

MINUTES OF THE A.F.G.A. EXECUTIVE COUNCIL MEETING

OCTOBER 10-11, 1954

CONRAD HILTON HOTEL, CHICAGO

AMERICAN PERSONNEL AND GUIDANCE ASSOCIATION, INC.

Executive Council Meeting, October 10-11, 1954

The Executive Council met in the Conrad Hilton Hotel, Chicago, Illinois, October 10 and 11, 1954.

Persons present during the sessions were: Donald E. Kitch, AFGA President; Mary P. Corre, AFGA President-Elect; Willis E. Dugan, AFGA Treasurer; Gordon V. Anderson, President, ACPA; Clifford P. Froehlich, President, NVGA; T. J. Keummerlein, President, ASCA; Edward Landy, President-Elect, ASCA; Charles E. Odell, President-Elect, NVGA; Harold B. Pepinsky, President-Elect, ACPA; Jack Shaw, President, SPATE; Bruce Shear, Representative NAGSCT; Donald E. Super, Past President, AFGA; Pauline Galvarro, SPATE Representative (appointed by President Shaw); Mrs. Dora Peterson, representing the Western Personnel Institute as an observer; and Frank L. Sievers, Executive Secretary, AFGA. NAGSCT President Roland Ross was unable to attend.

Introductions were made, an agenda prepared by the Executive Committee was presented by President Kitch and approved. The following meeting schedule was adopted: October 10: 9:00 a.m. to 12:30 p.m., 2:00 p.m. to 4:30 p.m., 7:30 p.m. to 9:00 p.m. October 11: 9:00 a.m. to 12:15 p.m., 1:30 p.m. to 3:00 p.m.

Membership data figures for the year up to October 6 were presented by Frank L. Sievers. The total number of individuals in AFGA as of that date were 5,074. Membership in the Divisions at this time showed the following (including multiple memberships): ACPA 1,188; NAGSCT 166; NVGA 4,054; SPATE 211; ASCA 472. It was pointed out that there were 1,017 multiple memberships represented in the Divisional memberships as contrasted with the total AFGA membership. In the discussion of the lag between payment of fees and final approval of the membership in certain Divisions as shown from a study of the status of memberships, August 1, 1954, and 1953, several suggestions were made for shortening the period between the payment of dues, the application, and the final approval of the new member.

Willis E. Dugan, AFGA Treasurer, presented the budget figures in mimeographed form, portraying the anticipated income and expenditures for the current year. It was suggested that a more realistic estimate of membership income might well be considered and a statement of "net liquid worth" be added to the final presentation of the budget. President Kitch appointed a committee consisting of Donald E. Super and Clifford P. Froehlich to advise with the Treasurer in developing the budget for final presentation at the closing session of the Council.

Bruce Shear, Chairman of the Special Committee for Auditing the 1954 Convention Books, summarized financial results of the Convention and filed a report with the Executive Secretary and the Chicago Convention Coordinator. In brief the Convention audit showed total receipts of \$21,536.43 (including \$500 advance from AFGA funds) and total disbursements of \$13,930.40, leaving a balance of \$7,606.03. Income from registrations totaled \$8,209.50, \$4,420.00 of which represented advance registrations. The next single largest source of income from the Convention stemmed from the sale of Exhibit space. \$5,090.00 were received from this source with an expenditure of \$1,477.82, netting \$3,612.18. Only \$173.50 was paid in for National dues during the Convention. Convention Treasurer Joseph Manch attributed this rather favorable financial picture of the Convention to three factors: The Committee established a budget early in Convention planning and adhered to it strictly; there was strong and effective Convention management, and local expenses were negligible.

The Council directed the Executive Secretary to write Treasurer Manch informing him that Headquarters would serve as the depository of the records of the Convention and requesting him to send pertinent data there for deposit.

IT WAS MOVED BY Harold B. Pepinsky, seconded by Mary P. Corre, that the Audit Committee be discharged with thanks from the Council. CARRIED.

