

AMERICAN PERSONNEL AND GUIDANCE ASSOCIATION

MINUTES

Board of Directors  
June 5-7, 1970  
Presiding: Ralph F. Berdie

I. CALL TO ORDER

The first session was called to order by President-Elect Garry Walz at 9:43 a.m., June 5, 1970, at the APGA Headquarters Office in Washington, D. C. Members in attendance for all or part of the meeting were:

C. Denny Auchard	Gene Kasper	Robert W. Stoughton
Ralph F. Berdie	Gregory A. Miller	Donald E. Super
Paul A. Bloland	Merle M. Ohlsen	Clemmont E. Vontress
Willis E. Dugan	Donald L. Peters	Garry R. Walz
Helen R. Jones	Bruce Shertzer	James E. Windsor

Arthur M. Wellington (President of SPATE) and Fred Featherstone (President of NECA) were unable to be present and were represented on the Board by Earl C. Davis and Carroll L. Miller (SPATE) and Raymond A. Ehrle (NECA).

The following people also attended and participated at various times:

Edward G. Adamek, Chairman, APGA Finance Committee  
William C. Bingham, 1971 Program Coordinator  
Herbert M. Burks, Jr., Chairman, APGA By-Laws Committee  
William R. Butler, President-Elect, ACPA  
William L. Cash, Jr., President-Elect, ACES  
Thelma T. Daley, President-Elect, ASCA  
Earl C. Davis, 1971 Convention Coordinator  
Glenn E. Fear, Chairman, Commission on Purposes, Functions and Operations  
William E. Hopke, President-Elect, NVGA  
James H. Ricks, Jr., President-Elect, AMEG  
Emmett E. Tucker, Jr., APGA Legal Counsel

Headquarters staff personnel in attendance were: Katherine W. Cole, Anita DeVivo, Elbert E. Hunter, Richard C. Kelsey, Patrick J. McDonough, and Dyckman W. Vermilye.

II. AGENDA

It was moved and seconded that: The Board of Directors approve the proposed agenda as amended to include discussion of the audit\* Motion passed.

The agenda as approved is as follows:

- A. Treasurer's Report: 1969-70 Financial Statement
- B. Proposed Budget 1970-71
- C. By-Laws Amendments re: Motion #1
- D. By-Laws Changes re: Motion #3
- E. Nominations and Elections
- F. Atlantic City Convention 1971
- G. Future Conventions
- H. Report from Commission on Purposes, Functions and Operations
- I. Report on APGA and Divisional Publications
- J. Other and New Business
  - (1) Audit
  - (2) Emeritus Members

### III. REVIEW OF PUBLICATIONS

Miss Anita DeVivo, Manager of Publications, presented an overview report on all Association publications services, operational costs and work load in this expanding area of APGA. Subsequent actions by the Board supported the continuance and expansion of production editorial services for all existing Divisional journals for 1970-71.

### IV. PEACE COMMISSION

President Berdie invited nominations from the Board members of students and others for the APGA Peace Commission.

### V. CONVENTION REPORT 1971

Dr. Earl Davis, Convention Coordinator, and Dr. William Bingham, Program Coordinator, reported on plans and progress for the 1971 Convention in Atlantic City, April 4-8. Subsequent actions of the Board requested appointment of additional minority group representatives as coordinators for three areas: (a) State Branch Workshop Activities; (b) Human Rights; and (c) APGA Special Events and Community Programs. These appointments will be officially made by President Berdie after consultation with others related to the Convention planning.

### VI. FUTURE CONVENTIONS

Several cities have extended invitations for our 1974 Convention. A convention policy committee will explore the nature and structure of future conventions. Large national conventions of APGA have been favored by membership surveys. Yet, regional and/or other groupings of Divisional interest groups may be considered in the future. Subsequent action by the Board selected New Orleans as our Convention city for 1974.

### VII. WHITE HOUSE CONFERENCES

President Berdie attended meetings on April 20 and again June 6 with White House

Conference planning groups. He reported to the Board that a separate White House Conference for Youth will be held in February 1971 in addition to the Conference for Children in December 1970. President Berdie requested names of expert leaders to be nominated to the Conference Committee for appointment to the various task forces of the White House Conference.

#### VIII. MEMBERSHIP

A report on membership was made to the Board. Membership declined from April 1969 (28,546) to April 1970 (28,104). The June 1970 membership report shows a further decline to 27,517 APGA members. "Memberships" based on multiple memberships in Divisions have declined sharply from 44,746 in April 1969 to 39,995 in June 1970. ASCA has had the largest drop among all Divisions from a high of 15,708 in November 1969 to 14,216 in June 1970. The regular quarterly membership report is widely distributed.

