is charged with the responsibility of developing the agenda and format of Governing Council meetings. A tentative agenda and format should be mailed to all members of the Governing Council and the Organization, Administration and Management Committee ten weeks prior to meetings, and input is to be requested from all members with the final agenda and format being developed within six weeks of meetings.

(d) Committee Reporting

It was moved by Runte and seconded by Lampe that: The Policies and Procedures Manual, Section 16, be amended by adding a new section 16.8 to read "ACA committee chairs are requested to make summary reports to all region chairs and division presidents within three weeks of their meetings." The present section 16.8 and subsequent sections 16.9 through 16.14 would be re-numbered to become sections 16.9 through 16.15. Motion passed.

(s) Bylaws Revisions

(1) Article XIV, 1 Definition of Nondiscrimination

It was moved by Page and seconded by Lampe that: The ACA Bylaws Article XIV, Section 1, be amended to read: "There shall be no discrimination against any individual on the basis of ethnic group, color, creed, gender, sexual orientation, age, record of public offence, and/or disability. Motion passed (18 for; 3 against).

(2) Article V, 1a and V, 1e Incorporation Deleted (editorial correction)

It was moved by Houck and seconded by Page that: The Governing Council approve the following Bylaws revisions to Article V: (1) Article V, Section 1(a) - Delete "duly incorporated under the laws of a State or the District of Columbia" (lines 2 and 3), and add at the end of the section "Organizational Affiliates may be separately incorporated." (2) Article V, Section 1(e) - Replace "its Articles of Incorporation..... a" (lines 3 to 5) with "it must be identified in all documents and other materials as".

It was moved by Runte and seconded by Gridale that: Action on this motion be postponed to be the first order of business at tomorrow's meeting, and that copies be provided to each member of the Governing Council by that time. Motion passed, and action was postponed.

(4) Article X, 4 (new section e) At-Large Member on Executive Committee for Minorities

It was moved by Lampe and seconded by Gridale that: The Executive Committee approve the revision to Article X, Section 4 of the ACA Bylaws, by adding a new section (e) to read as follows: "The Executive Committee shall include one voting member-at-large to represent underrepresented groups within ACA. Said member-at-large shall be appointed from current members of the Governing Council by the ACA President in consultation with the chairperson of the Human Rights Committee." Motion passed (21 for).

(b) ACA Committee Funding

It was moved by Capuzzi and seconded by Duffy that: ACA Committee Chairs shall not call a meeting of the whole or a subgroup of their committee unless such meetings are part of the adopted annual budget. Special meetings may be conducted with approval of the ACA Executive Committee acting on behalf of the Governing Council, with budgeting provided by ACA. Motion passed (9 for; 7 against; 3 abstain).

(o) Non-Dues Revenue

It was moved by Leahy and seconded by Duffy that: The ACA Governing Council adopt the policy regarding non-dues revenue as proposed by the Organization, Administration and Management Committee. Motion passed (16 for). The policy as adopted by this motion reads as follows:

Proposed non-dues income projects/products must be carefully evaluated and include a sound business plan. Each current or projected non-dues project/product shall be examined by the appropriate entity (e.g. Financial Affairs Committee) of ACA as determined by the Governing Council, ACA President, and/or Executive Director to determine the risk/reward basis, the rate of return, the ACA resources necessary for the success of the project, the indirect and overhead costs, and the professional/ethical ramifications. An ongoing evaluation component is crucial for all approved projects/products. This will be conducted by the Financial Affairs Committee and reported to and reviewed by the Organization, Administration, and Management (OAM) Committee, Financial Affairs and Revenue Sources Subcommittee, on at least an annual basis. Consistent with the OAM Committee's charge, any proposed changes in revenue policy will be forwarded to the Governing Council.

(q) Budget Review by Financial Affairs Committee

It was moved by Allen and seconded by Jefferson-Payne that: The ACA Policies and Procedures Manual be amended by adding a new statement under Section 3 (fiscal matters) to read: "The Financial Affairs Committee shall monitor the ACA Budget on a monthly basis." Motion passed (1 abstain).

C-6 - Actions from Public Policy and Legislation Committee

(a) Hiring ACA Government Relations Staff Person for Open Position

It was moved by Allen and seconded by Leahy that: The Governing Council move to support the Executive Director in efforts to provide adequate staffing for legislative advocacy on behalf of the ACA.

Following some discussion, it was moved by Bloch and seconded by Lampe that: Action on this motion be deferred until after discussion on fiscal matters later in the meeting. Motion defeated, and the discussion continued.

After further discussion, vote was called for on the motion that: The Governing Council move to support the Executive Director in efforts to provide adequate staffing for legislative advocacy on behalf of the ACA. Motion passed (23 for; 1 abstain).

C-13 - Committee Appointments

- (a) President-Elect's Appointments for 1993-94, and
- (b) Appointments to Fill any Vacancies on Current Committees

It was moved by Bloch and seconded by Allen that: The Governing Council approve the Committee appointments for 1993-94, as presented. Motion passed. The Committee appointments approved by this motion are as follows:

Ethics Committee

Mark M. Salo (three-year term)
Beth Durodoye (three-year term)

Human Development Committee

Sydney Carroll Duncan (three-year term)
Morris Jackson (three-year term)

Human Rights Committee

Mary Thomas Burke (three-year term-ARVIC rep.)
Charles G. Eberly (three-year term-AAC rep.)
Ronnie Priest (three-year term-AMHCA rep.)
Lisa Fontes (three-year term-at large rep.)
Judith A. Lewis (three-year term-IAMFC rep.)
Jean Allen-Jenkins (three-year term-ACCA rep.)
Charles L. Spicer (three-year term-So. Reg. rep.)
Marilyn S. Snow (three-year term-AHEAD rep.)

Interprofessional/International Collaboration Committee

Robert K. DeVies (three-year term-ARCA rep.)
A. Lina Giusti (three-year term-AADA rep.)
James Sampson (three-year term-NCDA rep.)
M. Nartel Green (three-year term-at large rep.)
Daya S. Sandhu (three-year term-IAAOC rep.)
Wanda C. Rodriguez-Arocho (three-year term-No. Atl. Reg. rep.)
Clemmie Solomon (three-year term-AMCD rep.)

Media Committee

Judy H. Lombana (three-year term)

Nominations and Elections Committee

Marianne H. Mitchell (two-year term)

Organization, Administration, and Management Committee

Quincy L. Moore (three-year term-at large rep.)

