

ICA Council of Leaders Report

Office/Committee: Awards Chair            Date: 1-18-13

Officer/Committee Chair: Lori Fairgrieve

Type of Committee Report:

- Report for Board Meeting
- Recommending Board Action
- Recommending Policy Change

Brief Statement of Issues and/or Report of Activities and how your work relates to the strategic plan (Please refer to the Leadership Guide Appendix B and C for the Strategic Plan and Action Plan):

- Met regularly with the Conference Committee to plan and to prepare for the annual conference.
- Collected applications for conference scholarships. Followed up with applicants and communicated with each recipient according the procedures necessary to distribute the available scholarships to both students and professionals. Ten (10) scholarships were awarded. One declined scholarship, as she was not going to be able to attend.
- Called for professional award nominations from the membership according to the pre-established award categories, rules and regulations established by the conference committee. Collected nominations and presented nominees for review by award committee. Award recipients were decided and individualized awards were ordered and inscribed according to the appropriate category.
- Worked with the Conference President and the Treasurer to order the Awards for this year's recipients.
- The Lifetime Achievement Award was awarded to Dave Ferguson early according to the recipients' inability to attend the Awards Luncheon in Coeur d'Alene. Every effort was made to present award and videotape/photograph award recipient in order to still honor at the Annual Awards Ceremony.
- Worked with the University Liaison to ensure projectors and audio-visual equipment will be brought to the annual conference from each of the four universities.
- Worked with NNU Department of Counselor Education to secure a silent auction basket to be donated for the silent auction.
- Worked with NNU students and faculty to establish the winner for this year's NNU Supervisor of the Year Award. Worked with the Program Coordinator to order and then transport the award in order to be able to grant the award to the well deserved recipient at the conference.
- Worked with the students organizing the "Fun Bus" to promote its value and accessibility to both students and faculty at the universities.
- Worked with NNU students presenting poster presentations with poster layout and presentation collaboration.

- Collaborated with the IACES President, Liz Horn, to discuss the future mission and vision of this particular division of ICA and IACES sponsoring with the Student Poster Presentations.
- Collaborated IACES President, Liz Horn, to establish the new criteria for awarding winners and granting the prize monies corresponding to each winning level.
- Collaborated with IACES President, Liz Horn, to update the Evaluation Criteria for the Poster Presentations. Created the new forms and assembled ten (10) Judges Evaluations Notebooks to be used at the conference to facilitate the evaluation process and to determine the poster presentation winners.
- Certificates were made for each participant and will be completed at the conference once the outcome of the competition has been decided.
- Coordinated the Graduate Credit for the Annual conference by writing the course initiation, course syllabus, objectives and assignments. Completed the application process and followed up with the applications needed for conference attendees who want to register for graduate course credit for attending the conference.
- Secured lanyards from NNU's PDL Department in order to go in the conference attendees packets with their name tags.
- Collaborated with the conference committee, specific division presidents, and university personnel to coordinate picking up and personally transporting conference materials, division resources, intercession materials and university promotional information for vendor tables.

Please check which section of the action plan your work was tied to:

- Programs & Services
- Personnel
- Policies & Procedures
- Planning & Evaluation
- Physical Plant & Other Resources
- Public Relations & Communications

Recommendations for Board Action, If any (State in the Form of a Motion(s) to Be Acted Upon by the Full Board):

Please submit to the Executive Director at  
sueholmes@idahocounseling.org

**ICA Council of Leaders Report**

Office/Committee: Professional Preparation and Standards Date:1/15/13

Officer/Committee Chair: Michael Pitts

Type of Committee Report:

- Report for Board Meeting
- Recommending Board Action
- Recommending Policy Change

Brief Statement of Issues and/or Report of Activities and how your work relates to the strategic plan (Please refer to the Leadership Guide Appendix B and C for the Strategic Plan and Action Plan):

1. Reviewed the Pre-Conference and Conference CEU Forms prepared by Heather Tustison.
2. Still waiting on list of CEU participants from ISCA.

