

AMERICAN PERSONNEL AND GUIDANCE ASSOCIATION

Executive Council Meeting

Minutes of October 15, 1956

Clifford P. Froehlich, Presiding

Meeting convened at 8:00 a.m., and adjourned at 3:30 p.m.

I. Discussion of qualifications of members of the Professional Standards Committee (National Board on Vocational Counseling). Motion made by Dr. Burnett that: "The membership requirements for members of the Board of the American Board on Vocational Counseling shall be:

1. A Doctorate degree with strong concentration in counseling and guidance with at least three years of experience in vocational counseling; or
2. A Masters degree specifically in counseling and guidance with at least six years of experience in vocational counseling;
3. All Board members must show active membership in appropriate professional organizations such as NVGA." Motion was passed.

II. The meetings of the Executive Council during the time of the convention were discussed and the following arrangements were stated:

Old Executive Council - Saturday 7:00 p.m.

Sunday 9:00 a.m. through 6:00 p.m.
(Reconvenes from 7:00 p.m. through 9:00 p.m.)

Old and New Council - Thursday 3:00 p.m. - 6:00 p.m.

New Council - Thursday 8:00 p.m. through Friday noon.

An additional brief meeting will be scheduled between Monday and Wednesday of convention week.

III. Changes in the Constitution were discussed and considered. The President pointed out that the changes presented were in the nature of tentative changes for full discussion by the Council.

The following points were discussed:

- A. Article 3, Section 2 of the present Constitution should be retained, possibly with some rewording.

- B. It was the consensus that Article 3, Section 1, of the Constitution should be retained with such changes as would be appropriate for the differences that exist now due to the passage of time.
- C. Regarding Article 1, Section 1, it was pointed out that it is necessary for the Association to state more clearly the professional nature of the Association and that this would facilitate meeting certain problems related to taxation in the District of Columbia. It was proposed also that there be additions made to Article 2. The suggested additions are to the effect that:
1. APGA brings together various related guidance divisions and groups into a meaningful professional relationship and facilitates the programs of activity of the member groups.
 2. The purposes of the Association shall be carried out through professional publications, annual conventions, research and a promulgation of standards and doctrine in guidance and personnel work.
 3. The purposes of the Association shall be further advanced through the exercise of leadership in the guidance and personnel professional field.

Certain other items were to be proposed for deletion because they had become obsolete.

- D. There was a principal discussion of the proposed Article 3 of the Constitution on the subject of membership. The President of NVGA stated that the Board of Trustees had voted to empower the President of NVGA to act in accordance with the disapproval of NVGA of general membership in APGA.

It was the consensus that there should be a provisional membership provided in APGA on a temporary basis and that student memberships should be recognized, but that such terms as Associate and Professional member of APGA were inconsistent with the organization.

The motion was made by Dr. Arbuckle and seconded by Dr. Hatch that: Persons interested in furthering the objectives of the Association may become provisional members for a period not to exceed the total of one year. At the end of the year a person must have applied and must have been accepted by one of the Divisions of APGA. Motion passed.

There was a discussion on a proposal for life membership. The point was emphasized through discussion that membership in APGA is established through Divisions and that except for the provisional and student membership this must be rigidly adhered to. Therefore a life membership would have to be consistent with life membership in a

Division. The motion was made by Dr. Hatch and seconded by Dr. Arbuckle that: Any person meeting the qualifications for life membership in a Division of APGA shall be eligible for life membership in APGA. Motion passed. It was agreed that this means that if this is approved by the Assembly, the Divisions would be clear to act to develop life memberships. It was suggested later that in order to have a consistent total professional picture on life membership it would be necessary to have all Divisions providing a life membership and thereby making it possible to have a life membership in APGA.

It was agreed that any specific amounts to be charged for life memberships should be included in the by-laws or possibly by later Executive Council action.

It was the consensus of the Council that: "Upon the payment of \$200.00 which may be paid in two equal yearly installments, a member who is in good standing in a Division may be exempted from further dues for life in APGA and one Division. Such persons may be designated as life subscribers. Not more than 5% of the membership of any Division of APGA may be life subscribers."