Professional Development Committee

David J. Hurt (three-year term-Midwest Reg. rep.)
Valoria E. Baylor (three-year term-at large rep.)
Fred O. Bradley (three-year term-ACES rep.)
Becky Schumacher (three-year term-ASGW rep.)
Stella M. Jones (three-year term-NECA rep.)
Elizabeth Ruffin (three-year term-MECA rep.)
Garth Shanklin (three-year term-Western Reg. rep.)
Warren F. Housley (replacement AADA rep.-term through
June 30, 1995)

Professionalization Committee

Gail P. Robinson (three-year term-AMHCA rep.)
Robert Mattox (three-year term-ACCA rep.)
Brent M. Snow (three-year term-at large rep.)
Arleen C. Lewis (three-year term-AHEAD rep.)
Don C. Dinkmeyer, Jr. (three-year term-IAMFC rep.)
Suzanne Hammel (three-year term-ARVIC rep.)
Nicholas A. Vacc (three-year term-AAC rep.)
Judith Bookhamer (replacement ASCA rep.-term to expire
June 30, 1994)

Public Awareness and Support Committee

Charles V. Arokiasamy (three-year term-ARCA rep.)
Sherlon P. Brown (three-year term-AMCD rep.)
Laura Ward (three-year term-NCDA rep.)
Robert Godinez (three-year term-at large rep.)
Lucy C. McLamb (three-year term-No. Atl. Reg. rep.)
Charlene M. Kampfe (three-year term-AADA rep.)

Public Policy and Legislation Committee

Carmen S. Applewhaite (three-year term-NECA rep.)
Gary L. Donovan (three-year term-Midwest Reg. rep.)
Sally McConnell (three-year term-at large rep.)
Margaret J. B. Miller (three-year term-ACES rep.)
Shirley O'Neal (three-year term-MECA rep.)
Karen K. Prichard (three-year term-ASGW rep.)
Robert Bakko (three-year term-Western Reg. rep.)
Molly Beth Malcolm (three-year term-ASCA rep.)

Research and Knowledge Committee

Donald Anderson (three-year term)
William E. Martin, Jr. (three-year term)

Strategic Planning Committee

Wanda D. Lipscomb (three-year term)
Judi Meyr (three-year term)
Howard B. Smith (one-year term)
Chuck Kormanski (replacement appointment - term to
expire June 30, 1994)

ACA COMMITTEE CHAIRS - 1993-1994

Ethics Committee - Jorge Garcia
Financial Affairs Committee - Michael L. Riley
Human Development Committee - Brett N. Steenbarger
Human Rights Committee - A. Michael Hutchins
Interprofessional/International Collaboration Committee

- JoAnn Harris-Bowlsbey

Media Committee - Judith E. Morgan
Nominations and Elections Committee - Lee J. Richmond
Organization, Administration and Management Committee -
Jane C. Chauvin
Professional Development Committee - David J. Hurt
Professionalization Committee - Dennis R. Maki
Public Awareness and Support Committee - Wyatt D. Kirk
Public Policy and Legislation Committee - James J.
Bergin
Research and Knowledge Committee - Edna Mora Szymanski
Strategic Planning Committee - Don C. Locke

LIAISONS TO OTHER ASSOCIATIONS

Coalition for Preparation and Practice Standards in
Counseling and Human Development - Thomas W.
Hosie (three-year term)
American Association of Retired Persons - Greta Krahn
(three-year term)
Joint Committee on Testing Practices - Marjorie Mastie
(to complete term of representative who resigned -
term expires June 30, 1994)
Joint Committee on Testing Practices - William D.
Schafer (two-year term)
National Mental Health Leadership Forum - Beverly J.
O'Bryant (two-year term)
National Board for Certified Counselors - Mary Thomas
Burke (three-year term)
National Commission on Correctional Health Care - Nancy
B. White (three-year term)
International Association of Counseling Services -
James M. Benshoff (three-year term)
Council for Accreditation of Counseling and Related
Educational Programs - Thelma Jones Vriend (three-
year term)
Joint Council on Family Therapy - Jon D. Carlson (one-
year term extension)
Counseling and Human Development Foundation - Don C.
Locke (three-year term)
ACA Insurance Trust - Donald Anderson (five-year term)

C-14 - Other Appointments

(a) Appointment of Treasurer-Elect

It was moved by Grisdale and seconded by Maples that: The
Governing Council approve the appointment of James G. Glendening
of Charlotte, North Carolina, as Treasurer-Elect of ACA. Motion
passed.

(b) Appointment of Minneapolis Convention Chair

It was moved by Bloch and seconded by Allen that: The Governing Council approve the appointment of Joellyn M. Howell of Wayzata, Minnesota, as Convention Coordinator for the 1994 Minneapolis Convention. Motion passed.

C-15 - Selection of Representatives to 1993-94 Executive Committee

Division representatives and Region representatives caucused to select their respective Executive Committee representatives for the 1993-94 association year. At the conclusion of the caucus, the following selections were announced:

<u>Region Representative</u>	- Jackie Allen
<u>Region Alternate</u>	- Jane Runte
<u>Division Representative</u>	- Jim Duffy
<u>Division Alternate</u>	- Mary Maples

It was moved by Grisdale and seconded by Hayes that: The Governing Council accept as representatives to the 1993-94 Executive Committee Jackie Allen as Region representative, Jim Duffy as Division representative, Jane Runte as Region alternate, and Mary Maples as Division alternate. Motion passed.

C-16 - Selection of Representatives to 1993-94 Nominations and Elections Committee

Region representatives and Division representatives caucused to select their respective representatives to the ACA Nominations and Elections Committee for 1993-94. At the conclusion of the caucus, the following selections were announced:

<u>Division Representative</u>	- Marilyn Jefferson-Payne
<u>Division Alternate</u>	- Richard Page
<u>Region Representative</u>	- Rae Gundersen
<u>Region Alternate</u>	- Jane Runte

It was moved by Lampe and seconded by Grisdale that: The Governing Council accept as representatives to the 1993-94 Nominations and Elections Committee Marilyn Jefferson-Payne as Division representative, Rae Gundersen as Region representative, Richard Page as Division alternate, and Jane Runte as Region alternate. Motion passed.

C-20 - Selection of 1999 ACA Convention Site

The Governing Council was given information on several possible sites for the 1999 ACA convention and the advantages and disadvantages of each.

Following the discussion of possible sites, it was moved by Grisdale and seconded by Maples that: The site for the 1999 ACA Convention be San Diego, California. Motion passed (3 against).

C-4 - Actions from Organization, Administration and Management Committee

(s) Bylaws Revisions

- (2) Article V, 1a and V, 1e Incorporation Deleted (editorial correction)

In accordance with action taken the previous day, the motion to amend Article V, 1a and V, 1e was returned to the floor for action. All Governing Council members were provided with copies of the proposed motion for their information.

