

AMERICAN PERSONNEL AND GUIDANCE ASSOCIATION

MINUTES

Executive Council
April 7, 1966
Presiding: Kenneth B. Hoyt

I. CALL TO ORDER

The meeting was called to order by President Hoyt at 12:30 p.m., at the Washington Hilton Hotel in Washington, D. C. Members present were:

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

Observers present included Melvene Hardee and Eldon Ruff.

II. REPORTS OF OFFICERS AND DIVISIONAL OFFICERS

A. Officers

1. Executive Director

Several Convention Coordinators and Committee Chairmen for the 1967 Convention in Dallas attended the Washington Convention. They studied the Convention operation and gave particular attention to the registration and financial operations.

The Executive Director commented on his role and relationship to Headquarters personnel and the Executive Council. A question was raised about documents which define the role, function, and relationship of various personnel, within and without Headquarters. The Executive Director stated that no such documents exist and that relationships have been a matter of understanding and not firmly defined.

It was agreed by unanimous consent that the Executive Director should develop a statement on what this policy should be and present it at the May Executive Council meeting.

2. New Executive Director

Willis E. Dugan stated there are four major areas of sensitivity in which he is vitally concerned:

(a.) Finance and Budget - He said so far the Association has been in a process of "catching up," and it is imperative that we have a smooth running business operation in the way of finances in order to cope with our deficits. He further reported that our budget is based on (1) how much money we estimate will be taken in, and (2) how much money should be spent on each item, including the justifications for each expenditure. The cost of our operation continues to be more than the dues we take in. Dr. Dugan reminded the Council that anytime a Division decides to use capital, it commits the Association budget for an amount which must be reflected in the overall determination of funds. Thus, the Division has ultimate influence on the APGA budget.

(b.) Headquarters - Additional professional help in our main office is urgently needed for many reasons. The proper organization within Headquarters must be clarified. Also the relationship and role of Branches within the structure of APGA should be carefully outlined.

The lack of time prevented the new Executive Director from elaborating on the two other areas of sensitivity. These areas included: (c) Convention, and (d) Government Structure of APGA.

B. Divisional Presidents

Reports from the Presidents of each Division will be delayed until the next Executive Council meeting.

III. ACTION ITEMS

A. APGA Ad Hoc Committee

During the March 31-April 1 Executive Council meeting a proposal initiated by President-Elect Hoyt was presented (It was subsequently passed.) It

stated that "an Ad Hoc APGA Committee be established to study and make recommendations to the November, 1966, Executive Council with respect to the nature, purposes, and ideal structure of APGA. Many things with which this Committee should concern itself are topics such as:

- a. The relations of Divisions to APGA
- b. How to clearly distinguish the legislative and executive functions of APGA
- c. APGA Committee structure and function
- d. APGA membership requirements

This Committee is not to be bound by the present structure or immediate feasibility of recommendations they formulate.

It is requested that:

- a. Appointment of this Committee be authorized
- b. APGA Headquarters Staff be instructed to include funds for this Committee in the budget to be acted upon by the May, 1966, APGA Executive Council with a maximum expenditure of \$2500"

At the April 7 meeting, it was moved and seconded that: The Ad Hoc Committee be independent of, but responsible to the Executive Council and maintain close relationships with the Constitution Committee. Motion passed.

B. Sub-Committee of the Executive Council

The Council discussed and acted on ideas prepared at the informal meeting of the Presidents-Elect. Two major decisions are as follows (a third was added later):

- (1) Create a Sub-Committee of the Executive Council to meet with the Executive Committee for purposes of:
 - a. Expressing themselves on issues voted upon by the Executive Committee.
 - b. Work with the Executive Committee in formulating agenda items for the Executive Council and determine those items of Executive Committee business which must be referred to the full Executive Council for action.

- c. Rotate membership so that in the course of the year each Executive Council member is on the Committee for one Executive Committee meeting.

It was moved and seconded that: Formal action on this (#1) be delayed until May, and that a minimum of two, but no more than four, persons are to meet with the Executive Committee at its May meeting. The exact number is to be made at the discretion of the President. Motion passed.

(2) During each APGA Executive Council Meeting:

- a. Begin by identifying agenda items.
- b. Determine those items which require deeper consideration before the whole Council can act.
- c. Appoint Sub-Committees to work on each of these special items.
- d. When the whole Council reconvenes, let the Sub-Committee report and make recommendations for action to the total Council.
- e. The whole Council then votes.

It was moved and seconded that: Part two (#2) be adopted as presented. Motion passed.

- (3) The addition of a third item regarding the time and structure of Executive Council meetings was suggested and discussed. It was the concensus that the Executive Council should meet on Wednesday, Thursday, and Friday of the week, concluding by 3:00 or 4:00 p.m. on the last day. During the May meeting, however, the new members of the Council will meet for an orientation session at Headquarters Tuesday afternoon for several hours. A further suggestion was made that consideration may be given to having an informal Executive Council gathering on Tuesday evening prior to the Wednesday, Thursday, and Friday formal sessions.

C. Communications

To increase understanding of ongoing activities, it was agreed that memorandums and carbon letters should be used frequently between Headquarters and the Divisions.

IV. ADJOURNMENT

The meeting was adjourned at 2:30 p.m., April 7, 1966.