- E. It was agreed that Article 2, of the old Constitution, Section 2, should delete the word yearly. It was agreed that a further sentence should be added stating in effect that "dues in excess of one year may be accepted under conditions established by the Executive Council."
- F. There was a discussion on the prospect of presenting a "package" to the Assembly for meeting the problems of housing in terms of the life subscribers already mentioned and in terms of prepaid dues already mentioned and in terms of increasing the dues. Following the discussion it was the consensus of the Council that dues should be raised to \$10.00 of which Divisions should receive \$2.00 for each member and \$1.00 should go to the capital reserve fund and \$7.00 to APGA operating costs.

There was further discussion on the prepaid dues and it was the consensus that: (a) There should be a guaranteed six years dues prepaid for \$50.00 and (b) twelve years prepaid for \$100.00. In both of these periods the sum includes the payment to one Division but does not include any special or additional assessment for any Division.

- G. Representation in Assembly. The discussion of principles of representation in the Assembly centered in Article 5, of the proposed by-laws. It was the consensus of the Council that the ratio of Branch representatives to Division representatives should not exceed one-half and that Divisions should be represented in proportion to their membership. Several suggestions were made for specific divisional representation in the Assembly. Mr. Shear suggested cut off points thus: (1) 100-299 members; (2) 300-599; (3) 600-999; (4) Each additional 1000.

It was firmly held that there must be representation from all Branches. It was left to further consideration to strike upon the exact figures to work out the principles that had been established. One proposal was one representative from each Branch with no recognition of additional representatives for the larger Branches. Other proposals centered around the figures presented in the proposed Article 5 of the by-laws.

H. The President called for any major reactions to other parts of the proposed changes in the Constitution and by-laws. The following points were raised:

1. In the proposed nominations and elections section the provision requiring nominating committees to place the top two persons on the ballots for each office were strongly subscribed.
2. Question was raised regarding the appointment of committees by the President with the understanding that this meant the question: "Should this not include appointment of committees also by the Assembly and by the Executive Council?"
3. The Publications Board should be changed to the Publications Committee and subsumed under Committees.
4. Amendments to by-laws should be included in the Constitution.
5. A Policy and Planning Committee should be added to the standing Committees.

(From the preceding discussion of Constitution changes, there will be developed specific proposals to submit to the Assembly.)

IV. The Divisions reported as stated below:

A. President Paulson of NVGA reported:

1. The NVGA Directory is to be prepared and will be published during alternate years alternating with the APGA Directory.
2. A study commission has been appointed to evaluate the present efforts and outcomes with particular emphasis and reference to the various sections and interest groups of NVGA.
3. The Occupational Research Committee is reviewing the present standards of occupational literature in relation to present day material.
4. A subcommittee on publications has been set up for publicizing and advertising publications.
5. The P.I.P.R. Committee is working on the vocational guidance of gifted young people and on a Newsletter that will go out three times a year to business people to inform them about and stimulate their interest in NVGA.

B. Miss Meeks reported for ASCA:

1. Constitutional changes have been instituted to go to members that will tighten up the membership but facilitate this by adhering to the high standards for membership, but at the same time providing the possibility for some who are interested in ASCA to become affiliated.
2. The School Counselor has been changed to a quarterly publication and considerably enlarged.
3. New Committees have been developed.
 - a. Developmental Committee to study the long range development of ASCA;
 - b. A Service Committee has been authorized to survey the research in elementary and secondary guidance areas that would be of interest and value to members;
 - c. A Public Relations Committee is to be appointed.
4. News Week Magazine is to prepare a special issue for seniors and has sought the help of ASCA in certain items of material for this.

C. President Blaesser reported for ACPA as follows:

1. A special assessment was made to members to provide financial resources for more professional activities.
2. A workshop on October 16 and 17 has been set up to work out long range plans and professional programs for ACPA.
3. The Personnel-O-Gram has had some changes. An issue of the proceedings of the convention and a listing of members of ACPA has been produced. One copy in the future of the Personnel-O-Gram will probably carry information about the Workshop during October.
4. It had been decided to keep the committee structure the same as at the present time until after the workshop.
5. Plans for regional workshops may be worked up after the one in Detroit.