It was moved by Houck and seconded by Page that: The Governing Council approve the following Bylaws revisions to Article V: (1) Article V, Section 1(a) - Delete "duly incorporated under the laws of a State or the District of Columbia" (lines 2 and 3), and add at the end of the section "Organizational Affiliates may be separately incorporated." (2) Article V, Section 1(e) - Replace "its Articles of Incorporation..... a" (lines 3 to 5) with "it must be identified in all documents and other materials as". Motion passed.

EXECUTIVE SESSION

The Governing Council moved into Executive Session for the purpose of discussing several matters. At the end of the Executive Session, it was moved by Duffy and seconded by Bloch that: The Executive Session be concluded and all motions during the Executive Session be recorded in the Minutes. Motion passed. In accordance with this motion, the following motions from the Executive Session are included in these Minutes:

It was moved by Smith and seconded by O'Bryant that: A clause be included allowing ACA to cancel without cause at least one year in advance for all contracts authorized to the extent possible. Motion passed.

It was moved by Page and seconded by Carlson that: Governing Council meet three times this year prior to July 1 after the receipt of the report of the consultant, and Executive Committee not meet this year. Motion defeated.

It was moved by Bloch and seconded by Weis that: The Executive Committee before the end of this meeting identify a weekend for the convening of a full Governing Council should the consultant's report necessitate it. Motion passed.

It was moved by Mitchell and seconded by Hayes that: The Minutes of the ACA Executive Committee meeting of January 24, 1993 be approved. Motion passed.

It was moved by Mitchell and seconded by Smith that: The Governing Council ratify a study of ACA structure and activities to be conducted by Ribis, Kritt, and Company, P.A. Motion passed.

It was moved by Runte and seconded by Carlson that: The Governing Council reaffirm ACA's commitment to the Denver convention in 1995, vigorously addressing the issue of discrimination. Motion passed.

C-15 - Selection of Representatives to 1993-94 Executive Committee

It was announced that there was a misunderstanding with the voting process in the Divisions for the selection of their representative and alternate to the ACA Executive Committee for 1993-94. As a result, the Divisions asked to have the opportunity to caucus again to select their Executive Committee representative and alternate.

It was moved by Bloch and seconded by Humphrey that: Approval of the Division representatives to the ACA Executive Committee for 1993-94 be rescinded and the Divisions re-convene at this time to make their selection. Motion passed.

Following the caucus of Division representatives, it was determined that the following persons had been selected:

Division Representative - James Duffy
Division Alternate - Howard Smith

It was moved by Hayes and seconded by Carlson that: The Governing Council approve James Duffy as Division representative and Howard Smith as Division alternate to the Executive Committee for 1993-94. Motion passed.

B-12 - CACREP

Dr. Joseph Kandor, Chair of the Council for Accreditation of Counseling and Related Educational Programs (CACREP), and Dr. Carol Bobby, Executive Director, reported on the status of CACREP and on its activities during the last year. They responded to questions from the group. Their report was for information only and did not require any Governing Council action.

C-2 - Actions from Strategic Planning Committee

(a) Revision and Update of Three-Year Strategic Plan

It was moved by Smith and seconded by Hosie that: The motion regarding the revision and update of the three-year Strategic Plan be removed from the table. Motion passed, and this motion was again on the floor.

Discussion then continued on the motion that: The Governing Council approve the 1993-1996 three-year Strategic Plan, (1) adding "IACS" to objective 3 (p. 16); (2) adding "and practice including individual practice and service delivery", to Goal B (p. 17), i.e., insert added portion between "preparation" and "in"; and (3) adding "IACS" to Goal B, objective 2.

It was moved by Weis and seconded by Allen that: The motion be amended to add "education" under the problem statement on page 18 as a fifth item. Amendment passed.

Action was then called for on the motion, as amended, that: The Governing Council approve the 1993-1996 three-year Strategic Plan, (1) adding "IACS" to objective 3 (p. 16); (2) adding "and practice including individual practice and service delivery", to Goal B (p. 17), i.e., insert added portion between "preparation" and "in"; (3) adding "IACS" to Goal B, objective 2; and (4) adding "education" under the problem statement on page 18 as a fifth item. Motion passed.

C-7 - Actions from Professional Development Committee

(a) Approval of Professional Development Handbook

It was moved by Carlson and seconded by Smith that: The Governing Council accept the Professional Development Program Policies Manual. The Committee is requested to add to the manual policies regarding marketing plans and the consolidation of decision-making. Motion passed (1 abstain).

C-17 - Approval of Committee Plans of Action and Budget for 1993-94

- (a) Ethics Committee
- (c) Human Development Committee
- (e) Interprofessional/International Collaboration Committee
- (f) Media Committee
- (g) Nominations and Elections Committee
- (i) Professional Development Committee
- (j) Professionalization Committee
- (k) Public Awareness and Support Committee
- (l) Public Policy and Legislation Committee
- (m) Research and Knowledge Committee

It was moved by Bloch and seconded by Carlson that: The Plans of Action and Budgets for the Ethics Committee, the Human Development Committee, the Interprofessional/International Collaboration Committee, the Media Committee, the Nominations and Elections Committee, the Professional Development Committee, the Professionalization Committee, the Public Awareness and Support Committee, the Public Policy and Legislation Committee, and the Research and Knowledge Committee be referred to the Executive Committee for decision in view of the shortness of time allowed the Governing Council subcommittee and that the Executive Committee particularly examine the plans and budgets for the number of face-to-face meetings in light of the committees' purposes as stated. Motion passed.

It was moved by Bloch and seconded by Carlson that: Beginning in 1993-94, all committee plans of action and budgets come to the Governing Council with recommendations from the Strategic Planning and Financial Affairs Committee. Motion passed.

C-23 - Restructure of Research and Knowledge Committee

- (a) NCDA Recommendation for Restructure
- (b) Recommendation to Include Representatives from all Entities

It was moved by Smith and seconded by Hosie that: The President-Elect of ACA be directed to appoint members to the Research and Knowledge Committee who meet the research requirements being sensitive to Divisional representation insomuch as possible, and the chair of the Research and Knowledge Committee be asked to communicate with Divisional leaders when and where appropriate. Motion passed (1 abstain).

C-25 - Interpretation of ASVAB Codes

The subcommittee that had been assigned this topic indicated that it did not feel there was sufficient background information to take action at this time. It was suggested that the person who had submitted the agenda request be asked to supply additional documentation if further Governing Council consideration is wanted. Therefore, there was no action taken at this time.

