

APGA BOARD OF DIRECTORS MEETING

June 23-26, 1971

The following is a complete listing of motions acted upon by the APGA Board of Directors at its meeting in Washington, D. C., June 23-26, 1971. Although it is not repeated each time, every motion will begin with the statement "It was moved and seconded that:" when these are incorporated into the minutes of the meeting. At the end of each motion listed, indication is given as to whether the motion was passed or was defeated.

The four new members (Henry Busky, S. Norman Feingold, Allan M. Leventhal, and Dallas Smith) that have been named to the American Board on Counseling Services for the 1971-72 year be approved by the APGA Board of Directors. Motion passed.

The first session of the Board of Directors Meeting be adjourned. Motion passed. The meeting was adjourned at 9:30 p.m., June 23, 1971.

Arrangements be made within APGA that para-professionals may become members within one year if some Division decides to pick them up.

A substitute motion be adopted that from this Board of Directors a small committee be appointed to study the membership situation and to come up with some recommendations for consideration by the Board before the last session of this Board meeting; and that if possible the archives be searched for a copy of the report of the membership committee chaired by Emeliza Swain and this report be used for part of the deliberations of this Board subcommittee; and that a decision be made by the Board of Directors by its last session. Substitute motion passed.

A check list be included with specified contributions indicated on the new membership forms and renewal forms and that the check list be established after consideration by the President and Executive Director. Motion passed. It was agreed that the intent of this motion is that any funds received would be used to balance the budget for the area for which the donation is received rather than to increase the funds in the particular area's budget.

The APGA Board of Directors; to encourage and insure communication, cooperation, and progress between and by the Board of Directors, the Headquarters staff, and the APGA Task Force on Reorganization; offers these recommendations: (1) That the APGA budget will support only Task Force meetings, related materials, and cost analysis of proposals. (2) That no funds be authorized at this time for Task Force travel to Regional Workshops, Divisional meetings or for Audio-Visual materials to be used there. (3) That the Task Force utilize and regularly communicate with Headquarters staff, the Director and/or his representatives, and APGA's Legal Counsel throughout their writing and discussion stages. (4) That Headquarters representatives and Counsel be active participants at every meeting. (5) To insure adequate communication, copies of all working papers and other documents shall be provided to all Board members and Headquarters professional staff at the same time they are distributed to Task Force members. (6) The Board expects a report of the new, proposed By-Laws that are consistent in principle with the Commission's Model, including a

study of fiscal costs, to reach them not later than October 15, 1971. (7) The Board refers the questions attached to the June 18, 1971 memo from Willis Dugan to Garry Walz for their consideration in developing the proposed By-Laws. (8) The Board will inform and confer with the Division and Branch representatives regarding the Task Force proposals and, in turn, will report back to the Task Force the responses and recommendations so received. Motion passed, unanimously.

The Board of Directors rescind the electioneering policy statement of March 25, 1961 and paragraphs one and three of the 1964 Statement; and that included in this motion be the idea that the attention of the members be called to the fact that this is being done and to the fact that they are responsible for checking the candidate's campaigning literature.

The motion on the floor be amended to make this effective as of July 1, 1971. Amendment passed.

The Board of Directors adopts the motion regarding electioneering, as amended. Motion passed.

The nominations ballot be accompanied by a biographical statement and a statement of intent from each of the persons listed as candidates for President-Elect of APGA. Motion passed. The intent of this motion is to include with the nominations ballot the information that had previously gone with the elections ballot for candidates for APGA President-Elect.

The persons whose names appear on the nominations ballot for President-Elect of APGA be sent a statement of the responsibilities of that office and that this statement be sent prior to the printing of the ballot and prior to their agreement to be listed as a candidate. Motion passed.

The Board of Directors votes to rescind the policy of notifying the employer of a prospective candidate and getting the permission of the employer for the candidate to run for office, assuming such policy now exists. Motion passed.

