

AMERICAN PERSONNEL AND GUIDANCE ASSOCIATION

MINUTES

Board of Directors
May 22-24, 1968
Presiding: Gail F. Farwell

I. CALL TO ORDER

The first session was called to order by President Farwell at 9:15 a.m., May 22, 1968, at the APGA Headquarters Office in Washington, D. C. Members in attendance for all or part of the meetings were:

Martin Acker	S. Norman Feingold	Ralph H. Johnson
Herbert E. Agnor, Jr.	Gail F. Farwell	Gilbert D. Moore
Katherine W. Cole	Donald G. Hays	Merle M. Ohlsen
Willis E. Dugan	Richard Hoover	Gerald Saddlemire
W. Price Ewens	Donald P. Hoyt	E. Wayne Wright

Walter N. Durost and E. G. Williamson were unable to attend. Warren G. Findley represented AMEG in place of Dr. Durost.

Oscar Gjernes, Charles L. Lewis and Frank E. Morin were also present as observers.

II. MINUTES OF THE LAST MEETING

It was moved and seconded that: The minutes of the Executive Council meeting of April 4, 5 and 7, 1968 in Detroit be approved. Motion passed.

III. ORGANIZATION AND FUNCTION OF THE BOARD OF DIRECTORS

President Farwell proposed that the function of the Board of Directors should be to deal with issues and policy and to set guidelines, and that the Board should not concern itself with specific administration. He submitted a proposal to organize the Board into four Subcommittees, each with one representative from a large Division, one from a small Division, and one Senate representative. With this type of organization, each of the Subcommittees would discuss items for action pertaining to their particular area and would then submit recommendations to the entire Board for action. Thus, it would not be necessary for every item on the agenda to be debated by the entire Board.

President Farwell then listed the four Subcommittees he proposed and outlined the general areas of responsibility for each of them, and the suggested membership for each Committee. These are as follows:

1. Committee on Program Direction and Development
Members: Martin Acker, S. Norman Feingold, Herbert Agnor
2. Committee on Internal Affairs
Members: Donald P. Hoyt, W. Price Ewens, Richard Hoover
3. Committee on Structural Review
Members: Gilbert D. Moore, E. Wayne Wright, Katherine W. Cole

4. Committee on Membership Services and Relationships

Members: Donald G. Hays, Walter N. Durost (Warren G. Findley),
Gerald Saddlemire

President Farwell indicated that under this proposal, the President, Past President, President-Elect and Treasurer of APGA would not be assigned to any Committee but would act as consultants to all of them. He also proposed that during meetings of the Board of Directors, the first day of the meeting could be taken up with work sessions for the four Subcommittees. Then the Subcommittees could come back to a meeting of the full Board with their recommendations for action on the various agenda items.

Following the presentation of this proposal, there was considerable discussion and general agreement with this method of operation. A number of points were brought out in connection with this type of organization. Among them were:

1. There must be provision for some immediate liaison between administration and policy so that the staff is fully informed as to policy and thereby directed to follow it.
2. There was some concern about having such small Committees and it was urged that provision be made for all points of view to be fed in to the Subcommittees for their consideration.
3. For effective operation, provision must be made for the Subcommittees to receive full information well in advance of the Board meeting on all matters that they will be asked to consider.

The proposed agenda for the meeting was discussed and it was determined which of the Subcommittees would be assigned the various agenda items. Following a great deal of further discussion on the matter, the first session of the Board of Directors was adjourned at 2:35 p.m. The remainder of the day was spent in meetings of the four Subcommittees of the Board of Directors.

The second session was called to order by President Farwell at 9:15 a.m., May 23, 1968, at the APGA Headquarters Office in Washington, D. C. The same members were in attendance as in the first session.

IV. AMERICAN BOARD ON COUNSELING SERVICES

President Farwell noted that it is the responsibility of the Board of Directors to make recommendations for replacing members of the American Board on Counseling Services whose terms have expired. From the list of recommendations of the Board of Directors, the replacements are chosen.