C-34 - Recommendations from Media Committee

- (a) ACA Book Review Editor

It was moved by Maples and seconded by Carlson that: The Governing Council approve the selection of Patricia Wallace as ACA Book Review Editor. Motion passed.

(b) Change in Guidepost Publication Frequency

It was moved by Carlson and seconded by Maples that: The Governing Council moves to reduce the publication of Guidepost from fourteen (14) to twelve (12) issues per year. Motion passed.

C-35 - Leaders' Telephone and Address Directory

It was moved by Maples and seconded by Hosie that: The Governing Council approve the recommendation that ACA return to the 1991-1992 format for the Leaders Phone and Address Directory, with continuing enhancements. Motion passed (1 abstain).

C-17 - Approval of Committee Plans of Action and Budget for 1993-94

(h) Organization, Administration and Management Committee

No action was taken on this Committee's plan of action, as there was no material in the backup papers.

(n) Strategic Planning Committee

It was moved by Lampe and seconded by Houck that: The Governing Council approve the 1993-94 Strategic Planning Committee Plan of Action with the addition of Regions in the statement of purpose where appropriate. Motion passed (1 abstain).

C-2 - Actions from Strategic Planning Committee

(f) Recommendation for Change in Structure and Function of Regions

It was moved by Runte and seconded by Lampe that: Region chairs and chairs-elect will be directed to develop consistent policies and procedures regarding regional operation, administration, and function to be presented to the Organization, Administration and Management Committee and the Governing Council for consideration at the September 1994 Governing Council meeting. Motion passed (2 abstain).

It was moved by Grisdale and seconded by Hayes that: The Policies and Procedures Manual be amended in Section 11 (Regions) to insert in section 11.1 (Budgets) after "Strategic Plan" the words "and unexpended funds shall revert to the ACA General Fund at the end of the fiscal Year." This policy to be effective with the 1994-1995 Fiscal Year. Motion passed. With the adoption of this motion, Policy 11.1 will now read as follows:

11.1 Budgets

The budget and activities as shown in the region plans of action shall be consistent with the ACA Strategic Plan, and unexpended funds shall revert to the ACA General Fund at the end of the fiscal year.

It was moved by Grisdale and seconded by Houck that: Regional chairs-elect, chairs, and past chairs may be reimbursed for lodging, travel, and per diem when regional meetings are held immediately before or after the ACA convention, and that this be added to the Policies and Procedures Manual as policy 11.5.

It was moved by Allen and seconded by Gundersen that: The motion on the floor be amended by substituting "officers" for "chairs-elect, chairs, and past chairs". Amendment defeated (7 for; 9 against; 6 abstain).

It was then moved by Allen and seconded by Lampe that: The motion on the floor be amended to add "This policy to be effective with the fiscal year 1994-95". Amendment passed (17 for; 0 against; 1 abstain).

Vote was then called for on the motion as amended that: Regional chairs-elect, chairs, and past chairs may be reimbursed for lodging, travel, and per diem when regional meetings are held immediately before or after the ACA convention, and that this be added to the Policies and Procedures Manual as Policy 11.5. This policy to be effective with the fiscal year 1994-95. Motion passed (1 abstain).

It was moved by Runte and seconded by Hayes that: Policy No. 2.15 in the Policies and Procedures Manual be deleted. Funding of Regions will be determined in accordance with policy 11.4 in the existing manual and the addition to policy 11.4 in "changes to ACA Policies and Procedures Manual." Motion passed (2 abstain).

C-4 - Actions from Organization, Administration and Management Committee

- (w) Governing Council Meet Three Times a Year (see also C-10-a)

It was moved by Grisdale and seconded by Gundersen that: Article X, Section 3(a) of the ACA Bylaws be amended to change "twice" to "three times" a year for meetings of the Governing Council.

It was pointed out that if this Bylaws amendment were made, the wording of the Bylaws concerning Executive Committee would also be changed to state that meetings of the Executive Committee would be called only in times of emergency and the phrase calling for the Executive Committee to meet twice a year would be deleted.

Following a lengthy discussion of the proposed Bylaws amendment and the possible ramifications of such a change, vote was called for on the motion that: Article X, Section 3(a) of the ACA Bylaws be amended to change "twice" to "three times" a year for meetings of the Governing Council. Motion defeated (5 for; 15 against; 3 abstain - Runte against, Maples abstained).

- (g) Billing for New Members
- (h) Installment Plan

It was moved by Leahy and seconded by Capuzzi that: The Governing Council request that the Executive Director consider authorizing staff to utilize a "bill me later plan" or an "installment plan" for the purposes of collecting membership dues. Motion passed.

- (i) Membership Categories

It was moved by Duffy and seconded by Leahy that: In order to operate in a more businesslike manner, the Governing Council moves to strongly encourage Divisions in the establishment of consistent membership categories. Motion passed. (It was noted that ACA staff have been asked to meet with Divisional membership chairs to initiate this dialogue.)

- (j) Pilot Recession Buster for New Members
- (k) Pilot Recession Buster for Renewals

It was moved by Capuzzi and seconded by Jefferson-Payne that: The Governing Council move to support staff in working out creative ways for membership marketing and to direct staff to consult with divisions in working out a fee structure that does not interfere with divisions' rights to set their own dues structure, to be presented to the Executive Committee or the Governing Council for approval. Motion passed.

- (l) Discontinue "Hold" Policy

It was moved by Capuzzi and seconded by Allen that: The Governing Council moves to delete policy 1.18 "Hold File" from the ACA Membership Operating Handbook. Motion passed.

- (n) Affinity Programs

It was moved by Capuzzi and seconded by Jefferson-Payne that: The Governing Council accept the three suggested financial services to members and other comparable services, as long as these services are congruent with ACA's mission statement and criteria set forth for non-dues revenue. Motion passed (1 abstain).

- (r) Chief Financial Officer

The subcommittee assigned this topic recommended no action on this item and therefore the Governing Council did not take any action.

C-5 - Actions from Human Rights Committee

(e) ACA Contractual Arrangements

It was moved by Jefferson-Payne and seconded by Duffy that: The Governing Council approve the motion submitted by the Human Rights Committee regarding ACA contractual arrangements. Motion passed (2 abstain). The Human Rights motion referred to in this motion reads as follows:

The Human Rights Committee moves that this committee continue to develop a policy addressing the Association's contractual and other arrangements with individuals, organizations, and associations which do not comply with ACA's nondiscrimination policy. Additionally, the Human Rights Committee moves that this committee or appropriate ACA officers contact the Association's Legal Counsel to clarify legal guidelines for establishing policies and procedures in this area.