D. President Arbuckle reported for SPATE as follows:

1. Major effort this year will be the yearbook "Guidance Problems in Teacher Training Institutions." This is being produced by the American Student Teacher Association and all of the work including the authorship is from SPATE.

2. The quarterly Newsletter is being continued.
 3. Efforts are being made to develop small interest groups in the various Branches.
 4. It is anticipated that the membership will not exceed 1,000, but it is felt that the membership is very good.
- E. President Shear reported for NAGSCT as follows:
1. President Shear reviewed briefly the history of the relationship of NAGSCT to APGA and pointed out that the emphasis of the relationship being in guidance had been an important principle that certain of the members had persisted in during the past.
 2. One problem on membership in the future has been to make it possible to include supervisors of guidance services on the local levels.
 3. There will be a pre-convention workshop on the schedule.
 4. There are four regional workshops during this year, two of these have already been held and two more are to be conducted.
- V. The motion regarding the Building Commission that had been tabled on October 14th was called from the table on a motion by Dr. Hatch, seconded by Dr. Paulson. An amendment was proposed by Mrs. Paulson and seconded by Dr. Kamm that: The Executive Committee be authorized to select individuals to plan the building campaign strategy and to set up a campaign for funds at the Convention. Amendment passed. This amendment was added to the motion tabled on October 14 that "The Building Commission is to make an overall plan for fund raising and the Executive Committee is authorized to move along on fund raising in anything that does not involve constitutional prerogatives." Motion passed. (It was the wish of the Executive Council that the planning for the finances for building be in the hands of a group to be set up by the Executive Committee.)
- President Blaesser of ACPA explained the ACPA workshop. President Froehlich expressed for the Executive Council the following for the ACPA workshop: "The Executive Council extends felicitations to ACPA as it enters upon its workshop and reaffirms to ACPA the autonomous state of the Divisions."
- VI. It was moved by Dr. Blaesser and seconded by Dr. Kamm that: The Executive Committee prepare a policy statement of principles of APGA and its place in the professional world and the relationships of the Divisions to APGA. Motion passed.

October 1956

EXECUTIVE SECRETARY'S REPORT

Part I. Action taken on matters considered at the March 1956 Meetings.

At the meetings of the Executive Council in March 1956 a number of matters developed upon which the Executive Secretary was to take action. The purpose of Part I of this Report is to enumerate to the Executive Council the action taken on each of these items.

1. It was recommended that the Executive Secretary approach the President's Committee on Post High School Education to cooperate with said Committee. On June 24 the Executive Secretary and Dr. Thomas Magoon representing President Froehlich attended an all day conference of the Committee to which had been invited national associations that were interested. The point of interest had been established by the Executive Secretary through a contact with the Committee. As a result of the participation in the day's conference it was possible to express and place in the record the concern of the American Personnel and Guidance Association with personnel services in education beyond high school as a major issue to be considered. This was followed up with a longer statement covering the same point that had been raised in the conference.

2. It was voted that APGA should cooperate with the President's Committee on Government Contracts in a project relating to minority groups. President Froehlich appointed a Committee consisting of: Mrs. Theresa C. Alexander, Dr. Richard Hill Byrne, Dr. David G. Danskin, Miss Anna R. Meeks, Mr. Charles E. Odell, and Dr. Arthur A. Hitchcock. This Committee met with the President's Committee to discuss the whole problem of the relationship of counseling to the development of individuals in minority groups. Following this meeting the Executive Secretary met with the President's Committee and stated the desire of APGA to cooperate on this project. After this there have been several months of staff work which has resulted in setting up a one day conference on December 3 to which have been invited the superintendents of schools of 22 cities that have large proportions of Negro populations, this being taken as a criterion for focusing strong attention in those areas of probable greatest need. The superintendents are naming their chief guidance officers and six leading citizens to be invited from each of the cities. It is anticipated that this will be followed by a two-day working conference in January to prepare several papers and to develop other projects that can be carried out by the joint staffs to help inform counselors and to encourage minority group students in the development of individuals from these groups. There are certain financial involvements of APGA in this project which, since the Executive Council had favored the project, the Executive Secretary is endeavoring to solve.