IT WAS MOVED BY Clifford P. Froehlich, that the Executive Secretary write a letter of appreciation and thanks to the Superintendent of Schools in Buffalo commenting upon the excellent Convention and the fine work of the local group. Copies of the letter were ordered sent to Joseph Manch and Fred Eschbach, Assistant Treasurer of the Buffalo Convention. Seconded by Donald E. Super. CARRIED.

President Kitch next called for reports upon Division activities from the representatives of the respective Divisions asking them to highlight their activities and future plans and to raise any problems they were facing in their relations to AFGA. A summary of the reports follow:

American College Personnel Association, represented by Gordon V. Anderson and Harold B. Pepinsky.

The ACPA is devoting considerable attention to an exploration of their relations with other associations who deal with various phases of personnel work in higher education, studying the effects of anticipated increased enrollments upon the supply of personnel workers, analyzing overlapping functions with other Divisions, and bringing its constitution up to date. Among problems identified were overlapping of committee assignments with those of AFGA, problems of Branches or State/Regional Associations in relation to AFGA Branches, the general direction of AFGA--one of coordination and general leadership or becoming a creature of one of the Divisions; and the need on the part of AFGA to develop relationships and understandings with administrators in higher education.

The American School Counselors Association, represented by T. J. Keummerlein and Edward Landy.

The ASCA is studying the nature of its membership and the problem of making the Association a matter of vital concern to its members. It recognizes the need on the part of AFGA for the establishment of a consultative service in aiding school administrators in determining adequate guidance services and facilities. Need was expressed for developing regional and state conferences on an AFGA or ASCA level for the members of the Association in view of the fact that few ASCA members attend the annual Convention. It was pointed out further that the brochure "This Is AFGA" committed the Association to four issues of its publication "The School Counselor" whereas only three had been planned.

The National Association of Guidance Supervisors and Counselor Trainers, represented by Bruce Shear.

Many problems of the NAGSCT grow out of the changing concept of the Association from that of a creation of the U. S. Office of Education to an Association in its own right. Four regional conferences, to be held on a geographical basis, are planned for the year. The Association is planning a National Workshop for April 1 and 2 just prior to the AFGA Convention in Chicago. It was pointed out that NAGSCT is in a position to assist AFGA and the various Divisions actively in membership activities. Two areas of assistance in NAGSCT problems were identified: one of stimulating States in the appointment of State Supervisors when vacancies occur or new positions are created, and, second the development of understandings and the establishment of relationships with administrative officers at the state level, within schools, colleges and universities.

The National Vocational Guidance Association, represented by Clifford P. Froehlich and Charles E. Odell.

NVGA Trustees, in session held prior to the AFGA Executive Council meeting, appointed a special committee under the chairmanship of Max Baer to study relations with AFGA and to recommend steps toward their improvement. NVGA changed its fiscal year from May 1 to April 30 and suggested a consideration of a like change on AFGA's part. Concern was felt that NVGA has no floor on general membership, and proposals will be presented to the next Delegate Assembly for the establishment of such a floor. A Branch Officers' Kit presented by the NVGA Public Information and Professional Relations Committee was authorized on a testing basis. This Kit would include a procedures manual, public relations, and orientation (History) materials. The Association is establishing a Guidance Informational Review Service for its members listing approved publications; the first materials will be available for sale at the AFGA Convention with a plan for continuation of the service through the Quarterly. NVGA Branches are being studied during the year with the established principle of giving Branches the option of affiliation with AFGA or NVGA. In addition, the membership will be polled to ascertain views upon Branch needs.

Student Personnel Association in Teacher Education, represented by Jack Shaw and Pauline Galvarro.

It was pointed out that President David Trout's lingering illness and passing had limited the Association's current activities and advance planning. Membership is increasing due to the fact that approximately twenty regional conferences were held over a period of two years. The Association is contacting all teacher education institutions toward developing memberships and is beginning a study of selection procedures in the preparation of teachers. Relations have been maintained with various associations and active representation has resulted within at least one national organization.

