

ACA GOVERNING COUNCIL MEETING

MINUTES

October 15-16, 1999

Call to Order

The ACA Governing Council meeting was called to order at 8:40 a.m., October 15, 1999, at the Residence Inn in Arlington, Virginia. President Donna Ford presided. Governing Council members present for all or part of the meeting were as follows:

Jackie M. Allen, ASCA
Mary Smith Arnold, CSJ Observer
Robert L. Barret, AGLBIC
Loretta J. Bradley, ACA Past President
Larry D. Burlew, AADA
Brian Cahillane, IAAOC
Edith V. Carlisle, IAMFC
Patricia B. Elmore, ACA Parliamentarian
Donna Ford, ACA President
JoAnn Harris-Bowlsbey, NCDA
Betty S. Hedgeman, ACA Treasurer
Patricia E. Hudson, ASERVIC
Joseph R. Kandor, AAC
Sharon P. Leggett, Southern Region
Judy Lewis, ACA President-Elect
Terri L. Lonowski, ACEG
Linda McGee, Western Region
Brian T. McMahon, ARCA
Margaret Miller, ACES
E. Christine Moll, North Atlantic Region
Mary A. Mudd, ACCA
Marlene R. Rhodes, AMCD
Anita Sue Walker, Midwest Region
Glenna Wentworth, AMHCA Observer
James V. Wigtil, ASGW
Gaynelle Wilson, NECA
Nancy G. Woodward, C-AHEAD Observer
Richard Yep, ACA Executive Director

Robert P. Hosford, AMHCA Representative, was unable to attend the meeting.

Dr. Kurt Kraus served as Process Observer to monitor the conduct of the meeting.

Others in attendance at the meeting as guests or observers included the following:

Bernal C. Baca, President, Association for Multicultural Counseling and Development
(AMCD)
Victor E. Bibbins, President-Elect, Association for Multicultural Counseling and

Development (AMCD)

Helen W. Chapman, Chair, ACA Policies and Procedures Manual Revision Task Force
Melissa Edwards, ACA Conferences and Meetings Department
Jan Gallagher, President, American School Counselor Association (ASCA)
Jean Gaskins, ACA Conferences and Meetings Department
W. Mark Hamilton, Executive Director, American Mental Health Counselors Association (AMHCA)
Ollie Henderson, ACA Conferences and Meetings Department
David M. Kaplan, President, International Association of Marriage and Family Counselors (IAMFC)
Andrew Miller, ACA Director of Conferences and Meetings
Richard Mozier, ACA Associate Executive Director for Finance and Operations
Carol Neiman, ACA Associate Executive Director for Professional Affairs
Nancy S. Perry, Executive Director, American School Counselor Association (ASCA)
Terry L. Satterfield, Chair, North Atlantic Region
Marie A. Wakefield, Chair, ACA Strategic Planning Committee
Cindy Welch, ACA Human Resources Director
Millie Wolesslagle, Executive Assistant to ACA Executive Director

Strategic Planning Activities

Prior to moving into the formal business meeting of the Governing Council, President Ford called upon Marie Wakefield, Chair of the ACA Strategic Planning Committee, to present and discuss the Association's strategic plan and to get input from members of the Governing Council as the Strategic Planning Committee works to update and improve the strategic plan. There was a good discussion and considerable input was given by the Governing Council. Ms. Wakefield indicated that she plans to take all of the suggestions and to submit a revised and improved plan at the next Governing Council meeting. The strategic planning activity did not require any formal action by the Governing Council.

Overview of New Policies and Procedures Manual

The Chair of the ACA Policies and Procedures Manual Revision Task Force, Dr. Helen Chapman, reported to the Governing Council on the most recent revisions to the Manual. She explained how the Manual is organized and the reasoning for the present format. Dr. Chapman also explained how the Manual can be changed in the future so that policies of the Association may be adopted and maintained in an orderly fashion. She concluded her presentation by taking questions from Governing Council members. No action was required by Governing Council on this Manual.

Parliamentarian's Remarks

Parliamentarian Patricia Elmore called attention to the meeting rules for the conduct of the meeting. She highlighted several specific rules and responded to questions from the group.