Please check which section of the action plan your work was tied to:

- Programs & Services
- Personnel
- Policies & Procedures
- Planning & Evaluation
- Physical Plant & Other Resources
- Public Relations & Communications

Recommendations for Board Action, If any (State in the Form of a Motion(s) to Be Acted Upon by the Full Board):

Please submit to the Executive Director at [idahocounseling@gmail.com](mailto:idahocounseling@gmail.com)

ICA Council of Leaders Report

Office/Committee: Bylaws Chair Date: 01-21-13

Officer/Committee Chair: Larry Lutz, Chair

Type of Committee Report:

- Report for Board Meeting
- Recommending Board Action
- Recommending Policy Change

Brief Statement of Issues and/or Report of Activities and how your work relates to the strategic plan (Please refer to the Leadership Guide Appendix B and C for the Strategic Plan and Action Plan):

Larry and ICA President Heather Tustison will be working on the new P&P manual.

Please check which section of the action plan your work was tied to:

- Programs & Services
- Personnel
- Policies & Procedures
- Planning & Evaluation
- Physical Plant & Other Resources
- Public Relations & Communications

Recommendations for Board Action, If any (State in the Form of a Motion(s) to Be Acted Upon by the Full Board):

n/a

Please submit to the Executive Director at [sueholmes@idahocounseling.org](mailto:sueholmes@idahocounseling.org)



*January 24, 2013  
5:00 p.m.  
Coeur d'Alene, Idaho  
Coeur d'Alene Resort*

## **COUNCIL OF LEADERS MEETING AGENDA**

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1. Call to Order and Introductions
2. Adoption of Agenda
3. Secretary's Report
4. Treasurer's Report
5. Executive Director's Report
6. President's Report
7. 2012-2013 Strategic Initiatives Review – In President's Report
8. Division President's Reports
  - a. IACES
  - b. ICDA
  - c. IDAMFC
  - d. IMHCA
  - e. ISCA
9. Committee Chair's Reports
  - a. Awards Chair
  - b. Bylaws Chair
  - c. Conference Chair
  - d. Finance Chair
  - e. Graduate Students Chair
  - f. Human Rights (Humanitarian) Chair
  - g. Leadership Development Chair
  - h. Media (Newsletter) Chair
  - i. Membership Chair
  - j. Nominations and Elections
  - k. Public Policy and Legislation (P,P&L) Chair
  - l. Professional Standards Chair
  - m. Strategic Planning Chair
10. Old Business
11. New Business Action Items Submitted by COL Leaders



## COUNCIL OF LEADERS REPORT

Office/Committee: **Conference Committee**

Date: **January 24, 2013**

Officer/Committee Chair: **Heather Tustison**

### Type of Committee Report:

- Report for Board Meeting
- Recommending Board Action
- Recommending Policy Change

### Current Conference Report:

#### **2013 ICA Conference – January 23-26, 2013 – Coeur d’Alene Resort, Coeur d’Alene, ID**

- **“Expanding Our Creativity: Reinventing Counseling Relationships”**
- **Registrations – 148 Registrants**
  - ICA MEMBER Registration: 17
  - ICA MEMBER Early Registration: 51
  - ICA Student Member: 23
  - ICA Student Member Early: 40
  - Non Member: 4
  - Non Member Early: 8
  - Non Member Student: 2
  - Non Member Student Early: 3
- **Keynote Speakers**
  - Friday Keynote Speaker – Dr. David Capuzzi
  - Saturday Keynote Speaker – ACA President Dr. Bradley T. Erford
- **Sponsorship**
  - Sponsors
    - The Emily Program - \$1,000.00
    - American Counseling Association - \$1,000.00
    - Custom Tooling Services - \$500.00
  - Exhibitors – 15 plus Divisions
- **Pre-Conference Learning Institutes – 39 Registrants**
  - Clinical Supervision – Dr. Melanie Person – **15 Registrants**
  - The Many Facets of Grief – Dr. David Capuzzi – **11 Registrants**
  - 35 Techniques Every Counselor Should Know – Dr. Bradley Erford – **13 Registrants**
- **Social Events and Entertainment**
  - Thursday Night Dessert Social – **19 Registrants**
  - Graduate Student Luncheon – **14 Registrants**
  - Friday Night Lake Cruise - **30 Registrants**
  - Fun Bus – **32 Registrants**
- **Silent Auction – 30 Items to Auction**
- **Scholarships – IACES revamp – 9 Recipients**