C-6 - Actions from Public Policy and Legislation Committee

(b) ACA Policy Change to Allow Provision of Training Slot for a Counselor Educator in Training

There was no Governing Council action on this item. It was noted that next year's Plan of Action for the Committee includes the funding of a Counselor Educator.

(c) ACA President-Elect Attendance at Government Relations Winter Training

It was moved by Capuzzi and seconded by Allen that: This proposal from the Public Policy and Legislation Committee be referred to the Organization, Administration and Management Committee for possible inclusion in the role description of the ACA President-Elect. Motion passed. The proposal referred to in this motion reads as follows:

Because of the need for the President of ACA to be (1) well informed on ACA's legislative issues, and (2) the Government Relations process and practices involved at the Federal level; and as a result of discussions with some ACA leaders, the ACA Public Policy and Legislation Committee moves to have the ACA Governing Council establish a policy that the ACA President-Elect is strongly recommended to schedule time for, and to budget for attendance at the ACA Public Policy and Legislation Committee Annual Winter Government Relations Training.

C-8 - Approval of Regional Plans of Action and Budget Requests (see also C-2-c)

(a) Regional Plans of Action

It was moved by Capuzzi and seconded by Jefferson-Payne that: The Governing Council support the intent of all four Regional Plans of Action. Motion passed (16 for; 3 abstain).

(b) Current Region Fund Balances

It was moved by Capuzzi and seconded by Allen that: Current Region fund balances be eliminated. Motion passed [14 for; 5 against (Runte, Carlson, Lampe, Allen, Gundersen); 1 abstain (Weis)]. (It was noted that these fund balances that total \$35,000 to \$50,000 are part of the ACA general fund balance.)

C-2 - Actions from Strategic Planning Committee

(a) Revision and Update of Three-Year Strategic Plan

It was noted that in approving the 1993-1996 Strategic Plan, one recommended change had been omitted. It was therefore moved by Weis and seconded by Smith that: One additional change be made to the 1993-1996 three-year Strategic Plan by changing "Modify" to "Recommend modifications to" in Objective 3 at the top of page 10. Motion passed, and the Strategic Plan was further amended accordingly.

C-37 - Special Item from Public Policy and Legislation Committee

It was moved by Smith and seconded by Hosie that: The Governing Council reaffirm Section 25.2 (Legislation Terminology) in the Policies and Procedures Manual, and moves to clarify its intent by changing this section to read as follows:

The term "professional counselor" shall be the standard language used by ACA pursuing all legislation. The term "professional counselor" may be further defined within legislation according to specialty and/or certification where advisable. Bills which were proposed or introduced prior to 1991, including the reintroduction of such bills in a new Congressional session, may contain language different from "professional counselor".

Motion passed

C-38 - Staff Proposal to Change the Annual Convention

It was moved by Carlson and seconded by Maples that: The Governing Council moves to refer to the Organization, Administration and Management Committee the task of developing changes in the annual convention to address issues of a declining attendance despite increased membership, and that the Committee be asked to develop more cost effective strategies such as those proposed in "ACA Staff Proposal to Change the Annual Convention". Motion passed (1 opposed, 1 abstain).

C-40 - Requirement of Fiscal Impact Statement

It was moved by Hosie and seconded by Maples that: All Governing Council agenda items must have a fiscal impact statement or they will not be voted on. Motion passed.

D-1 - IAMFC Resolution Regarding Accrediting Bodies

This item had been placed in the backup materials as an information item. However, a motion was submitted for action, and the Governing Council therefore considered that motion.

It was moved by Carlson and seconded by Bloch that: (1) ACA and AAMFT mutually recognize (a) the quality of each accrediting organization's standards (CACREP and COA) in marriage and family counseling and therapy, (b) the right of each body to accredit programs training marriage and family counselors and therapists. (2) that ACA and AAMFT mutually recognize CACREP and COA accreditation activities involving the training of marriage and family counselors and therapists. (3) that neither ACA nor AAMFT oppose CACREP or COA's accreditation activities and status. (4) that ACA and AAMFT recognize graduates of the CACREP and COA marriage and family counseling and therapy accredited graduate training programs and graduates receive equal consideration in their application for an IAMFC national credential in marriage and family counseling/therapy, and the AAMFT national clinical membership status.

Following a lengthy discussion of this motion, it was moved by Maples and seconded by Mitchell that: The question be called for (vote be taken on the motion). Motion passed, and vote was called for on the motion on the floor.

Vote was then taken on the motion concerning the IAMFC Resolution. Motion defeated. A roll call vote was requested, and the results were as follows:

<u>For</u>	<u>Against</u>	<u>Abstain</u>
Carlson	Mitchell	O'Bryant
Weis	Lampe	Humphrey (2)
	Allen	Bloch
	Hayes	Capuzzi
	Gundersen	Duffy
	Hosie	Gridale
	Jefferson-Payne	Leahy
	Maples	Runte
	Page	
	Smith (2)	
	Houck	

C-29 - Policy on Leadership Training (see also C-10-d, C-11-c, and C-12-c)

It was moved by Lampe and seconded by Runte that: ACA fund Branch Presidents-elect to attend the annual summer ACA National Leadership meetings. The recommendations listed below are to be considered for integration into the proposed July 1993 meeting agenda by the 1993 ACA President, Region Chairs, and Division Presidents. Motion passed. The recommendations referred to in this motion are as follows:

Recommendations to be integrated in the Proposed Summer Leadership Agenda

- A. Preassessment of what leaders need/want before the development of program; separate surveys for presidents and past presidents to assist in determining what works for Presidents-Elect.
- B. (1) Brief preassessment opening session: what do you expect to gain/learn; postassessment to match goals of preassessment.
- (2) Check at pivotal points: are we meeting your needs; can you better identify what you need to learn.
- (3) Open issues forum/questions and answers clinic.
- (4) Branch sharing: reconfigure regions by size: large, medium, small and share issues and needs.
- (5) Assessment to survey areas of expertise and concerns of leaders and computerized data to promote networking (see ASCA).
- (6) Each activity/task will be introduced with goals, outline of process to be used, periodic checks toward goal, and evaluation of degree to which goal is achieved (both for the benefit of the participants and for evaluation purposes).
- (7) Overview of the large picture needs to be emphasized at national.
- (8) Explain that nuts and bolts need to be emphasized at branch assemblies; not all needs will be able to be addressed at national -- national flows into branch assembly.