Action was taken by the Board to support membership renewal with a letter signed by all Divisional Presidents and by President Berdie and President-Elect Walz. Support was given to other headquarters staff plans for membership recruitment.

#### IX. TREASURER'S REPORT

All Board members were provided copies of the preliminary financial report for 1969-70 and the proposed budget for 1970-71. Due to the change in APGA fiscal year to July 1, 1970 to June 30, 1971, a special two months budget for May-June 1970 was included. The report for 1969-70 shows a balanced budget year May 1, 1969 to April 30, 1970 with a surplus of \$35,921. The audit for APGA, each Division and the Convention is currently under way. These audits should be completed by August and will show exact balances after all outstanding accounts are settled.

The 1970-71 fiscal budget was subsequently approved as a conservative budget with a projected income of \$825,980 which is approximately \$10,000 under the 1969-70 budget. A careful budget and membership study will be made each month to determine if the approved budget must be revised in December 1970 at the next Board meeting. The two month budget for May-June 1970 is a deficit budget in the amount of \$24,750 for this period when operations must be maintained although membership dues payments are not equal to operational costs.

#### X. APGA COMMISSION

The Commission on Purposes, Functions and Operations had held a meeting May 31-June 3 to consider the task of developing a new model or models for APGA structure and governance. Glenn Fear, Chairman, made a preliminary report to the Board on June 7. Several possible models were discussed. The Commission will provide a report with recommendations hopefully by September and for the December Board meeting. If action is required by the APGA By-Laws Committee, such recommendation will be prepared for the APGA Senate meeting in April 1971. Any proposed By-Laws amendments must be received by the By-Laws Committee by December 1970 and sent to the 1971 Senators at least thirty days prior to their meeting on April 4, 1971.

## XI. BOARD SUBCOMMITTEES

Three special subcommittees of the Board were formed to work on specific agenda topics and to prepare recommendations for Board action. One subcommittee, under the chairmanship of Treasurer James Windsor, dealt with the entire financial area together with the review of the proposed 1970-71 budget. A second subcommittee, chaired by Dr. Super, dealt with the motion number one relating to the mail ballot by the 1970 Senate on the amendment of Article II of the APGA By-Laws. Subcommittee three, chaired by Past President Ohlsen, reviewed the motion number three relating to the Senate resolution for a State Branch Assembly and Council.

These motions from the Senate were defined in detail in the June Guidepost and are ~~a ready~~ reference to these urgent actions.

## XII. ACTION ITEMS

### A. Audit

It was moved and seconded that: The Board of Directors approve having a balance sheet audit for this year. Motion passed. (The Board was advised that the period covered by this audit is May 1, 1969 to April 30, 1970.)

### B. Emeritus Members

It was moved and seconded that: The Board of Directors approves the applications for Emeritus Membership from the following five applicants: Edward B. Colbert (NVGA Professional); Morris Kransdorf (NVGA Professional); William T. Jaques (NVGA Professional); Herbert H. Scott (NVGA Professional); and Mrs. Iva A. Martin (ASCA Professional). Motion passed.

### C. Conventions

It was moved and seconded that: The Board of Directors refer to the President the list of names submitted by the non-white invitational workshop so that these names will be among the names considered by the Speaker Selection Committee. Motion passed.

It was moved and seconded that: This discussion in this first session (on conventions) be tabled until the second session of the Board meeting on Saturday and that this matter be placed on the agenda at that time; and further that the discussion then also include discussion of the \$3.00 registration fee. Motion passed.

It was moved and seconded that: The Convention registration fees including the \$3.00 assessment approved in a previous Board meeting, be set as follows: Advance registration for members - \$15.00; Advance registration for non-members - \$20.00; On-site registration for members - \$18.00; On-site registration for non-members - \$25.00; Student registrations to be one-half of the appropriate rate; Registration for non-member spouse to be complimentary. Motion passed.

It was moved and seconded that: In view of the action taken on increasing the registration fee for Convention and turning over appropriate funds from the registration fee to the Divisions, that the \$500.00 subsidy be abolished. Motion passed.

It was moved and seconded that: The Board of Directors vote to postpone the decision on selection of our Convention site for 1974 until the next Board meeting. Motion defeated.

It was moved and seconded that: The Board of Directors confirm Convention arrangements in a way that preserves for us maximum flexibility in re-negotiating details as our situation is clarified. Motion passed with one abstention.