3. The Executive Council voted to accept the invitation of the College Entrance Examination Board to affiliate with the Board. CEEB has been informed of the action of the Executive Council. Following its Fall meeting on October 30, CEEB will issue, on behalf of its Board, the formal request for representation beginning with the Spring meeting of CEEB. President Froehlich will appoint the representatives as contained in the motion passed by the Executive Council in March.
4. A motion had been made that a study should be conducted to see how best to use the total resources of APGA in cooperative enterprises with other associations; a short term committee was to be appointed to advise with the Executive Secretary on this. In correspondence with the President it was decided that it would be best to utilize the persons in the Guidance and Pupil Personnel Section of the U. S. Office of Education as a short term committee. The Executive Secretary met with this group and reviewed all of the associations that were known at that time; this was the list of educational associations in Part 4 of the Directory published by the U. S. Office of Education. The Associations that were found to have probable points of interest with APGA are too numerous to state, but this project was carried out and will be a matter of continuing work by the Executive Secretary.
5. The Executive Secretary was instructed to communicate with the Joint Commission on Mental Illness and Health to see about representation on the Commission. This was carried out and a response is expected. The Commission has a project on mental health in the schools and the interest of APGA in this was expressed particularly strongly. Fill Sanford, formerly of APA, is Assistant Director of the Commission.
6. It was voted that Branches must be informed that they should provide for sub-divisions within the Branches that would accommodate the members of all five Divisions of APGA. At the time of transmitting the charters to the Branches, this information was presented in the covering letter.
7. Future Convention sites were voted for Philadelphia in 1960, Denver in 1961, Chicago in 1962, and Boston in 1963. A commitment has been made with the Bellevue-Stratford and associated hotels in Philadelphia. A tentative commitment has been made with the Hotel Statler in Boston with a subcontract to the Sheraton Plaza as the overflow hotel; this transaction will be completed sometime during the current year. A reservation has been placed on the Hotel in Denver that is being constructed and there will be further negotiation on this during the current year. At this time no commitments have been made in Chicago for 1962.
8. A resolution was passed relative to the House Post Office Committee Bill No. 5139 on the downward revision of postal rates on educational materials. This was transmitted to the proper persons and subsequent follow-up work in collaboration with Arthur E. Traxler and Robert Frase, have placed the Association squarely in favor of this.

9. The motion was passed that the problem of life memberships should be investigated further by the Executive Secretary. The following information is presented on this matter.

- a. Life memberships have been utilized by several associations, most notably NEA. These are not based upon actuarial figures. They are based upon the amount of money needed and are worked out in terms of quotas to meet that need.
- b. Life memberships have to take into account the loss of current revenue.
- c. Life memberships must carry a certain amount of recognition.
- d. In terms of the dues structure and experience of NEA, the following suggestions appear appropriate:
 - (1) APGA life memberships should be \$150.00 of which \$50.00 is placed in capital reserves and \$100.00 in the building fund.
 - (2) A drive should be made to bring in life memberships over the course of about two years, with quotas allotted to states. It should be possible to reach 400 life memberships if there is a total membership of 10,000. (4% of total membership).
 - (3) Payment of life memberships should be spread over not more than five years.
 - (4) Consideration must be given to the total number of life memberships, with the provision of an additional group when the total APGA membership reaches a certain point.

10. It was voted that APGA should cooperate with Educational Testing Service in the workbook project for which the Educational Testing Service had received funds. This was transmitted to the Educational Testing Service and advice was given to ETS on membership in the Advisory Board.

It should be noted that the opinion of APGA was also asked on the persons who had been recommended by the American Association of Secondary School Principals for the Advisory Board.

11. A travel policy was adopted by the Executive Council. This has been transmitted, as Executive Council members know. Attention is invited to the fact that there is to be a review of this policy at the end of the year to determine the use that is being made of exceptions to the policy. The Executive Secretary will keep these on record to present to the Executive Council at the meetings in April.