The Board of Directors accepts the following recommendation: That our objective should be to deliver association services to association members. Therefore, to accomplish these functions of (1) supplying liaison with divisions and branches, (2) membership services, (3) non-white concerns and human relations, (4) legislative influence; the Board recommends that there be four regional offices with an APGA office in or near each population center. Staffing of the regional offices would be a decentralization of some present headquarters personnel and services. The Board further recommends that a task force be appointed to work with the headquarters staff to do several things (1) to define the objectives and the organizational structure of the regional offices. (2) to choose locations. (3) to contemplate staffing. (4) to decide the office style. (5) to estimate the cost of this change. (6) to establish a timetable. (7) to report final plans, conclusions and recommendations to this Board on December 27, 1971.

The Board votes to divide the question on the motion presently on the floor. Motion passed, and the previous motion was divided.

The Subcommittee of the Board of Directors recommends that a task force of two or three persons from this Board working with a headquarters staff member will, for regional offices (a) define objectives and organization, (b) choose locations, (c) contemplate staffing

possibilities, (d) define office style, (e) establish a timetable, and (f) report final plans to the Board of Directors for further action. Motion passed.

The Board approves the following requirements for establishment of a new division of the Association: (1) Groups desiring divisional status shall initiate their intent through the office of Executive Director. (2) Applications must have approval of the Board of Directors and the Senate. (3) Groups desiring division status must have one hundred or more individual members having a common interest and they must conform to Association policies. Following discussion, the motion was withdrawn pending receipt of additional information.

The Board of Directors approves the following procedural guidelines for submission of resolutions for Senate consideration and action: (1) Resolutions should conform to definition and format recommended in Robert's Rules of Order. (2) A call for resolutions should be made early enough to allow those wishing to submit resolutions adequate time before the deadline of sixty days prior to the first Convention meeting of the Senate. An example of appropriate format and content should accompany the call for resolutions. (3) It is the responsibility of the Resolutions Committee to screen resolutions primarily for the purpose of avoiding repetitive or redundant resolutions (e.g. two or more similar resolutions or resolutions which merely restate the purposes and objectives of the Association or which repeat continuing action taken at a previous meeting of the Senate). (4) Resolutions received after the sixty day deadline should be returned to the maker with instructions as to how a resolution may be introduced on the Senate floor and should include recommendations concerning clarity of content and format if needed. (5) The purpose of the deadline is to give the Resolutions Committee sufficient time to contact makers of resolutions so that all resolutions presented to the Senate will have been carefully screened for clarity of meaning including specific action to be taken by the Association. (A fiscal feasibility statement should be inserted - See 1971 Senate Rules.) (6) All resolutions must be submitted in writing and must be signed by the maker(s) and co-signed by at least one member of the Association if the maker is not a member. (7) If resolutions submitted after the deadline are to be presented on the Senate floor, the procedures (Rules of the Senate) followed at the 1971 APGA Convention in Atlantic City should be followed. Such resolutions will be considered under "New Business."

The motion on the floor be amended to add an additional section (8) Resolutions submitted after the deadline must be signed by at least three Senators prior to presentation on the Senate floor. Amendment passed.

The Board votes to approve the motion on the floor, as amended. Motion passed.

The Resolutions Committee be directed to formulate a policy statement regarding Association action on public affairs and social issues. This draft will be reviewed and acted upon by the Board of Directors at its next meeting and if approved, members will be informed regarding this policy prior to the 1972 Convention. Motion passed.

Any Division or Branch contemplating changes in membership policies, dues changes or the pricing of any publication shall consult with and obtain recommendations of headquarters staff at least thirty days before final action.

A substitute motion be adopted that the Board of Directors recommends that any Division or State Branch contemplating changes in membership policies, dues, or publications pricing contact APGA headquarters for its recommendations before any final action is taken. Substitute motion passed.

The Board of Directors recommends to the Senate for action the establishment of a category of Sustaining Membership, open to members who contribute a minimum of fifty dollars as a single contribution. Members making such contribution on an annual or regular basis to receive special recognition when cumulative contribution reaches \$500 and \$1,000. Sustaining members to receive recognition by annual publication of a roster of such members and by special badge or identification with convention registration. Motion passed.

The Board of Directors recommends to the Senate for action the establishment of a category of Supporting Membership, open to any appropriate business, industry, foundation or other organization or individual contributing \$100.00 or more either in general support of the organization or applied to special projects at the discretion of the Board on the basis of criteria to be developed. Supporting members to receive recognition by annual publication of a roster of such members and by such other recognition as may be deemed appropriate by the Board. Motion passed.