It was moved and seconded that: The Board of Directors votes to hold the 1974 Convention in New Orleans. Motion passed.

D. Mail Ballot to 1970 Senate on Amendment to Article II of By-Laws

It was moved and seconded that: The draft of the Board of Directors recommendations concerning the mail ballot to the Senate, edited in keeping with specific suggestions and the spirit of this discussion, be referred back to the subcommittee for final polishing and re-submission for adoption later in this Board meeting. Motion passed with one abstention.

It was moved and seconded that: The Board of Directors approve the procedure for mailing of the mail ballot to the Senate as follows: That the mailing be by certified mail and that it include a mail ballot accompanied by the By-Laws Committee statement and recommendations and a statement from the Board of Directors; that the return ballot be sent to the Chairman of the By-Laws Committee in care of the legal counsel of the Association at his office in Washington; that the ballot require the signature of the voter so that a record is kept of each Senator's vote; that the ballots not be opened until a committee convenes consisting of the Association legal counsel, the By-Laws Committee Chairman, and the latest Senior Teller of record of the Association. Motion passed.

It was moved and seconded that: Necessary steps be taken to send to the Board of Directors the individual Senators' voting records on the proposed APGA membership By-Law changes, related to Senate motion number one. Motion passed.

It was moved and seconded that: The Board of Directors accept the report and recommendations of the Subcommittee on Motion One. These recommendations are as follows: (1) that balloting on the Membership Amendment take place as soon as possible (late June or early July) with a return deadline of not more than thirty (30) days, with results to be available to Board members by September 8, 1970; (2) that the By-Laws Committee propose procedures to the Board for the conduct, tallying, and reporting of the mail ballot, for Board approval; (3) that the ballot be accompanied by (a) a covering letter from the President explaining the enclosures and actions leading up to them, (b) a By-Laws Committee memorandum on implications of the Amendment for other By-Laws changes, (c) a

Board memorandum on recommended actions; and (4) that the accompanying drafts of the Board memorandum and Presidential letter be approved. Motion passed with one abstention.

E. Membership

It was moved and seconded that: A Divisional President's letter encouraging membership renewal be enclosed in each of the mailings from the APGA business office requesting renewal of Divisional membership.

It was moved and seconded that: The motion be amended to substitute the words "APGA President" in place of "Division President". Amendment passed.

It was moved and seconded that: The motion be further amended to add after the word "APGA President" the words "and the Presidents of each Division". Amendment passed.

Vote was called for on the motion as twice amended. The amended motion reads as follows: That a letter signed by the President of APGA and the Presidents of each Division encouraging membership renewal be enclosed in each of the mailings from the APGA business office requesting renewal of Divisional membership. Motion passed.

It was moved and seconded that: The Board of Directors accepts the report of the Membership Committee with the understanding that this implies no financial commitments. Motion passed.

It was moved and seconded that: The Divisional Presidents receive the names of those who have not renewed their memberships in the Division and that these be sent to them on mailing tapes so they may contact and follow up requesting renewals. Motion passed.

F. Proposed By-Laws Change Concerning Branches

It was moved and seconded that: The Board of Directors directs the President to appoint a special Branch Committee Council with names of members as suggested by the Branch Officers Workshop, this group to carry out Branch affairs for the 1970-71 year. Motion passed.

It was moved and seconded that: The Board of Directors directs the By-Laws Committee to prepare appropriate By-Laws amendments relating to motion three (concerning Branches) as passed in the APGA Senate meeting in New Orleans; and that this be done in consultation with the members of the Board of Directors representing the State Branches. Motion passed.

G. Policy for Senate

It was moved and seconded that: Beginning May 1, 1971, a Senators term shall end on April 30 with the termination of other officers' terms and therefore when

the Senate actions call for a mail vote those new members who assume office on May 1 will vote on such matters. Motion defeated.

It was moved and seconded that: The Board of Directors authorizes the President to appoint a Committee on Senate to advise the Senate on ways to accomplish its business more effectively. Motion passed.

#### H. Reports to Board of Directors

It was moved and seconded that: Actions taken on substantive matters by the Executive Committee and/or the Executive Director during intervals between meetings of the Board of Directors shall be summarized and communicated to the Board of Directors at its subsequent meeting. Motion passed.

#### I. Budget and Finance

It was moved and seconded that: The Board of Directors adopt the twelve month budget as presented.

It was moved and seconded that: The motion on the floor be amended to include the expected expenses of the editorial services for production of the Divisional journals so that these editorial services will be provided for in the 1970-71 budget.