Following discussion of possible recommendations, it was moved and seconded that: The list of seven names as recommended to the APGA Board of Directors by the American Board on Counseling Services (Harold Edgerton, Raymond Ehrle, David Pritchard, Daniel Sinick, Carl Anderson, Neal Carey, and Thelma Daley) be returned to the American Board on Counseling Services for their action. Motion passed.

V. EDITORIAL BOARD, PERSONNEL AND GUIDANCE JOURNAL

The Board of Directors must select replacements for members of the Editorial Board of the Personnel and Guidance Journal, whose terms are expiring. In addition, the term of the Editor will expire in 1969, and he has asked that a replacement for him be selected at this time to provide overlap.

There was considerable discussion on possible replacements, following which formal motions were made.

It was moved and seconded that: Dr. Ted Landsman be reappointed for a one-year special assignment on international education. Motion passed.

It was moved and seconded that: To replace W. Leslie Bobbitt on the Editorial Board, the Board of Directors recommends Harry Gelatt as first choice and Walter Lifton as second choice (for two-year term). Motion passed.

It was moved and seconded that: As a replacement for Robert O'Hara on the Editorial Board, this be split into two areas. In the first area the Board of Directors recommends William Cooley as first choice and Paul Lohnes as second choice. In the second area, the Board of Directors recommends Henry Borow as first choice and Charles Warnath as second choice. Both appointments to be for three-year terms.

After discussion, it was agreed that these be voted on separately instead of being combined into one motion.

It was therefore moved and seconded that: The Board of Directors recommends William Cooley as first choice and Paul Lohnes as second choice for a replacement for Robert O'Hara for a three-year term on the Editorial Board. Motion passed.

It was then moved and seconded that: The Board of Directors recommends Henry Borow as first choice and Charles Warnath as second choice for the three-year term on the Editorial Board held by Ted Landsman.

It was moved and seconded that: This motion be amended to substitute the name of Donald Zytowski for Henry Borow. Amendment passed.

Vote was then called for on the amended motion to nominate Donald Zytowski as the first choice and Charles Warnath as second choice for the three-year term on the Editorial Board held by Ted Landsman. Motion passed.

It was then moved and seconded that: The Board of Directors recommends that to replace Frederick G. Brown on the Editorial Board for a three-year term, that John Krumboltz be the first choice and Bill Kell the second choice. Motion passed.

It was then moved and seconded that: For the remaining vacancy on the Editorial Board, the Board of Directors recommends the appointment of Joseph Shoben as the first choice and Albert Hood as second choice. Motion passed.

Following discussion on the appointment of a new Editor for the Personnel and Guidance Journal, it was moved and seconded that: Leo Goldman be invited to assume the Editorship of the Personnel and Guidance Journal, his term to start with Volume 48 (1969-70 year). Motion passed.

VI. COLLEGE ENTRANCE EXAMINATION BOARD

It was pointed out that APGA has in the past had representation on the College Entrance Examination Board and that this is a one-year appointment. Therefore, it is necessary for the Board of Directors to consider appointing a representative at this time.

Following some discussion of this matter and of the value of representation on the Board, it was moved and seconded that: The Association drop its membership in the College Entrance Examination Board. Motion defeated.

After further discussion, it was moved and seconded that: The President of the Association for Measurement and Evaluation in Guidance be asked to appoint an appropriate representative to the College Entrance Examination Board. Motion passed.

VII. INTERPROFESSIONAL RESEARCH COMMISSION ON PUPIL PERSONNEL SERVICES

President Farwell noted that the Association is represented in IRCOPPS by two people; the Executive Director and one person to be appointed by the Board of Directors.

It was moved and seconded that: Harold Munson be appointed as the Association's representative to the Interprofessional Research Commission on Pupil Personnel Services, and that Fain Guthrie be appointed as alternate. Motion passed.

VIII. REQUEST FOR ENDORSEMENT BY ROTC

Attention was called to a document prepared by the ROTC and the Board was advised of the request made by ROTC for endorsement of the booklet by the Executive Director. In the discussion it was generally agreed that such endorsement not be granted and that it would be desirable to have some type of Association policy to cover such requests.