- Annual Awards
  - Lifetime Achievement – David Ferguson
  - Counselor of the Year – Gail LaFerriere
  - Pass It On – Curtis Garner
  - Distinguished Service – Lori Fairgrieve
  - Public Policy and Legislative Advocate – Christie Stoll
- Conference Chair: 2013 – Heather Tustison  
2014 – Sean Nixon

Please check which section of the action plan your work was tied to:

- Programs & Services
- Personnel
- Policies & Procedures
- Planning & Evaluation
- Physical Plant & Other Resources
- Public Relations & Communications

**Recommendations for Board Action:**

N/A

**Recommendations for Policy Change:**

N/A

Idaho Counseling Association  
Financial Statement January 2013

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**Current Assets**

**Checking/Savings**

<b>BUSINESS CHECKING</b>	23,780.33
<b>BUSINESS HIGH YIELD SAVINGS</b>	18,535.03
<b>Certificate of Deposit 1</b>	8,199.25
<b>Certificate of Deposit 2</b>	6,771.09
<b>Total Checking/Savings</b>	<u>57,285.70</u>

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**Ordinary Income/Expense**

**Income**

<b>42200 · Program Income</b>	16,546.16
<b>42400 · Advertising</b>	100.00
<b>43000 · Conference Income</b>	15,922.00
<b>44000 · Membership Support Contribution</b>	75.00
<b>44600 · Direct Public Support</b>	250.00
<b>45000 · Investments</b>	213.64

**Total Income**

33,106.80

**Gross Profit**

33,106.80

**Expense**

<b>60900 · Business Expenses</b>	1,605.01
<b>61000 · Operations</b>	1,576.63
<b>62100 · Contract Services</b>	8,250.00
<b>63000 · Marketing &amp; Promo Related Exp</b>	328.60
<b>64000 · ICA Conference</b>	5,133.30
<b>68300 · ICA LDI and related expenses</b>	3,387.57
<b>68400 · Leadership Conferences</b>	1,819.75
<b>68500 · Food and Travel, other</b>	448.46

**Total Expense**

22,549.32

**Net Income**

10,557.48



ICA Council of Leaders Report

Office/Committee: Executive Director

Date: January 2013

Officer/Committee Chair: Sue Holmes

Type of Committee Report:

- Report for Board Meeting
- Recommending Board Action
- Recommending Policy Change

Brief Statement of Issues and/or Report of Activities and how your work relates to the strategic plan (Please refer to the Leadership Guide Appendix B and C for the Strategic Plan and Action Plan):

- Answered telephone calls, emails and faxes
- Processed mail
- Processed membership
- Maintained listserv
- Made bank deposits
- Processed pay pal
- Answered questions about conference via phone and email
- Secured contract with Trinity Pines for LDI 2013
- Processed conference registrations
- Worked with Web Impakt to improve website, conference registration and membership renewals.
- Secured contract for ICA 2014 conference in Boise

Please check which section of the action plan your work was tied to:

- Programs & Services
- Personnel
- Policies & Procedures
- Planning & Evaluation
- Physical Plant & Other Resources
- Public Relations & Communications

Recommendations for Board Action, If any (State in the Form of a Motion(s) to Be Acted Upon by the Full Board):

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ICA Council of Leaders Report

Office/Committee: Graduate Student Committee

Date: 24 Jan 2013

Officer/Committee Chair: Brian Smith, Committee Chair

Type of Committee Report:

- Report for Board Meeting
- Recommending Board Action
- Recommending Policy Change