- (9) A matrix of topics indicating emphasis at national, branch or both.
- (10) Attention be given to adult learners with experiential learning, group participation, group process, warmups, getting to know you before didactic learning.
- (11) A timely warmup when committee members join into sessions -- get to know branch presidents-elect.
- (12) The agenda should be user friendly -- each activity should list the goal, what you are going to do and how, what you are going to get out of it.
- (13) Frequent small group experiences and sharing -- no more than 3/4 hour-1 hour of lecture or information sharing at a time.
- (14) Plenty of time for small group sharing among branches; opportunities for branch presidents-elect to meet as many peers as possible.
- (15) Matrix indicating which activities are national, divisional, region, or branch or shared -- to identify percentage of time dedicated to needs of branch presidents-elect.
- (16) Opportunities for region officers to meet with branch presidents-elect and committee members.
- (17) Clearly stated objectives for the workshops sent in advance.
- (18) Evaluation model to be pretested with participants of previous training; results reported back to Governing Council and to participants.

It was moved by Runte and seconded by Lampe that: The Governing Council accept the proposed framework as listed below for a comprehensive Leadership Training program in concept, to be refined by the 1993-94 Region Chairs, Division Presidents and ACA President and presented as refined to the September 1993 Governing Council for consideration. Motion passed. The proposed framework, as referred to in this motion, is as follows:

ACA organization, administration and management are to be driven by ACA Mission and Strategic Plan based upon needs and goals of all ACA constituencies. Leadership required to achieve these activities presuppose:

- (1) broadly based and decentralized leadership.
- (2) leadership goals and behaviors that flow upward from the elected leadership of ACA.
- (3) Annually recurring meetings of elected leaders as a class for
 - (a) leadership development
 - (b) annual convention planning
 - (c) work on ACA Organization, Administration and Management policy/planning (Policy approved September, 1992)

Leadership development for branch leaders should flow upward from branch to national. Branch leaders need opportunities to learn about the national association, ACA issues, and the ACA Strategic Plan. Branch leaders also need opportunities to network with other branch leaders regarding branch issues and interests, and plans.

A variety of leadership development experiences and activities should be provided for branch, regional and divisional leaders each year. Experiences and activities should address emerging leaders, newly elected leaders and experienced leaders. These experiences should include but not be limited to summer national leadership meeting, a fall branch assembly, and spring branch leadership assembly, culminating in experience and branch recognition awards.

The national leadership meeting is a convening experience to begin the new ACA year. All levels of ACA leadership: branch, regional, divisional, and national will convene. They include: Branch presidents-elect, branch region chairs and chairs-elect, division presidents and presidents-elect and national elected officers and staff.

The fall branch assemblies provide leadership development experiences with branch leaders in the geographic areas. Built on the foundation of the national leadership meeting, the branch assemblies offer branch-specific activities to promote branch leadership and enhance branches. The branch assembly provides national, regional and divisional leaders an opportunity to share in the leadership training with the regional leaders.

The spring leadership experiences at convention should provide advanced leadership training as well as culminating in branch assembly activities including branch awards. Activities should focus on the needs of middle and experienced leaders, follow through on fall branch assembly activities, and spring branch assembly needs. Activities should not duplicate summer or fall leadership activities. Creative scheduling may include regular convention sessions, business meetings, networking or sharing sessions, or culminating experiences.

All activities should be driven by leaders' needs assessments. Activities should be carefully planned and evaluated as to their success in meeting leadership goals.

National leadership development goals include:

- Opportunities to meet ACA staff and leaders
- Learning what they can do for branch leaders in their roles
- Learning how to access that assistance
- Learn about national issues, objectives and plans
- Become familiar with the ACA Strategic Plan
- Learn about ACA committee structure and plans
- Develop skills for work at the national level
- Develop government relations skills
- Network with branch leaders from the entire ACA community

Branch Assembly goals include:

- Opportunities for further developing leadership goals
- Identify and strengthen branch interests
- Address branch issues
- Network on branch level issues
- Create collaborative opportunities for branches
- Provide input into ACA plans and policies
- Provide opportunities to identify and encourage emerging leaders
- Address branch membership and development needs

Ongoing leadership development should take several forms. Frequent communication between national and branches and division leaders can be accomplished through memos, mail leadership tips, conference calls, and creative opportunities to promote communication among leaders. Leadership training should not be limited to in person programs but should have a continuing thread throughout the year.

Evaluation of all activities and methods is essential to the future improvement of leadership training and the development of a comprehensive model. Evaluation tasks should be shared between ACA staff and the leaders who plan and conduct training activities. Timely reporting to leaders and to Governing Council will promote the development of a comprehensive model.

C-10 - Actions Submitted by North Atlantic Region

- (b) To make ACA Meeting Services Department Available to Regions on an Individual Needs Basis at No Charge

It was moved by Runte and seconded by Lampe that: The Governing Council accept the proposal from the ACA Executive Director regarding this agenda item, with the following changes: (1) Paragraph 2, line 4, after "contracts" add "in a timely manner". (2) Paragraph 2, lines 7 and 8, after "travel", delete "expenses are incurred in arranging the meeting" and replace with "is requested by the individual or entity to arrange the meeting." Motion passed. The proposal, as adopted by this motion, reads as follows:

That the following two new policies be inserted in the Fiscal Matters section of the ACA Policies and Procedures Manual:

All ACA individuals and entities funded by ACA, including officers, committees, and regions, must secure the approval of an ACA executive staff member before signing contracts of any kind that obligate the association. ACA executive staff members will confer with ACA legal counsel in the event such consultation is necessary before authorizing the signing of contracts.

Once a meeting site has been selected by an ACA-funded individual or entity (including officers, committees, and regions), all details related to the meeting will be communicated to the ACA Director of Meeting Services who will negotiate and sign all meeting-related contracts in a timely manner. Once contracts have been signed, ACA staff will inform leaders of the details and individuals or entities will be responsible for the meeting content and for on-site administration. In the event staff travel is requested by the individual or entity to arrange the meeting or it is requested that a Meeting Services staff member attend the meeting to provide on-site support, the cost of staff travel expenses will be charged to the account of the individual or entity holding the meeting. No fees will be charged to accounts or entities for staff time.

C-9 - Actions Submitted by Midwest Region

(a) Enhancement of ACA Stationery

It was moved by Gundersen and seconded by Lampe that: An ACA Region may print on the official ACA stationery the name of the Region and the branches served by the Region in a column at the left margin below the ACA letterhead. A Region may also print its name beneath the ACA logo on ACA envelopes. A Region will print nothing else on ACA stationery or envelopes. Motion defeated (5 for; 7 against; 7 abstain).

C-28 - Modification of Model Licensure Bill

It was moved by Smith and seconded by Lampe that: The Governing Council direct the Professionalization Committee to modify the current "model licensure bill" so that it is consistent with Advocacy Policies 24.1 and 24.2 in the Policies and Procedures Manual. Motion passed.