Following the discussion, it was moved and seconded that: No letter of endorsement from the Association be given to the ROTC manual and that the Executive Director communicate to the person responsible the two guidelines identified in the discussion that: (1) The Association never recommends anyone going into a particular occupation, and (2) If the Association endorses literature, it must meet standards that have been drawn up by the National Vocational Guidance Association. Motion passed.

IX. NANCY C. WIMMER AWARD

There was discussion on the background and history of the Nancy Wimmer Award, and it was pointed out that contributions do not regularly cover the cost of financing this Award.

It was moved and seconded that: The Board of Directors asks for a staff memo on the history of the Nancy C. Wimmer Award at the November 1968 meeting of the Board; and that unless Science Research Associates is willing to finance the Award and its costs, that it not carry any money award.

It was then moved and seconded that: An addition be made to the motion on the floor that if the staff does not have assurances on the financing from Science Research Associates prior to the copy date in July for preparing announcements on this Award, that the money award not be in effect. Amendment passed.

Vote was then called for on the motion, as amended, to ask for a staff memo on the Nancy C. Wimmer Award. Motion passed.

X. LOAN REQUEST FROM CALIFORNIA PERSONNEL AND GUIDANCE ASSOCIATION

Attention was called to the request for a loan received from the California Personnel and Guidance Association. In the discussion that followed, it was pointed out that the Association at present does not have any policy to cover this type of request. During the lengthy discussion, many points of view were expressed and it was generally agreed that a decision should be postponed until the Subcommittee of the Board assigned to this could study the problem further and attempt to formulate some kind of policy.

It was moved and seconded that: This matter be tabled until the Subcommittee studies the matter further and comes back with an additional report. Motion passed.

Action on this tabled motion was taken during the third session of the Board of Directors on May 24, 1968. This action is recorded at this point in the minutes for greater clarity.

The motion was removed from the table and discussion resumed. It was pointed out that it would be possible for the Association to earmark an amount of \$10,000 as a revolving fund to use for loans requested by State Branches and that the amount of such loans might be restricted to \$1.00 for each national member in the Branch. Each loan request would be handled individually through a contract between the Branch and the national Association.

Following further discussion, it was moved and seconded that: The Board of Directors approve the granting of a loan to the California Personnel and Guidance Association in an amount not to exceed \$1.00 per national APGA member in that state for a period not to exceed three years at a rate of interest of three percent per annum; and that if the loan is repaid within ninety days there would be no interest. Motion passed.

XI. BUDGET AND DUES INCREASE PROPOSAL

A. Policy on Budget Preparation

Attention was called to the proposed budget (Plans A and B), and the fact that it is necessary for the Board of Directors to approve a budget for the coming year. In the discussion, it was pointed out that

in the past no consideration has been given to program directions when building the budget, but that it has been based primarily on fixed costs. It was agreed that the Board of Directors should determine some policy to guide the headquarters staff in allocating budget to various areas.

Following the discussion, it was moved and seconded that: The Board of Directors adopt the policy on budget outlined in the discussion, that there be a policy on budget development which would include the presentation of a proposed program by the President-Elect to the Board of Directors at its January meeting, such program to be considered by the Board to determine program directions for the coming year. Such program proposal should consider (1) constant review of existing programs, (2) the record of experience, (3) consideration of the continuing fixed costs, and (4) new ideas or new program developments. At its January meeting, the Board of Directors might modify the proposed program, and the headquarters staff would be guided by the direction given by the Board to prepare a final budget for action at the May or June meeting of the Board of Directors. Motion passed.

B. Dues Increase Proposal

Attention was called to the minutes from the last meeting of the Finance Committee, and to the proposal from that Committee for a dues increase effective September 1, 1968, recommending that dues be set at \$30.00 with \$4.00 going to the Division and that add-a-Division dues also be \$4.00

President Farwell summarized the discussions on a possible dues increase that had taken place in the last Executive Council and Senate meetings. He noted also that since that time, two Divisions have voted assessments in view of the fact that no action had been taken for a dues increase. A lengthy discussion followed in which many questions were raised and a number of points of view were outlined.