Western Personnel Institute, represented by Mrs. Dora Peterson.

Mrs. Peterson announced that the Institute will hold its annual conference jointly with the American Council on Education Commission on Student Personnel on October 27-29 in Pasadena.

Headquarters Reports and Activities

IT WAS MOVED BY Clifford P. Froehlich and seconded by Bruce Shear that the action taken by Headquarters as a result of an Executive Council mail vote depositing \$10,000 in a building and loan association be approved. CARRIED.

Prudential Building Association, Washington, D. C.
\$10,000 deposited 8/5/54, interest @ $3\frac{1}{2}\%$ beginning
8/1/54.

Withdrawal upon two of the following signatures:
Dugan, Shivers, and Sievers.

MAIL ACTION OF THE COUNCIL approving the publication by photo offset of the APGA Membership Directory and separate mailing to members was approved. Moved by T. J. Keummerlein, seconded by Donald E. Super. CARRIED.

IT WAS MOVED BY Edward Landy and seconded by Clifford P. Froehlich that the revised statement of Personnel Policies for APGA as presented be approved. CARRIED.

Office expenditures for the APGA Placement Services have been listed as regular expenses upon the office books with no attempt to maintain a separate account for this activity. The question was raised regarding the possibility of a study at some time in the future and the need for separate records for this activity. IT WAS MOVED BY Mary P. Corre, and seconded by Clifford P. Froehlich that the books be organized so that separate costs can be provided and that the Placement Committee be requested to consider reviewing the effectiveness of the Placement Service at an appropriate time. CARRIED.

Frank L. Sievers reported upon the situation in the U. S. Office of Education and activities toward stimulating the appointment of a Chief to fill Harry A. Jager's vacancy, the appointment of a specialist representing higher education, and the expansion of services in Guidance and Personnel. It was agreed that AFGA should, through its Committee on Relations with the Federal Government and Executive Secretary, maintain activities in regard to this situation, stimulate letters from the field to the concerned officials, study the identification of Congressmen who could be informed of the guidance and personnel needs in the Nation, and, appoint a committee to study the need for special legislation which would call for funds earmarked for guidance and personnel services in the U.S.O.E.

IT WAS MOVED BY Harold B. Pepinsky and seconded by Pauline Galvarro that the Council approve the action taken by the Committee and the Executive Secretary and recommended the continuation of plans underway. CARRIED.

IT WAS MOVED BY Mary P. Corre and seconded by Edward Landy that the President appoint a committee to work with the American Psychological Association's special committee to coordinate the activities of the two Associations with the possibility of ultimately establishing a joint committee. CARRIED.

THE EXECUTIVE SECRETARY WAS AUTHORIZED to sign the lease for AFGA Headquarters Offices with the American Psychological Association. Moved by Clifford P. Froehlich, seconded by Gordon V. Anderson. CARRIED.

Lease for a term of three years, renewable for two additional years on a yearly basis subject to Lessor's right to reject or accept. Rent for three-year period, established at \$400.00 per month.

The Executive Secretary reviewed the details of the pending State and National White House Conferences upon Education and pointed out that guidance and personnel would be given prominent consideration on the National agenda only if local leaders see that these topics are adequately considered in State and Territorial Conferences.

A report was made upon the recent changes in procedures at Headquarters particularly in the 24-hour processing of memberships and the inclusion of more detailed information in monthly Headquarters reports for the entire Council rather than for members of the Executive Committee only. It was pointed out that these reports are being sent to AFGA Committee Chairmen when information of interest to committees is included. IT WAS MOVED BY Bruce Shear and seconded by Harold B. Pepinsky that the Executive Secretary and the Headquarters Staff be commended on the management procedures developed at Headquarters. CARRIED.