Approval of Agenda

President Ford called attention to the proposed agenda for the meeting. She asked if there were any changes that Governing Council members wished to make. There were several changes suggested. These were: a) move Interim Executive Director's report to be given just prior to Agenda Item 7; b) hold an Executive Session just prior to moving into action items beginning

with Item 7; c) replace the motion shown in Item 10 with a new motion submitted by IAMFC; d) replace the current motions shown in Item 11 with new motions; e) add under new business an item on recognition of service; f) possibly consider other items under new business; and g) delete Agenda Item 20 on report and recommendations from Multicultural/Diversity Task Force.

Following the discussion of the recommended changes to the meeting agenda, it was moved and seconded that: The Agenda for the Governing Council meeting be approved as amended. Motion passed.

Seating of Observers

President Ford called attention to Policy 401.2 which states that proxy votes are not permitted at Governing Council meetings. This policy is mandated by the law under ACA's incorporation in the District of Columbia. Therefore, only permanent elected representatives are entitled to serve as voting members, but that in cases where the permanent elected representative is not available to attend the meeting for some reason, it would be permissible to seat an observer from the affected division or region. She noted that at this meeting, this regulation affects C-AHEAD and AMHCA.

It was moved by Barret and seconded by Allen that: The Governing Council move to seat Nancy Woodward as C-AHEAD observer and Glenna Wentworth as AMHCA observer for the October 15-16, 1999 ACA Governing Council meeting. Motion passed.

Approval of Minutes of Previous Meetings

It was moved by Barret and seconded by Allen that: The Minutes of the following Meetings be approved:

- ACA Governing Council – April 12-13, 1999
- ACA Executive Committee – June 11-13, 1999
- ACA Executive Committee – September 9, 1999

Motion passed.

Executive Session

At this point in the meeting, the Governing Council moved into Executive Session. Following the Executive Session, the following motion was reported out.

It was moved and seconded that: The approval of the terms of employment for the Executive Director of ACA as negotiated and presented to the Governing Council this date be approved. Motion passed unanimously.

Executive Director's Report

Executive Director Richard Yep reported to the Governing Council on a number of activities that are in process and that are planned for the current year. He responded to questions on a number of these activities. No Governing Council action was required on the Executive Director's report.

In accordance with association policy, Mr. Yep also reported on professional fees and unanticipated expenses during the past year. This report was for information only and did not require Governing Council action.

Financial Report

Treasurer Betty Hedgeman reported on the financial status of the Association and discussed a number of specific items. She responded to questions from the Governing Council about various portions of the report. Dr. Hedgeman also called attention to motions that had been referred to the Financial Affairs Committee by previous Governing Councils and noted how the Committee had dealt with each of those.

As an outcome of the financial report, there was a discussion as to how best to deal with the surplus of income and in particular the anticipated income from the sale of the ACA building.

It was moved by Bradley and seconded by Harris-Bowlsbey that: ACA establish a special fund of \$500,000 from FY 1999 revenue over expenses and that the fund can only be used with the approval of the Governing Council.

After some discussion, it was moved by Cahillane and seconded by Barret that: This motion be tabled until later in the meeting. Motion defeated and the discussion continued.

Following further discussion, vote was called for on the motion that: ACA establish a special fund of \$500,000 from FY 1999 revenue over expenses and that the fund can only be used with the approval of the Governing Council. Motion defeated.

It was moved by Moll and seconded by McGee that: The Governing Council place fifty percent (50%) of FY 1999 surplus funds into a restricted fund for emergency purposes. These funds can only be accessed by a two-thirds (2/3) vote of the Governing Council. Motion passed.

It was moved by Bradley and seconded by Moll that: The Treasurer's report be accepted. Motion passed.

Proposed Guidelines for Resolutions on Social Issues and Human Rights

It was moved by Kandor and seconded by Moll that: The Governing Council accept the report of the Social Issues Task Force in principle but send it back to the Task Force for additional information regarding financial implications and procedural components.

Question was raised as to the implications of saying that the Governing Council "accept" the report and the Parliamentarian pointed out that acceptance would be the same as adopting the report. Therefore, unless the Governing Council wished to adopt this report, they should likewise not accept it.

Vote was called for on the motion that: The Governing Council accept the report of the Social Issues Task Force in principle but send it back to the Task Force for additional information regarding financial implications and procedural components. Motion defeated.

It was then moved by McMahon and seconded by McGee that: This report be referred back to the Social Issues Task Force for additional information regarding financial implications, implications for ACA governance, and procedural considerations. Motion passed, and the report is so referred.