The Headquarters operation be organized to give major professional and support staff and fiscal support to the problems related to membership. Among activities and policies to be considered are the following: (a) that Division Relations, Branch Relations, Membership Promotion, and Publication Sales Promotion be coordinated to assure major attention to membership promotion, and service to hold members. (b) that Membership Promotion be separated from Membership Processing in order to provide the emphasis implied in (a) above. (c) that a membership workshop for state branch and state division membership chairmen be conducted whenever Headquarters is represented at a state or regional convention by a person qualified to conduct such a workshop. (d) that APGA funds earmarked (within budget item #90) to support state branch membership activities at a rate not to exceed twenty cents (.20¢) per member be made available to state branches only on the basis of a written request and a written plan meeting criteria established by the Board. (e) that the Membership Manual be revived and updated and made available to state branch and divisional membership chairmen; and that the manual be updated annually. (f) that adequate funding be provided for clerical, secretarial, and other support, including communications and public relations.

The motion on the floor be amended under section (c) to state that "whenever the Headquarters is represented by a professional staff member." Following discussion and by agreement of maker and seconder, the amendment was withdrawn.

Vote was called for on the original motion regarding support for the membership promotion. Motion passed.

A variety of public relations and promotional activities be initiated to encourage new membership and to give recognition to national members. Activities which might be considered include the following: (a) National divisions and state branches be encouraged to secure (from headquarters) and use mailing lists (tapes) identifying dropped memberships

and to supplement headquarters follow-up of such potential members. (b) Enclose book-marks in all APGA and Division journals, such bookmarks to contain promotional messages such as: "Have you recruited a new member this year?" (c) Supply headquarters representative or State Branch Membership Chairmen with buttons or badges containing messages such as the following for distribution to national members at state or regional conventions: "I'm a National APGA member. Are you?" Motion passed.

The membership billing forms be modified to include provision for new types of membership (sustaining and supporting membership, as approved by the Board); and that consideration be given to the modification of the membership billing form to provide for special interest contributions, such as Non-white Concerns, Legislative Support, Human Rights, Professional Development, General Support. Motion passed.

The Board of Directors accepts the following as priority issues identified by the Association: (It is understood that these are not necessarily listed in order of importance) (1) the training and utilization of para-professional workers. (2) the improvement of competency of guidance and personnel workers. (3) improvement of guidance and personnel programs. (4) establishment of cooperative working relations with other related professional organizations (such as AASA, NASSP, APA, etc.) (5) Improvement of conditions of our clients who are affected by social problems.

The Board of Directors recommends that APGA consider privileged communication within the larger context of communication and specifically that the staff be directed to (1) collect and store data on counselor certification and privileged communication as it now exists in all states, (2) coordinate the efforts of the Divisions and Branches and the Professional Preparation and Services Committee on these topics, (3) initiate and coordinate efforts with the appropriate federal agencies and other professional organizations with the aim of federal funding of national and regional workshops on the issue of certification, and (4) to prepare a document for presentation at the 1972 Convention on certification.

Prior to consideration of the motion concerning privileged communication, the Board consider adoption of the previous motion identifying the several priorities.

The motion on the floor be amended to identify the several issues listed in the motion as "concerns" rather than as "priorities." Amendment passed.

The Board of Directors approves the motion identifying the several concerns, as amended. Motion passed.

Vote was then called for on the motion concerning privileged communication. Motion passed.

The Board of Directors directs the APGA staff not to accept employment notices where reference is made to conditions of race, sex, age, religion or national origin. Motion passed.

Regarding the legislative efforts of the Association, that upon consideration of the alternatives available to APGA and considering the related advantages and disadvantages which would follow from electing to seek status either as a trade association or to continue as an

educational organization, the Board of Directors has concluded that it would be advantageous to remain with the present tax status as a 501 C(3) tax exempt organization. Accordingly it is moved that the Association remain as an education organization continuing the current tax exemption status under the Internal Revenue Code; and the Board directs the staff to communicate this to the Divisions and the Branches. Motion passed.