C-11 - Actions Submitted by Southern Region

(e) Guide to Assist ACA Entities in Development of Their Own Strategic Plan

It was moved by Lampe and seconded by Houck that: The proposal from the Southern Region that ACA develop a Strategic Planning Guide to assist ACA entities in the development of their own strategic plans be referred to the Strategic Planning Committee for consideration and recommendation to the September 1993 Governing Council. Motion passed (2 against).

C-33 - Approval of ACA Budget for 1993-96

It was moved by Capuzzi and seconded by Leahy that: The Governing Council adopt the FY 1994 ACA budget, incorporating the four action items recommended by the Financial Affairs Committee. These four items are: (1) Delays until July 1, 1994, the Governing Council's previous decision to lower student and retired member dues from the present 70% of the full rate to 50%. For FY 1994, student and retired member dues will continue at 70% of the full rate. (2) Revises the Media Guide to indicate that 12, rather than 14, issues of Guidepost will be published. Two of the 12 issues for this fiscal year will be expanded to include election information and convention activities. (3) Waives the requirement in ACA Policy 2.1 that yearly budgets contain a goal reserve of not less than one percent of the total anticipated expenditures. (4) Modifies ACA Policy 4.8 to read: "Double occupancy shall be required for staff and volunteer/elected leaders. Leaders and staff will be reimbursed for lodging at one-half the rate for double rooms. Roommate preferences will be honored to the extent possible. In the event no roommate is available, the single room rate will be reimbursed. Individuals may request a single room, in which case they will be reimbursed for no more than one-half the rate for double rooms."

It was moved by Smith and seconded by Weis that: The motion be amended to strike item 4 on double occupancy. Motion defeated (7 for; 13 against).

It was then moved by Hosie and seconded by Maples that: Governing Council members be exempted from the double occupancy requirement. Motion passed (9 for; 4 against; 4 abstain-Grisdale against).

Vote was then called for on the motion, as amended, that: The Governing Council adopt the FY 1994 ACA budget, incorporating the four action items recommended by the Financial Affairs Committee. These four items are: (1) Delays until July 1, 1994, the Governing Council's previous decision to lower student and retired member dues from the present 70% of the full rate to 50%. For FY 1994, student and retired member dues will continue at 70% of the full rate. (2) Revises the Media Guide to indicate that 12, rather than 14, issues of Guidepost will be published. Two of the 12 issues for this fiscal year will be expanded to include election information and convention activities. (3) Waives the requirement in ACA Policy 2.1 that yearly budgets contain a goal reserve of not less than one percent of the total anticipated expenditures. (4) Modifies ACA Policy 4.8 to read: "Double occupancy shall be required for staff and volunteer/elected leaders. Leaders and staff will be reimbursed for lodging at one-half the rate for double rooms. Roommate preferences will be honored

to the extent possible. In the event no roommate is available, the single room rate will be reimbursed. Individuals may request a single room, in which case they will be reimbursed for no more than one-half the rate for double rooms. Governing Council members are exempted from the double occupancy requirement." Motion passed. (The FY 1994 Budget, as adopted, is attached to these Minutes as Appendix A.)

C-4 - Actions from Organization, Administration and Management Committee

(m) Membership Survey

It was moved by Duffy and seconded by Leahy that: Policy 1.21 (Member Surveys) be deleted from the ACA Membership Operating Handbook. Further, that a new Policy 5.9 (Member Survey) be added to the ACA Policies and Procedures Manual to read as follows:

The Organization, Administration, and Management Committee (through the ACA Membership Director) shall conduct an annual survey and needs assessment of the membership. The chair of the Research and Knowledge Committee shall be asked to review and comment on the survey plan including the instrument, data collection, data analysis, and reporting procedures. All ACA entities, including divisions, regions, organizational affiliates, committees, and Governing Council shall be asked for input regarding the contents of the survey. Independent surveys of ACA members by these entities are discouraged. Members shall be surveyed at least once a year.

Motion passed (1 abstain).

(x) Student Dues

It was moved by Capuzzi and seconded by Duffy that: Policy 5.2 in the Policies and Procedures Manual be amended to change the effective date in the last sentence from "July 1, 1993" to "July 1, 1994". Motion passed. The passage of this motion means that the last sentence in Policy 5.2 would read "Effective July 1, 1994, the dues for Retired and Student Members shall be 50% of the full rate."

C-10 - Actions Submitted by North Atlantic Region

(c) To Raise Region Allocation to \$2.25 per ACA member

The subcommittee that had considered this topic indicated they were submitting no recommendations. Therefore, there was no action taken on this matter.

C-11 - Actions Submitted by Southern Region

(a) Confirmation of SRBA 1994 Fall Conference Site

It was moved by Duffy and seconded by Jefferson-Payne that: The Governing Council approve the site of the fall conference for the ACA Southern Region at Birmingham, Alabama.

In the discussion that followed, it was determined that since this site is included in the Plan of Action for the Southern Region, that no Governing Council action is necessary. Therefore, the motion was withdrawn.

C-17 - Approval of Committee Plans of Action and Budget for 1993-94

(b) Financial Affairs Committee

It was moved by Capuzzi and seconded by Duffy that: The Budget and Plan of Action for the Financial Affairs Committee be accepted. Motion passed.

C-18 - CACREP Request for Financial Support

It was noted that this request did not need any action by the Governing Council since support for CACREP was already built into the ACA budget that has been approved.

C-22 - Hong Kong Conference Proposal

It was moved by Capuzzi and seconded by Leahy that: The Governing Council approve the concept of the Hong Kong conference to be managed in accordance with policies governing international conferences, provided that projected income offsets expenditures and does not negatively impact ACA's budget. Motion passed.

C-24 - Recommended Changes to Policies and Procedures Manual Section 3

It was moved by Capuzzi and seconded by Duffy that: Section 3.6 (Costs for Audits) of the Policies and Procedures Manual be amended to replace the present wording with the following: "The cost of the annual audit to Divisions, Organizational Affiliates, and Corporate Affiliates will be calculated by the CPA firm retained by the Association at a cost based on the time spent on each entity." Motion passed.

It was moved by Capuzzi and seconded by Leahy that: The Governing Council adopt the recommended editorial changes as suggested for section 3.11 (Requests for Payment from ACA Entities) of the Policies and Procedures Manual, with the substitution of the words "Senior Accountant" for "Accounting Manager." Motion passed. Section 3.11, as amended by this motion, now reads as follows:

The Accounting Staff will process requests for payment only from original copies of the official CHECK REQUEST-EXPENSE REPORT form (voucher) that have been coded and signed by the appropriate treasurer of a division, organizational affiliate, or region. Vouchers received which are not properly coded and signed will be returned to the treasurer of the organization. When an exception to this procedure is required, such exceptions must be negotiated between the organization's treasurer and the ACA Senior Accountant.