Report of Task Force to Study Declining Division Membership

Attention was called to the report from the Task Force to Study Declining Division Membership and to the several recommendations contained therein. President Ford noted that the first recommendation (No. 1, A & B) would be Bylaws amendments.

There followed a lengthy discussion of the report and of the various recommendations from the Task Force. Several possible motions were suggested to handle these recommendations. As a result of the discussion, it was determined that action would be postponed on this report until later in the meeting to allow time to develop appropriate motion(s). Therefore, the Governing Council moved on to a discussion of the next item on the agenda.

Proposal from IAMFC to Address Issues of Inequity Relative to Marriage and Family Therapy/Counseling and Licensure

It was moved by Carlisle and seconded by Cahillane that: The ACA Governing Council endorse the Public Policy and Legislation Committee in their efforts to ensure that graduates from CACREP approved marriage and family counseling/therapy programs are eligible for licensure and approved supervisor status in their field. Motion passed.

Motions from Midwest Region

President Ford noted that there were several request submitted by the Midwest Region, and the Governing Council took these up individually.

It was moved by Walker and seconded by Lonowski that: The ACA Governing Council approve South Dakota-Sioux Falls as the location of the ACA Midwest Region Conference, 2002, October 3-6. Motion passed.

It was moved by Walker and seconded by McGee that: The ACA Governing Council request that Donna Ford, President, clarify the membership requirements in state branches and state divisions with a time line of the March 2000 meeting in Washington, DC. Motion passed.

It was then moved by Walker and seconded by Lewis that: The ACA Bylaws be changed to give Regions two votes if there are more than 7000 regional members – such membership being defined as those holding dual membership in ACA and their Branch.

In the discussion that followed this motion, it was pointed out that any amendments to the ACA Bylaws must come through the ACA Bylaws Committee and be submitted to the Governing Council with that Committee's recommendations. The discussion also brought out possible financial implications, as well as a consideration of the logistics of determining the dual membership. A friendly amendment was agreed upon that this motion be referred to the Bylaws Committee.

Following considerable discussion, vote was called for on the motion that: The Governing Council refer to the ACA Bylaws committee the motion that the ACA Bylaws be changed to give Regions two votes if there are more than 7000 regional members – such membership being defined as those holding dual membership in ACA and their Branch. Motion defeated.

It was then moved by Lewis and seconded by Bradley that: The issue of Regional representation to the Governing Council be referred to the Executive Committee and the Financial Affairs Committee for further study with a report to be provided to Governing Council at its March 2000 meeting. Motion passed.

Policy on Criteria for Co-Sponsoring of Programs

It was moved by Lewis and seconded by Bradley that: The ACA Professional Learning and Resources staff be empowered to identify other professional organizations with high evaluation standards and recommend to Governing Council the establishment of reciprocity agreements for co-sponsorship of continuing education programs with these organizations. Motion passed unanimously.

It was moved by Miller and seconded by McMahon that: The criteria used for decisions concerning acceptance or rejection of ACA learning institutes also be the minimum criteria for accepting or rejecting requests for ACA approval of any external learning activities. These criteria will be applied to decisions regarding requests for continuing education programs, endorsements, and/or co-sponsorship. Motion passed unanimously.

Media Procedures and Guidelines

Attention was called to the proposed action that had been submitted to the Governing Council by the Media Committee to adopt proposed Guidelines for column development in *Counseling Today*.

It was moved by Bradley and seconded by Lewis that: This motion be tabled until a later time. Motion passed and this item was tabled.

Proposed Presidential Project Guidelines

Attention was called to the proposed guidelines for presidential projects. There was some discussion of the proposal, and at the conclusion of the discussion, the Governing Council took no action on this item.

Revision of Policy for JCD and Division Journal Storage

It was moved by Bradley and seconded by Wilson that: The ACA Governing Council adopt the Policy for journal storage as outlined by the Media Committee report of August 6, 1999 under suggested policy, items A through G. Motion passed unanimously. The policy adopted by this motion is as follows:

ACA shall manage publication inventories for ACA, divisions, and organizational affiliates according to the following guidelines:

- A. All copies of Journal of Counseling and Development (JCD) for the two immediate previous volume years shall be retained. This quantity may vary according to print over-runs and number of single issues sold but will be approximately 500-1,000 copies.
- B. All copies of divisions and organizational affiliates journals for the two immediate previous volume years shall be retained. This quantity may vary according to print over-runs and number of single issues sold but will be approximately 200-400 copies.