A Committee be appointed consisting of the President, the Executive Director, and the Legal Adviser, to study the tax exempt situation of the Association and to make recommendations for the Executive Committee and for presentation to the Board of Directors. Motion passed.

The second session of the Board of Directors Meeting be adjourned. Motion passed. The meeting was adjourned at 6:50 p.m., June 25, 1971.

The Board of Directors recommends that an examination be made of the evidence and conclusions included in the publication entitled "Career Guidance" offered by Dr. Eli Ginzberg and that a position paper be prepared as a result of this examination. It is suggested that ASCA be requested to prepare this position paper with input from other Divisions, and to report its findings to the headquarters staff for rapid and wide distribution to the membership, preferably by fall of 1971. Motion passed.

The Board of Directors commends the headquarters staff on the proposal for field seminars and directs the staff to take the necessary action steps to initiate the plan on a pilot basis in 1971 and to coordinate the efforts with the relevant divisions and branches; and the Board recommends that a reimbursable loan of \$10,000 be provided to the staff to initiate the plan but with the intent that the seminars are meant to be self-supporting. Motion passed.

The Board of Directors adopts the following recommendation: First, that the Board recommends to the Human Rights Commission that it invite the filing of employment grievances by APGA members and that the Commission carefully review such grievances and take the necessary steps to advise and assist such members to make available to them the resources of the applicable governmental agency that has the legislative authority, and establish procedures to process such grievances and thus insure that the employment rights of individuals are maintained as specified in the Equal Opportunity laws, Civil Rights laws, public accommodations acts and other federal laws as may apply. Secondly, that the APGA Executive Director and Legal Counsel be directed to work closely with the Chairman of the Commission on Human Rights as to the implementation of the grievance procedures in such complaints as are filed with the Commission and report back to the December Board meeting with a revision of the proposed guidelines. Following discussion, and by agreement of maker and seconder, the motion was withdrawn.

The Board of Director directs the headquarters staff and legal counsel to prepare a proposed policy statement on employment grievances for presentation to the Board at its next meeting in December 1971. Motion passed.

The Board of Directors endorses the involvement of the Human Rights Commission in site investigations, and their participation in the preparation of reports on possible cities. Visitation committees should include a member of the Human Rights Commission as well as one or more Board members, a representative of Central Office staff, and a representative of local APGA leadership. Motion passed.

The Board of Directors, reviewing Resolution #20 in the light of advice of counsel and in light of other considerations, concludes that no further action be taken to implement the resolution at this time. Motion passed.

The Board of Directors endorses the idea of regional conventions with a frequency of every third year having a regional convention. Motion passed. After further discussion, a show of hands was asked for with the following results: Favoring regional conventions - 11; regional convention every third year - 6 for; regional conventions on alternate years - 6 for; regional convention every year - none for.

The year 1973 be the initial regional convention and that this be subject to approval of the California Personnel and Guidance Association, prior to September 1, 1971. Motion passed.

In the event California does not agree with the regional convention in 1973, that the regional conventions begin in 1975. Following further discussion, and with approval of maker and seconder, the motion was withdrawn.

The Board of Directors delegate to representatives of the Executive Committee the responsibility and authority to act for them on issues (those agenda items) that were not considered prior to adjournment, and to report at the next called meeting of the Board on any decisions reached or actions taken on those issues. Motion passed.

The President and staff be authorized to negotiate with ACPA officers (and such other divisions who meet the qualifications below) on specific elements of convention management and operation and to enter into agreements not to exceed these limitations without Board of Directors approval. (1) ACPA be assigned control of twenty (20) meeting rooms and four (4) complimentary rooms at the hotel assigned as ACPA headquarters in Chicago. (2) ACPA be authorized to develop and manage its own program and events in Chicago as long as they are confined to the ACPA space. (3) ACPA be authorized to print a separate program with appropriate cross reference to APGA program. (4) ACPA be required to refrain from establishing exhibits and a separate placement service unless mutually agreed upon by ACPA and APGA. (5) As soon as possible after the convention, ACPA will be credited with \$3.00 per registration of division members indicating primary affiliation and \$1.50 per paid registration of graduate student members designating ACPA as their primary affiliation. (6) For any other division to be entitled to such agreements as outlined in item 1 through 4 above; such divisions shall have had a registration record in the two most recent conventions to assure full occupancy of the hotel space assigned. Each division so authorized is financially responsible for all program and event costs associated with their independent actions. Any Divisional agreements must be closed before September 1, 1971. Motion passed.