Following the discussion, it was moved and seconded that: The Board of Directors postpone a decision on a dues increase at this time, and that we work out during and after this meeting a procedure for program planning for the next Board meeting, during which we will review the program proposed by the President-Elect and the financial implications and come to a decision so that decision can be brought to the Las Vegas Convention meeting; and that we start immediately a public information program consistent with the intent of this motion. Motion passed.

C. Budget

Attention was called to the proposed budget. It was pointed out that Plan A of the budget was based on approval of a dues increase, and Plan B was based on the dues remaining the same. The Division subsidy requests were noted and mention was made also of the earlier Board action on the Nancy C. Wimmer Award.

Following discussion, it was moved and seconded that: The Board of Directors approves the Plan B budget as modified by a \$500 subsidy to SPATE and a \$500 subsidy to NECA, and with the modifications necessary with respect to the Nancy C. Wimmer Award. Motion passed.

XII. EMERITUS MEMBERSHIP

It was moved and seconded that: The Board of Directors accept the recommendation from the National Vocational Guidance Association that Courtland Riddle be granted Emeritus Membership. Motion passed.

The second session of the Board of Directors was adjourned at 5:00 p.m.

The third and final session was called to order by President Farwell at 9:05 a.m., May 24, 1968, at the APGA Headquarters Office in Washington, D. C. The same members were in attendance as in the first and second sessions.

XIII. ERIC AGREEMENT

The Board was given a summary of the history and background of the contract now in effect between ERIC and APGA. It was pointed out that there is a recommendation that the present contract be cancelled and a new contract established.

After some discussion, it was moved and seconded that: The present contract with ERIC be cancelled and that the cancellation date be effective June 30, 1968. Motion passed.

It was then moved and seconded that: The APGA legal counsel and headquarters representative consult with Dr. Garry Walz, Director of ERIC, to establish a new contract for utilization of APGA materials and the understanding is that this is to be reviewed by the Board of Journal Editors and the Publications Committee and is to be brought to the next Board of Directors meeting for approval, if ready. Motion passed.

It was then moved and seconded that: The Publications Committee be asked to concern itself with developing policy and review of operations of the ERIC Center and other similar bodies with whom it might be appropriate to enter into this type of relationship, and that they report back to the Board of Directors in time for its next meeting. Motion passed.

XIV. PLACEMENT SERVICE

The Board's attention was called to the report of the Subcommittee on Placement, concerning the operation of the Convention Placement Center. A number of questions were brought up in the discussion, and there was also discussion of how the placement operation might be handled in 1970 at the time ACPA will hold a separate Convention.

Following the discussion, it was moved and seconded that: This report and other materials on the placement service be referred to the Placement Review

Committee together with the attendant transcript of this discussion, for the Committee's review and possible recommendation. Motion passed.

XV. NOMINATIONS AND ELECTIONS

The problem of carrying out the nominations and elections operation on schedule was raised. It was pointed out that unless there can be some way to assure that complete information on nominees reaches the headquarters office on time, it is impossible to carry out this operation effectively.

It was moved and seconded that: APGA Divisions be required to submit to the President of the Association the three nominees for APGA President-Elect after obtaining their permission to have their names placed on the ballot, and their full slate of nominees for Divisional office no later than the Thursday meeting of the new Board of Directors at the close of each annual Convention. Motion passed. It was agreed that any Division that does not meet this deadline will not be included in the nomination ballot.

It was then moved and seconded that: The Nominations and Elections Board be instructed to select, in order, the three nominees for President-Elect of APGA who receive the highest number of nominating ballots and who are willing to accept the nomination, and that these three persons be placed on the final election ballot. Motion passed.

XVI. U. S. STEEL FOUNDATION GRANT

President Farwell announced that the Association has received a grant in the amount of \$1,000 from the U. S. Steel Foundation for support of general programs and associated projects.

It was moved and seconded that: The Board of Directors accepts this grant from the U. S. Steel Foundation and acknowledges its receipt with appreciation. Motion passed.