- C. Up to 300 copies of JCD for the third immediate previous volume year shall be retained.
- D. Up to 100 copies for divisions and organizational affiliates for the third immediate previous volume year shall be retained.
- E. Five copies of all earlier volumes shall be retained.
- F. One hard archival copy and a microfilm copy of all ACA, division, and organizational affiliate publications distributed by ACA shall be permanently retained.
- G. Division and organizational affiliate presidents and executives will be notified when ACA intends to discard any stored publications. If they decide to retain such publications on their own, divisions and organizational affiliates must pay shipping and future storage charges. After an intended discard notice, publications will be discarded if not removed at the end of three months.

ACA Bylaws Revisions

It was moved by Allen and seconded by Bradley that: The Governing Council votes to forward the proposed amendment to ACA Bylaws Article IV, Section 1.b to the ACA Bylaws Committee for review with an expected response in time for the March 2000 ACA Governing Council meeting.

There was considerable discussion of this motion and of its ramifications for the Association and for the Divisions.

Following the discussion, vote was called for on the motion that: The ACA Governing Council votes to forward the proposed amendment to ACA Bylaws Article IV, Section 1.b to the ACA Bylaws Committee for review with an expected response in time for the March 2000 ACA Governing Council meeting. Motion passed.

The motion that is referred to the Bylaws Committee by this action reads as follows:

That Article IV, Section 1.b of the American Counseling Association bylaws be amended as follows: Replace "A new Division shall initially consist of at least one thousand members" with "a new Division shall initially consist of at least 500 members." Replace "A Division or an Organizational Affiliate with a charter existing as of October 18, 1997, shall be allowed from July 1, 1998, through June 30, 2001, to maintain or achieve Divisional status with a minimum of 500 ACA members" with "An Organizational Affiliate or Division may maintain or achieve Divisional status with a minimum of 500 ACA members."

It was moved by Allen and seconded by Bradley that: The ACA Governing Council votes to forward the proposed amendment to the ACA Bylaws to include provision for the Council of Presidents and Region Chairs to the Bylaws Committee for review with an expected response in time for the March 2000 ACA Governing Council meeting.

There followed a lengthy discussion of the pros and cons for such a Council in the ACA Bylaws. There was some concern expressed about formalizing the group that is currently functioning and about the possibility of a conflict of interest in including such a group in the Bylaws.

Following the discussion, vote was called for on the motion that: The ACA Governing Council votes to forward the proposed amendment to the ACA Bylaws to include

provision for the Council of Presidents and Region Chairs to the Bylaws Committee for review with an expected response in time for the March 2000 ACA Governing Council meeting. Motion defeated.

Report of Task Force to Study Declining Division Membership

At this point in the meeting, the Governing Council returned to a discussion of the report from the Task Force to Study Declining Division Membership. This discussion had been postponed from an earlier time in this meeting.

It was moved by Harris-Bowlsbey and seconded by Lewis that: ACA staff continue to pursue items 2 through 6 and item 9 in the report of the Task Force on Declining Division Membership with diligence so long as these efforts remain within the approved budget for FY 2000. Motion passed unanimously.

It was moved by Harris-Bowlsbey and seconded by Burlew that: President Ford create a task force to develop a plan that could result in a requirement that those who are certified and/or licensed as professional counselors must belong to ACA and to a division appropriate to their specialty. Motion passed.

It was moved by Harris-Bowlsbey and seconded by Lewis that: The Financial Affairs Committee, in addition to its present efforts in this regard, study the implications of a reduction in cost for ACA membership if a member joins at least one division. Motion defeated.

It was moved by McMahon and seconded by Bradley that: The Executive Committee will request of CACREP a new standard: that membership in ACA or one of its divisions be required for a simple majority of its CORE faculty and its full time students, and that a written response will be requested for review at the March 2000 Governing Council meeting. Motion defeated.

It was moved by Burlew and seconded by Rhodes that: The Governing Council refer to the ACA Bylaws Committee a recommendation to draft a bylaws amendment that when joining ACA or if belonging to ACA, a person must join at least one division of ACA.

There was considerable discussion concerning this motion and many concerns were expressed about the overall effect such action would have at this point.

Following a lengthy discussion, vote was called for on the motion that: The Governing Council refer to the ACA Bylaws Committee a recommendation to draft a bylaws amendment that when joining ACA or if belonging to ACA, a person must join at least one division of ACA. Motion defeated (5 for; 15 against; 1 abstain). Burlew, McMahon and Rhodes recorded as voting for the motion.