The Board of Directors adopts the report of the Task Force on regional organizations as follows: Regional Office Organization to Serve (ROOTS). A. To deliver more services

to more members; emphasizing: (1) Membership promotion, relations, and services. (2) Professional Development, through Branches and Divisions, via workshops, conferences, (triennial) conventions, etc. The (Regional) Assistant Executive Director would act as a catalyst, coordinator, and resource. (3) Leadership and liaison activities in areas of non-white concerns, human rights. (4) Legislative influence in areas of social issues affecting clients, counselor certification, confidentiality, counselor employment, etc. (5) Working toward regional fiscal self-sufficiency. (6) Assisting regional leadership in the development and operation of (biennial) regional conferences and of (annual) state branch and/or division meetings. B. Location of Regional Offices will depend in part on staff selections. Approximate locations are for the: West - San Francisco; South - Atlanta; Midwest - Chicago; Northeast - Philadelphia. C. Style of the offices would also be set by the situation and life style of each of the Assistant Executive Directors (AED). Home and/or mobile offices are definite possibilities since the availability and mobility of the AED's is paramount in our projections of services. D. Functions continuing in the central office, so long as that is preferable, would include at least: Legislative Relations; Accounting; Data Processing; Publications Sales, Stocking, Circulation; Convention Assistance; Membership Processing; Reference Library and Research and Inquiries; Legal Consultation. E. Each Assistant Executive Director would report to and be solely responsible to the Executive Director of the Association. The Director would select, supervise, coordinate, and provide professional leadership to the Regional Assistants. F. Timetable for Planning and Action: 6/26/71 - Initial Meeting of Task Force; 6/27/71-9/1/71 - Informal Communication and Planning; 9/2/71-11/1/71 - Writing of Tentative Proposal; 11/2/71-12/1/71 - Review and Feedback by Regional Workshops and Others; 12/1/71-12/26/71 - Completion of Final Proposal; 12/28-30/71 - Board Review and Action; 1/1/72-6/30/72 - Staff and Open Offices. Motion passed.

The Board of Directors recommends that the APGA By-Laws be amended to eliminate the Committee on Committees as a standing committee. Motion passed.

The Board of Directors approves the increase in subscription price for the Personnel and Guidance Journal to \$20.00 per year, effective September 1, 1971. Motion passed.

The Board of Directors approves the recommendation from the Executive Committee that there be a rebate to Divisions of \$5.00 per 1,000 names for sales of mailing tapes when such lists are for specific Divisions. Motion passed.

The Board of Directors approves the proposed revisions in the Association's financial policies as proposed by the Finance Committee. Motion passed.

APGA fund the full amount of retirement for all eligible staff in the TIAA-CREF retirement plan. Eligible staff for such full fringe benefit include the Executive Director and staff who have completed four years of voluntary participation in TIAA-CREF; and any staff member who has been employed by APGA for five or more years and chooses to enroll in TIAA-CREF. Motion passed.

The 1972 Convention budget for Chicago include provision for and funding of a child day care center to be operated on a self-supporting basis. Motion passed.

In 1975 that an APGA regional or national convention be negotiated with New York City. Motion passed.

The proposed budget for 1971-72 as corrected, with deletions of funds from various specified line items to achieve a balanced budget, be approved. Motion passed.

The 1972 Convention budget for the Chicago convention be approved as presented. Motion passed.

The 1971-72 Data Processing budget be approved as presented. Motion passed.

Suggestion made that staff be encouraged to explore possibilities of a complete publishing unit to handle all association and divisional publications -- an operation similar to a "university press."

The final session of the Board of Directors meeting be adjourned. Motion passed.

The Board of Directors meeting adjourned at 1:25 p.m.; the Executive Committee meeting continued until 3:30 p.m.