IT WAS MOVED BY Donald E. Super and seconded by Mary P. Corre that the President be directed to write Mrs. Trout expressing the Council's sympathy in Dr. David M. Trout's death. CARRIED.

Chicago 1955 Convention

President Kitch introduced Dr. C. E. Deakins, Convention Coordinator for the Chicago Convention, April 3-7, 1955, who had joined the group to report upon Convention plans.

President Kitch announced that he had secured the services of Gardner Murphy as key-note speaker at the Convention. It was agreed that the President should request Dr. Murphy to provide a copy of his speech for duplication and sale at the Convention.

The utilization of a Banquet speaker other than the President was discussed, reviewing the precedent established at the Buffalo Convention. It was agreed that the President be permitted to follow his discretion in utilizing this period for discussing some topic of interest to the membership or to invite an outside speaker.

Dr. Deakins announced that he had found the ARGA Convention Manual developed by the Buffalo Convention Committee most helpful and a valuable guide for the Chicago Committee. He plans to utilize a duplicated Newsletter for keeping all Committee Chairmen informed of developments and will inform the Divisional Representatives upon the Council of Committee Chairmen appointed when it concerns a particular Division.

Budget allotments for Division program purposes were agreed upon in terms of those utilized for the 1954 Convention. The policy established for the 1954 Convention of paying the expenses for non-Association members who appear on the program and limiting these expenses as nearly as possible to hotel accommodations and meals was approved.

The Council agreed that Dr. Deakins be authorized to hold one Program Chairmen Workshop and that expenses be charged to the Convention. The Executive Secretary was authorized to attend the Workshop and charge this travel to Convention expenses if other official travel in the area did not coincide with the Workshop dates.

It was agreed that the complimented suites be assigned to the ARGA President, each Division President and the ARGA President-Elect as available and that Convention funds be used to provide sleeping arrangements and a parlor for headquarters for each president not cared for by the complimented suites. Further, it was recommended that these suite assignments be announced in the first Convention Newsletter so that the various headquarters would be known to the members.

IT WAS MOVED BY T. J. Keummerlein and seconded by Edward Landy that the necessary convention announcements be mimeographed for distribution the first day and as needed and that only one printed issue of the Newsletter be issued the last full day -- expenses to be borne by the Convention. CARRIED.

It was suggested that a picture and appropriate biographical material upon the outside general session speakers be included on the Convention Program.

Donald E. Super presented a summary of the evaluation of the 1954 Buffalo Convention. The findings indicated general approval of the type of program and the general features of the Convention. IT WAS MOVED BY Donald E. Super that copies of the full report be prepared at Headquarters and distributed to Council Members, Division and AFGA Program Chairmen and that Olive P. Lester and Bernard Goldman be requested to prepare an article upon the evaluation findings for the Journal. Seconded by Harold B. Pepinsky. CARRIED. The Executive Secretary was directed to send Dr. Lester (carbon to Dr. Goldman) a letter expressing the Council's appreciation for carrying out an excellent study. It was agreed that no formal evaluation of the 1955 Convention be made.

The Council reaffirmed last year's decision to limit appearances on the program to two listings except for last minute emergencies.

Executive Committee and Council meetings prior to, during, and following the Chicago Convention were established as follows:

Saturday, April 2 - All day, Executive Committee only.

Sunday, April 3 - All day.

Evening after first Delegate Assembly - 1½ hours.

Thursday, April 7 - All day, Old and New Councils.

Thursday Evening, April 7 - New Council.

Friday, April 8 - New Council, time as needed.

It was directed that provision be made on the program for two AFGA Delegate Assembly meetings - the first for a full afternoon and the second meeting scheduled at 1:30 p.m. with the room held open for use for the full afternoon if needed.

A Professional Committees period was established for Sunday Evening - meetings to be arranged on the request of each chairman.

The plan utilized at the 1954 Convention of having the President, President-Elect, and the Executive Secretary available for conferences with Committee Chairmen was continued. Arrangements for three sessions of half afternoons were planned.