It was moved by Lonowski and seconded by Cahillane that: The Governing Council moves to continue the work of the ACA Task Force on Declining Division Membership and that the Task Force be directed to report back to the Governing Council in March 2000, with additional strategies for increasing divisional membership. Motion passed unanimously.

Approval of Branch, Division, and Organizational Affiliate Bylaws Revisions

It was moved by Allen and seconded by Barret that: The Governing Council approve the revised bylaws for the Association for Specialists in Group Work (ASGW), the International Association of Addictions and Offender Counselors (IAAOC), the Association for Spiritual, Ethical, and Religious Value Issues in Counseling (ASERVIC), and the National Employment Counseling Association (NECA), with the recommended changes from the ACA Bylaws Committee. Motion passed.

It was moved by Allen and seconded by Bradley that: The Governing Council approve the revised bylaws of the New York Counseling Association and the Texas Counseling Association with the recommended changes from the ACA Bylaws Committee. Motion passed.

Motions from Ethics Committee

It was moved by Lewis and seconded by Wigtil that: The Governing Council approve the revised *Layperson's Guide to Counselor Ethics: What You Should Know About the Ethical Practice of Professional Counselors*. Motion passed. (The *Layperson's Guide to Counselor Ethics* is attached to these Minutes as Appendix A.)

It was moved by Lewis and seconded by Wigtil that: The Governing Council approve the revised *Ethical Standards for Internet On-Line Counseling*. Motion passed. (The *Ethical Standards for Internet On-Line Counseling* are attached to these Minutes as Appendix B.)

Nominations and Elections Procedures Revision

Attention was called to the revision in the Nominations and Elections procedures and it was noted that such a change requires Governing Council approval.

It was moved by Wigtil and seconded by Miller that: The ACA Governing Council approve the ACA Nominations and Elections Operating Handbook as distributed with the cover letter dated October 14, 1999. Motion passed.

Report from ACA Practice Research Network Task Force

Dr. Loretta Bradley reported briefly on the activities to date of the ACA Practice Research Network Task Force through the grant from the Lewin group. This report was for information only and did not require any Governing Council action.

Report on Discussions with AMCD

Attention was called to the brief written report on this subject. There was no Governing Council action required.

Plans of Action

President Ford called attention to the fact that copies of Plans of Action that had been submitted by ACA entities were available for inspection. No Governing Council action was needed on these.

Officers Reports

Attention was called to the written reports that had been received. Such reports were for information only and did not require Governing Council action.

ACA Foundation

A brief report of activities of the ACA Foundation was given. The report was for information and did not require Governing Council action.

ACA Insurance Trust

The Chair of the Insurance Trust, Dr. Thelma Daley, and the Executive Director, Paul Nelson, reported briefly on the current activities of the Insurance Trust. No Governing Council action was needed on this report.

Motions from Public Policy and Legislation Committee

It was moved by Hudson and seconded by McGee that: Effective FY 2001, ACA establish and partially fund an annual legislative training of counselors to serve as advocates for the counseling profession and our clients. Motion passed.

It was moved by Hudson and seconded by Kandor that The ACA Governing Council approve the ACA Public Policy and Legislative Agenda for the second session of the 106th Congress. Motion passed unanimously.

Recommendations from Advisory Council

Attention was called to the recommendation submitted by the Advisory Council. It was pointed out that adopting the recommendation would be in conflict with District of Columbia corporate law and therefore it would not be possible to implement this. Therefore, no action was taken on the recommendation.

Recognition of Service to the Counseling Profession

It was moved by Miller and seconded by Carlisle that The ACA Governing Council publicly recognize employees of ACA who have devoted twenty years or more of service to the counseling profession. Motion passed.

Annual Subsidy to Regions

It was moved by Moll, seconded by McGee, and supported by Leggett and Walker that: The Governing Council increase the annual subsidy to Regions to \$15,000, effective FY 2001. The \$5,000 increase is to be used to support low income branches sending representatives to Regional Leadership Assemblies. Motion passed.

Appreciation to President

It was moved by Bradley and seconded by Allen that: The ACA Governing Council formally applaud President Donna Ford for a good Governing Council meeting. Motion passed by acclamation.

Adjournment

There being no further business, the meeting of the ACA Governing Council was adjourned at 4:55 p.m., on October 16, 1999.

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