XVII. ASSOCIATION HONORARIA AND TRAVEL POLICY

A question was raised regarding the present APGA travel and honoraria policy and it was noted that there appear to be instances of misunderstanding in interpretation of the policy. There was considerable discussion of the policy and of whether or not it would be desirable to consider any changes.

Following the discussion, it was moved and seconded that: The Board of Directors reaffirms the Travel and Honoraria Policy as stated and instructs the Headquarters staff to notify every constituted unit of the Association of the policy. Motion passed. (This policy is attached as Appendix A.)

XVIII. CONVENTION

A. Report of Subcommittee on Conventions

Attention was called to the report of the Convention Subcommittee and to the results of the questionnaire that had been distributed during the Detroit Convention. The general concensus was that this report is

inconclusive and that a continuing Convention Policy and Problems Committee be established to continue to examine the Convention matter and to come back with some recommendations at a future time.

B. 1970 ACPA Separate Convention

ACPA President Donald Hoyt presented a brief review of the history and present status of planning for the separate Convention planned by ACPA in 1970. He noted that due to the shortage of hotel rooms in New Orleans, the ACPA Executive Council had voted, at its meeting in April, to hold a separate conference and that it has now been determined that this will be held in St. Louis. Dr. Hoyt stated that this is not intended to set a precedent and that the expectation is that ACPA will hold its future Conventions in conjunction with the rest of the APGA Divisions.

Dr. Hoyt then presented a set of five recommendations and requests that ACPA wished to present for approval by the APGA Board of Directors. These requests were as follows:

1. That a separate ACPA Conference budget be established and that APGA services provide a financial accounting with respect to that budget.
2. That regarding promotional mailings on the 1970 Convention, any promotional mailings that APGA would send out with respect to the New Orleans Convention would be coordinated with promotional mailings with respect to the St. Louis ACPA Conference. ACPA to pay all printing costs for their own promotional mailing material and any extra costs in postage that would be incurred thereby.
3. That APGA will permit its staff, upon request, to consult and advise or serve on ACPA 1970 Conference Committees. If in this connection there are any travel or living costs involved, ACPA would pay for those. (In this connection, ACPA will require an accountant at their Conference and will expect to pay his travel and expenses while he is in St. Louis.)
4. That an audit of the Conference be done through APGA facilities and paid through the ACPA Conference budget or through APGA surplus funds if the ACPA Conference has financial difficulty.
5. That the Executive Director assign one person from the Headquarters Staff to serve as liaison person to the ACPA Conference, so that anyone needing consultative assistance will have one particular person as the contact.

There was considerable discussion of these proposals and of the arrangements and implications of this separate Conference, and many points of view were expressed. It was moved and seconded that: In terms explicitly of the 1970 ACPA Professional Conference, that APGA Headquarters be directed to supply the services just outlined; and that in passing this motion there is explicit recognition that this is not a

precedent or policy setting matter but a set of operational understandings designed to handle a one time emergency situation.

In the discussion of the motion, the Executive Director was asked to comment on the request and to indicate whether the Headquarters Office could provide the services asked for. Dr. Dugan spoke to each of the five requests as follows:

1. The APGA Headquarters Office can provide accounting services for a separate ACPA Conference budget that might be established. However, ACPA would need to set up a method for authorizing payments through an ACPA Conference Administrator and/or Treasurer. The APGA staff could not take responsibility for authorization of payments made from this budget.
2. The Headquarters staff will cooperate in every possible way in promotion of the ACPA Conference, to the extent that it will not confuse the membership. Suggest that there be a separate mailing to ACPA members to promote their Conference and provide them with registration forms, and do not believe this should be included in the issue of the Guidepost containing registration forms for the APGA 1970 Convention. Agree we must do everything possible to make it clear to the total membership that there are two separate meetings and the registration materials must contain very clear instructions for sending in the housing and registration forms.
3. The Headquarters staff will do everything possible to provide consultative service to ACPA to make their Conference a success. However, it must be made clear that the priority must be given to APGA business and the APGA Convention. It would not be possible for a Headquarters staff member to serve as an on-site accountant at the ACPA Conference which falls just ahead of the APGA Convention. It may, however, be possible to arrange for someone from the auditing firm to attend the Conference at ACPA expense.
4. We would be happy to arrange for the APGA auditing firm to make an audit of the ACPA Conference at ACPA expense.
5. Can accept the concept of a Headquarters staff person serving as liaison to the ACPA Conference. We need to clarify what is involved in this and the amount of time it is likely to require. Believe ACPA must have an on-site Conference committee to handle the major responsibility since it would not be possible for the APGA Headquarters to serve as a focus point for operation of the Conference.