Part II. Status of the Association

1. Membership.

a. Historical Background:

NVGA

1948-49 ----- 4911
 1949-50 ----- 5182
 1950-51 ----- 5833
 1951-52 ----- 6460

APGA

1952-53 ----- 6836
 1953-54 ----- 6410

b. Membership Totals:

	<u>1954-55</u>	<u>1955-56</u>	<u>Oct. 9 1956-57</u>
APGA Total	6901	7575	6983
ACPA	1517	1801	1639
NAGSCT	245	374	362
NVGA	5416	5775	5395
SPATE	314	466	473
ASCA	912	1607	1768

c. Memberships by months.

	<u>1954-55</u>	<u>1955-56</u>	<u>1956-57</u>
May	645	2025	2322
June	2249	3320	3769
July	3007	3899	4475
August	3871	4384	4907
September	4558	5148	6314
October	5373	5980	
November	5978	6412	
December	6176	6873	
January	6377	7241	
February	6588	7472	
March	6812	7578	
April	6886	7575	

d. Other Facts

- (1) New members. 1955-56: 1280 (Sept. 30, 1955: 503)
1956-57 (Oct. 5): 941
- (2) Renewals not received as of Oct. 5, 1956: 1677
- (3) Graduate students as of Oct. 5, 1956: 276
- (4) Attrition 1955-56 from 1954-55: Approx. 10%

2. Sales

a. Subscriptions

The subscription list is about 1000 higher than at a comparable time last year.

Not enough public and college libraries are subscribing to the JOURNAL. A drive will be made by early November covering about 10,000 addresses.

b. Individual orders

Although no figures are presented here, nevertheless we are now able to produce figures on sales at any time. And, an accounts receivable ledger has been set up.

3. Placement

Placement has been made a part of the work of the Administrative Assistant. With the scheduling of seven regular issues of the Placement Bulletin, it will be possible to handle most requests for service through the Bulletin. It is estimated that the Administrative Assistant devotes approximately 1/8 time to Placement.

4. Office Work and Personnel

a. Personnel

A year ago there were ten full-time staff members. During most of the past year we operated with eight and nine. Now there are eight full-time persons and four half-time persons.

The demands are such that it is going to be necessary to add one full-time person to the Membership Department. The increased membership has raised the work load heavily.

b. Work

The load of work being carried by the staff is such that the auditor who endeavored to find some ways in which better controls could be achieved returned after a conference with his superiors and said: "We are aghast at the work load being carried by these people. With the limited personnel we cannot suggest anything." Changes have been made, however. (See Chart).

Sales have been in bad shape for a long time. We have now instituted a routine billing procedure. Bills were caught up and they now go out regularly with a 30 day follow-up.

Mail orders have been straightened out so that orders are filled promptly.

5. Financial Status

One of the most serious problems facing the business side of the Association is taxes. We are paying the District Sales and Personal Property Taxes. These are costing about \$400-\$500 per year. A lawyer has been employed to endeavor to work through these problems.

Again this year it is believed that we will be able to come out in the black.

Part III. Recommendations

1. It is recommended that the policy be adopted of a Directory every two years, and a handbook in the alternate years.

a. Content of Directory

- (1) Alphabetical listing, with Divisions.
- (2) Geographical listing, with Divisions.
- (3) APGA Officers.

b. Content of Handbook

- (1) Constitution
- (2) Incorporation by-laws and amendments
- (3) Historical sketch of APGA
- (4) Description of each Division
- (5) Officers, committees, delegates for last year and current year for APGA and Divisions
(e.g. Handbook in Fall of 1957 would carry names for 1956-57 and 1957-58.)

A person joining APGA would receive both the Handbook and the Directory.

2. It is recommended that there be published in the February JOURNAL a listing of fellowships and assistantships in guidance and personnel work available for the next year. This has been worked up in conference with Pupil Personnel Section of U. S. Office of Education and with Journal Editor.

3. It is recommended that a Seal be adopted for the Association, said Seal to be entered as an amendment to the Incorporation By-laws.