It was agreed that the President-Elect of each division should appoint the Division's two members to AFGA's Nominations Committee by March 1st so that the Chairman could hold a meeting Sunday Evening and announce an open meeting for public hearings upon the Convention Program.

The Executive Secretary reported upon the 1956 Washington, D. C. Convention facilities. The Shoreham Hotel has been designated as headquarters with the Sheraton-Park as a secondary Hotel. The 1956 Convention dates were established for March 25-29.

A mimeographed analysis of the Detroit hotel facilities for the 1957 Convention was presented. IT WAS MOVED BY Clifford P. Froehlich that the Executive Council approve the recommendations of the local committee in Detroit and use the Statler Hotel as the headquarters hotel. Seconded by Edward Landy. CARRIED.

The Council reaffirmed its action establishing a site west of the Mississippi River for the 1958 Convention and selected Chicago as the convention location for 1959.

AFGA Committee Reports and Activities

Activities

The charge to this committee was reviewed and left unchanged. Chairman Willard W. Blæsser plans to hold a meeting of those on his committee who can attend the Annual Conference of the Western Personnel Institute in Los Angeles on October 27-29.

In addition, he hopes to hold a meeting in Denver of from 4 to 8 members to analyze the results of an inquiry to the field on a random sampling basis. A full meeting of the Committee is planned for the Chicago Convention. IT WAS MOVED BY Bruce Shear, seconded by Donald E. Super that the chairman of the Committee utilize geographically distributed members for correspondence; a Salt Lake City area group for regular meetings; and, hold the Denver meeting of selected members within the limitations of the Committee budget. CARRIED.

AFGA Branches

Chairman Mary P. Corre presented a mimeographed statement which was a revision of the statement presented to the 1954 Delegate Assembly and incorporated the suggestions growing out of that meeting. After discussing the Branch structure and possibilities for Branch development in the various Divisions it was agreed that AFGA should envision a Branch or chartered sub-association structure which would facilitate communication with the National Association, encourage local participation and professional activities, and permit democratic representation in Delegate Assembly.

IT WAS MOVED BY Clifford P. Froehlich, seconded by Edward Landy, that the Council direct the Chairman to frame a statement for recommendation to the next Delegate Assembly which would permit AFGA to charter only State Associations and that the committee look forward to the time that direct representation in Delegate Assembly be developed for these groups. CARRIED.

CLIFFORD P. FROEHLICH PRESENTED A MOTION authorizing the Chairman, in cooperation with the Regional Conference Committee, to initiate steps to encourage individuals in several states to develop conferences for discussing common problems and explore the possibility of establishing a state organization. Seconded by Charles E. Odell. CARRIED.

Community Organization of Guidance

Chairman Olive Banister's report was presented indicating that several steps were currently under way to develop some basic materials in the field. The plans include: devising a basic outline for securing information on where and how community coordination is best done; asking responsible individuals to write articles for publication on their programs for publication in one of the guidance journals; using the articles for culling out the basic principles of community coordination; and demonstrating a project along the lines planned at the April, 1954 meeting of the committee.

Constitution

THE COUNCIL DIRECTED THE CONSTITUTION COMMITTEE to prepare such changes as may be necessary in the Constitution and By-Laws for consideration by the Executive Council and the Delegate Assembly to change the fiscal and membership years from July 1 - June 30 to May 1 - April 30. Moved by Clifford P. Froehlich, seconded by Donald E. Super. CARRIED.

Cooperation with Business and Industry

The plans for this Committee had been reported earlier in a Headquarters report. It was agreed that full discussion of this be deferred to the Chicago meeting with the added suggestion that the Branches Committee work with the Committee in developing possible communication with the Branches.