C-30 - Supplemental Retirement Plan

It was moved by Capuzzi and seconded by Leahy that: The Governing Council approve the administrative changes in the supplemental retirement plan as outlined. Motion passed.

C-32 - Permanent Badges for Past Presidents

The subcommittee considering this topic recommended no action on this matter, and the Governing Council concurred.

NEW BUSINESS - Future Convention Sites - 2001, 2002, 2003

It was moved by Mitchell and seconded by Smith that: The Governing Council move to accept as future convention sites the following cities: 2001 - San Antonio, Texas; 2002 - New Orleans, Louisiana; 2003 - Anaheim, California. Motion passed (13 for; 7 against).

C-4 - Actions from Organization, Administration and Management Committee

(s) Bylaws Revisions

(3) Article XV, 1a Sources of Bylaws Changes

It was moved by Lampe and seconded by Grisdale that: The Governing Council adopt the proposed Bylaws changes to Article XV, Section 1 (a) as recommended. These changes are as follows: Delete "the Executive body of" - twice (line 2 and line 3); delete "bylaws Committee" (line 8); add in line 4 after "Region", "an ACA Standing Committee"; in line 8 replace "Bylaws Committee" with "Organization, Administration and Management Committee. Motion passed. With the adoption of this motion, Article XV, Section 1(a) of the Bylaws now reads as follows:

(a) Proposed amendments may be originated by the Governing Council or presented to the Governing Council by a National Division, a Branch, a Region, an ACA Standing Committee, or by an individual member, provided that in the case of an individual member the proposed amendment shall be presented over the signatures of at least fifty members in good standing.

All such proposed amendments must be submitted in writing to the Organization, Administration, and Management Committee no later than January 1. Said Committee shall transmit to the Governing Council for its consideration all such proposed amendments with or without a recommendation regarding each, at least thirty days prior to the annual Convention meeting of the Governing Council.

C-21 - Denver Convention - 1995

It was moved by Capuzzi and seconded by Hayes that: The Governing Council accept the "Report to the Membership by the ACA Governing Council Concerning the 1995 Annual Convention" as written, subject to editorial changes that might be needed. Motion passed. (In the discussion of this motion, a change was suggested, as follows: On page 2, last paragraph, 7th line from bottom - add after Denver "due to amendment to" then continue with the dashes and the rest of the sentence.) (The "Report to the Membership by the ACA Governing Council Concerning the 1995 Annual Convention" is attached to these Minutes as Appendix B.)

NEW BUSINESS - Guidelines for Invocations

It was moved by Weis and seconded by Runte that: The Human Rights Committee and staff be directed to develop guidelines for invocations presented at ACA sponsored activities. Motion passed (1 against; 2 abstain).

It was moved by Weis and seconded by Runte that: The Invocation policy be revised to read: "There will be no invocations at ACA functions which do not conform to ACA Invocation Guidelines. Motion defeated (4 for; 9 against; 7 abstain).

MEETING PROCEDURES

It being the time that had been set for adjournment of the meeting, it was moved by O'Bryant and seconded by Capuzzi that: The meeting be extended by five minutes. Motion passed.

NEW BUSINESS - ACA Relationship with Divisions

It was moved by Humphrey and seconded by Duffy that: ACA should consult with Division Presidents with regards to any proposed program, actions, legislation and expenditures, whose outcome directly affects, enhances or impinges upon that Division. Furthermore, that ACA advance such actions and initiatives with a declaration of that Division's position in regards to such ACA programs, initiatives and expenditures. Motion passed (1 abstain).

NEW BUSINESS - Appreciation

It was moved by Mitchell and seconded by Capuzzi that: The Governing Council expresses appreciation to staff for the quality support given to the planning, preparation, and implementation of this meeting. Motion passed.

It was moved by O'Bryant and seconded by Duffy that: The Governing Council expresses deep appreciation to those persons who will be leaving the Governing Council (Marianne H. Mitchell, TheIma T. Daley, Richard E. Lampe, Gordon E. Footman, Richard L. Hayes, Deborah P. Bloch, David M. Weis, and Jean Wilson Houck) for their genuine efforts, their collegial spirit, and the many actions they initiated on behalf of the total Association. The Governing Council commends them for outstanding service as they complete their tenure with the Governing Council. Motion passed.

MEETING PROCEDURES

It was moved by Gridale and seconded by Bloch that: The meeting be extended by five additional minutes. Motion passed (17 for; 2 against).

NEW BUSINESS - Effective Utilization of Governing Council

It was moved by Weis and seconded by Bloch that: If a third Governing Council meeting is convened prior to July 1, 1993, time be set aside to address the effective utilization of committee activity regarding actions brought before Governing Council. If a third Governing Council meeting is not convened prior to July 1, 1993, this Council identify five members to meet with the Executive Committee to address the above issue prior to July 1, 1993. Motion defeated (4 for; 13 against; 4 abstain).

NEW BUSINESS - Appreciation

It was moved by Maples and seconded by Capuzzi that: The Governing Council expresses its appreciation to the Local Convention Coordinator, the local convention leadership team, and to all the volunteers who have given and will give willingly of their time and talents to make this a very successful convention. Motion passed.

It was moved by Maples and seconded by Page that: The President, on behalf of the Governing Council, be directed to commend the Public Policy and Legislation Committee for the quality and volume of information contained in its latest UPDATE Newsletter. Motion passed.

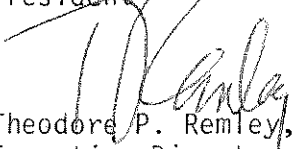
It was moved by O'Bryant and seconded by Capuzzi that: For dignity, diversity and development; for proactive thoughts and unwaning energy; for commitment to task, to purpose, and to clear directions; for stellar leadership throughout the year, and for leadership to the Governing Council; the Governing Council moves to give highest commendation to Dr. Lee Richmond, ACA's President. Motion passed.


ADJOURNMENT

It was moved by Smith and seconded by Weis that: The March 1993 Governing Council meeting be adjourned. Motion passed. The Governing Council meeting was therefore adjourned at 12:15 p.m., on March 12, 1993.

Respectfully submitted,


Lee J. Richmond
President


Theodore P. Remley, Jr.
Executive Director


Mary E. Janicke
Administrative Assistant to
Governing Council

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