Dr. Dugan concluded his remarks by indicating that the APGA Headquarters office is prepared to cooperate with ACPA in any reasonable way in carrying out this separate meeting, but that it is not possible to make a commitment of money or manpower from the APGA budget.

Following this further discussion, it was moved and seconded that: The previous motion be amended by the following addition: That the President of ACPA prepare a statement in writing consistent with the verbal report at the May 24, 1968 meeting of the Board of Directors. Further, that the Board of Directors approve in principle the five points outlined by the President of ACPA but the approval in principle is contingent upon successful negotiations of the specific items between the President of ACPA and the Executive Director of APCA. Amendment passed.

Vote was then called for on the motion concerning the ACPA 1970 Professional Conference, as just amended. Motion passed.

C. New Orleans Convention Site for 1970

Attention was called to the fact that the Board of Directors must make a final decision on the site for the 1970 Convention at this meeting. The situation on hotel rooms in New Orleans was outlined and the availability of possible alternate sites was discussed.

After this discussion, it was moved and seconded that: The Board of Directors reaffirms the commitment to hold the 1970 Convention of APCA in New Orleans. Motion passed, with one abstention.

D. Registration Fees for 1969 Convention

The Board of Directors was presented with a proposal for registration fees for the 1969 Convention in Las Vegas. It was pointed out that an increase in the fees is being proposed. There was discussion of the reasons for the requested increase and discussion also of the amounts that should be set for the various categories of people registering.

Following the discussion, it was moved and seconded that: The Board of Directors approves the registration fees for the 1969 Las Vegas Convention as follows: Advance registration, regular - \$12; Advance registration, student - \$6; On-site registration, member - \$15; On-site registration, non-member - \$20; On-site registration, student member - \$7; On-site registration, student non-member - \$10; Registration for wives - \$3. Motion passed.

E. Travel Policy for Division Convention Program Coordinators

The question was raised on expenses for Division Program Chairman to attend planning meetings. The particular problem arose because of circumstances in which NECA appointed a Program Chairman for the 1969 Las Vegas Convention and later found that meetings were to be held in a different location than had been anticipated, thus resulting in unexpected expense to send the NECA Program Chairman to these meetings.

Following discussion of this matter and of the policy on travel expenses for Division Program Chairmen, it was moved and seconded that: The Board of Directors reaffirms the policy that Divisions pay the travel expenses of their Convention Program Coordinators. Motion passed.

The matter of the particular problem NECA has for the 1969 Convention was discussed. It was moved and seconded that: The Board of Directors approves the granting of a loan in the amount of \$250 to NECA under the same conditions as stated for the loan granted to the California Personnel and Guidance Association (See item X of these minutes). Motion passed.

XIX. NEXT MEETING OF THE BOARD OF DIRECTORS

It was deemed desirable to set the dates for the next meeting of the Board of Directors to enable everyone to keep the dates clear for the meeting. There was agreement that for the next meeting deadlines be set well in advance of the meeting for submission of agenda material, and that everyone be encouraged to feed information in to the four Subcommittees in the interim between meetings.

Following discussion of possible dates, it was moved and seconded that: January 16, 17 and 18, 1969 be set as the dates for the next Board of Directors meeting, to be held in Washington, D. C. Motion passed.

XX. ADJOURNMENT

The third and final session of the Board of Directors meeting was adjourned at 4:10 p.m.