It was moved and seconded that: The motion on the floor be tabled for a report at the third session of the Board on Sunday. Motion defeated and discussion continued.

It was moved and seconded that: The motion be further amended to suggest to the Finance Committee in locating what can be transferred, to suggest that a minimum increase in membership of 500 members above the number proposed in the budget between now and June 1971, be included.

It was moved and seconded that: The motion be tabled. Motion passed, and the motion and amendments were tabled.

At the third session of the Board, it was moved and seconded that: The Board of Directors reaffirm our organization policy that the Executive Director and his staff prepare and develop a balanced budget for the 1970-71 fiscal year; That in making necessary budget adjustments, the following priorities be followed: (1) Staff, i.e., salary and benefits. (2) Revenue producing activities, i.e., membership, publications. (3) Activities which enhance revenue producing activities but which do not themselves produce revenue, i.e., federal relations. (4) Headquarters support activities, i.e., data processing. Motion passed.

It was moved and seconded that: The Executive Director of APGA be guided by the budgetary priority policy established by the Board of Directors and at this time be directed to transfer in consultation with the Executive Committee, such funds from the 1970-71 budget and the 1970-71 Convention budget to support the

production and editorial services for all existing Division journals and that this policy be in effect from this date and for only the 1970-71 year. Motion passed.

It was moved and seconded that: Until and unless the financial picture of APGA improves considerably the Divisions are notified that APGA will provide editorial services on a cost basis beginning with the 1971-72 year. Motion passed, one against.

It was moved and seconded that: The Board of Directors convey its appreciation and high regard to the entire staff of APGA headquarters for their support and dedication during this critical period and further that a five percent cost of living increase for the classified personnel be added to the revised budget as of January 1, 1971.

It was moved and seconded that: The motion be amended to add that if financial condition of the Association makes it possible, that the salary adjustment be made retroactive to a period not to exceed six months prior to January 1, 1971, or in other words, to cover the entire fiscal year of 1970-71 or as much of it as possible. Amendment passed.

Vote was then called for on the motion as amended. Motion passed.

It was moved and seconded that: The Board of Directors adopt the proposed 1970-71 budget, subject to all motions passed during this present session of the Board. Motion passed.

#### J. Nominations and Elections

It was moved and seconded that: The Board of Directors adopt the procedure for nominations and elections as outlined by the Executive Director. This procedure is as follows: That the responsibility for determining candidates for office in the Divisions for the final election ballot is placed in the hands of the Divisions and that the autonomy of the Divisions is respected in determining the slate of candidates they offer for the final election ballot; and that those candidates names be received in APGA headquarters no later than a specified date (July 1). A nominations ballot will continue to be sent with the nominations for APGA President-Elect. Motion passed.

It was moved that: Since ASCA's nominating procedures do not require a nominations ballot, ASCA request not to be included in the APGA and Division nominations ballot be honored, and that, accordingly, ASCA not be charged for this service. Motion lost for lack of a second.

#### K. Mailing Tape Policy

It was moved and seconded that: Revenues received for the sale of membership lists or mailing tapes requested and/or ordered as Divisional membership lists or mailing tapes go to the Divisions involved. Motion defeated.



It was moved and seconded that: The Board of Directors adopts the proposed policy on mailing tapes, with the exception to make the charge \$5.00 instead of \$10.00 in cases of approved requests. Motion passed.

L. Support for Legislation

It was moved and seconded that: The American Personnel and Guidance Association stimulate and support legislation which will provide for summer institutes to be attended by school counselors and school principals in pairs, in which counselors and administrators jointly develop and plan for the administration of their own counseling program. Motion passed. It was agreed that this should be broadened to include all administrators such as pupil personnel services directors, superintendents, etc.

M. ASCA Reimbursement Request

It was moved that: ASCA be reimbursed for the additional charge of fifty cents per person which was levied against those attending the New Orleans ASCA luncheon. Motion lost for lack of a second.

N. National Center for Information on Careers in Education

It was moved and seconded that: The staff be authorized to open a separate checking account in the name of the National Center for Information on Careers in Education, and that until a Director is hired that Willis E. Dugan, Dyckman W. Vermilye, and Elbert E. Hunter be the authorized signatures to withdraw funds. Motion passed.

XIII. ADJOURNMENT

It was moved and seconded that: The meeting of the APGA Board of Directors be adjourned. Motion passed. The third and final session of the Board of Directors meeting was adjourned at 3:33 p.m., June 7, 1970.

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