Development

The statement from Chairman Leonard M. Miller outlining the purposes and plans of the Committee was accepted by the Council. The Committee plans to identify new research studies and projects which AFGA Divisions might undertake, collate studies in progress and proposed, identify Foundations or Federal Agencies which provide funds for projects related to personnel services, assist Divisions in contacting these sources of funds, and to set up the format for use in presenting requests for grants.

It was agreed to defer a full discussion of the Committee's plans and purposes until the Chicago meeting. Suggestions for activity growing out of the discussion of the report centered around a study of Foundation reports, contacting Colleges and Universities upon research studies, and offering consultative services of AFGA members to Foundations.

International Relations

President Kitch reported that Dr. Lew Oliver of Chico State College had attended the International Conference at Bonn, Germany, and reported that excellent discussions were held.

The Council approved the selection of Dr. Wesley P. Lloyd as Chairman of this Committee. The Council expressed the need for constructive activities for the Committee toward establishing an exchange of ideas and inter-representation at meetings between AFGA and foreign groups of similar interests.

ACPA President Gordon V. Anderson reported that ACPA's Committee in the same area is active in exploring personnel openings in the Fulbright program. It was agreed that the two Committees represented no overlapping and it was suggested that ACPA Chairman James Davis be included on the AFGA Committee.

Joint Commission on Guidance and Pupil Personnel Services

The report of the Chairman was presented in which he plans to hold a series of conferences to further develop a joint statement in the form of "cardinal principles" with representatives from the American Association of School Administrators and the Department of Secondary School Principals. This will require several meetings and exploratory conferences in Washington, D. C. His request for the addition of Dr. Francis Daly of Albany, New York, to the Commission was approved.

Membership

The mimeographed schedule of proposed Committee activities was included in a Headquarters Report and was distributed at the Council meeting. The schedule was approved with the suggestion that all items on the schedule intended for a specific Division be approved by the respective Division member.

Publications

Chairman Harold B. Pepinsky, reporting for the Committee, outlined the need for the establishment of some basic policies which would serve as a guide in developing the publications of the Association. He pointed out that the Committee members were selected with due consideration of all interests involved in the Association and requested a budget which would permit a meeting of the entire Committee, or, that being prohibitive in overall budget considerations, a meeting of selected members. The Committee is giving careful consideration to the Monograph Series and channels of communication have been established between the chairmen of the two Yearbook Committees. The Readership Survey is being written up for publication by Drs. Pepinsky and C. Gilbert Wrenn, last year's Chairman.

Research Awards

The salient points of the Committee's plans for the year were outlined by the President, and the activities which included those recommended to the 1953-54 Council, were agreed upon by the Council. It was agreed that the Chairman's request for a meeting of his smaller Committee be granted. Suggestions were made for members of his review panel with the added suggestion that some Agency representatives be included.

Yearbook (First)

Chairman Clifford P. Froehlich reported that all Chapter authors had been selected and that manuscripts are being prepared. The Publications Committee will

be asked to review the manuscripts as they are available and the Executive Secretary was directed to report upon publication possibilities at the next meeting. It was recommended that the relationship between the Publications Committee and subsequent Yearbook Committees be included in the study of publication policies although satisfactory lines of communication have been established between the two Committees.

MARY P. CORRE MOVED THAT the initial \$25.00 for Committee expenses be budgeted. Seconded by Donald E. Super. CARRIED.

1954-55 Budget

Willis E. Dugan, ARGA Treasurer, presented a revised budget basing income on a 6,500 membership and outlining readjustments in expenditures to conform to a more realistic estimate.

DONALD E. SUPER MOVED THAT the Executive Committee prepare a budget not to exceed \$88,000 for the 1954-55 fiscal year. Seconded by Clifford P. Froehlich. CARRIED.

Adjournment

The Executive Council adjourned at 3:15 P.M., October 11, 1954.

Respectfully submitted,



Frank L. Sievers
Executive Secretary

Minutes approved in draft form

Donald E. Kitch
President

ATTACHMENT: The 1954-55 Budget as approved by the Executive Committee