Brief Statement of Issues and/or Report of Activities and how your work relates to the strategic plan (Please refer to the Leadership Guide Appendix B and C for the Strategic Plan and Action Plan):

Discuss level of success regarding graduate student events: what worked, and what did not

Propose recommendations for increased graduate student involvement, e.g. mentorship program; consolidated internship site list; online discussion forum

Discuss ways to facilitate more efficient communication

Please check which section of the action plan your work was tied to:

- Programs & Services
- Personnel
- Policies & Procedures
- Planning & Evaluation
- Physical Plant & Other Resources
- Public Relations & Communications

Recommendations for Board Action, If any (State in the Form of a Motion(s) to Be Acted Upon by the Full Board):

Please submit to the Executive Director at [idahocounseling@gmail.com](mailto:idahocounseling@gmail.com)

ICA Council of Leaders Report

Office/Committee: HR Chair Date: 01-21-13

Officer/Committee Chair: Aida Hutz

Type of Committee Report:

- Report for Board Meeting
- Recommending Board Action
- Recommending Policy Change

Brief Statement of Issues and/or Report of Activities and how your work relates to the strategic plan (Please refer to the Leadership Guide Appendix B and C for the Strategic Plan and Action Plan):

HRC along with Ashley selected SOLE to honor during empty plate ceremony at conference Luncheon. Also, HRC will be partnering up with BSU CSJ to debrief for Tunnel of Oppression in April.

Please check which section of the action plan your work was tied to:

- Programs & Services
- Personnel
- Policies & Procedures
- Planning & Evaluation
- Physical Plant & Other Resources
- Public Relations & Communications

Recommendations for Board Action, If any (State in the Form of a Motion(s) to Be Acted Upon by the Full Board):

n/a

Please submit to the Executive Director at [sueholmes@idahocounseling.org](mailto:sueholmes@idahocounseling.org)

ICA Council of Leaders Report

Office/Committee: IACES  
Officer/Committee Chair: Liz Horn  
Type of Committee Report:

Date: 1/24/13

- Report for Board Meeting
- Recommending Board Action
- Recommending Policy Change

Brief Statement of Issues and/or Report of Activities.

Don't have much to report. Will give an overview of the poster presentations, etc, if you want me to.

Recommendations for Board Action, If any (State in the Form of a Motion(s) to Be Acted Upon by the Full Board):

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Please submit to the Executive Director before the Council of Leaders Meeting.

ICA Council of Leaders Report

Office/Committee:  
2013

Date: January 11,

Officer/Committee Chair: Past President, Diana Pals  
Type of Committee Report: Nominations and Elections

Report for Board Meeting -Brief Statement of Activities

Past President is responsible for Nominations and Elections. In March 2012 we elected a president-elect (Kendal Tucker) and Treasurer,(Chandra Salisbury). We had 2 candidates for each position.

Congratulations to Kendal and Chandra!

We now need to elect a Secretary and new President Elect in 2013. I'd like to ask that each division consider nominating someone for these positions from your division. Presidents of each division, please email me ([dianapals@hotmail.com](mailto:dianapals@hotmail.com)) with your nominations (name and email) and we will get a form to your candidate. We will also call for nominations at the conference annual meeting.

I'd like to also give a very sincere thanks to Kendal Tucker and Heather Tustison for sharing the leadership this year after an unexpected resignation of Pres. Elect last spring. These 2 women have stepped up to the plate to take on responsibilities in the loss of our Pres. Elect. Thank you Heather and Kendal!! Great job!

- Recommending Board Action None
- Recommending Policy Change None

Recommendations for Board Action, If any (State in the Form of a Motion(s) to Be Acted Upon by the Full Board):

Please submit to the Executive Director before the Council of Leaders Meeting.

ICA Council of Leaders Report

Office/Committee: ICDA

Date: January 21, 2013

Officer/Committee Chair: L. Kay Webb

Type of Committee Report:

- Report for Board Meeting
- Recommending Board Action
- Recommending Policy Change

Brief Statement of Issues and/or Report of Activities and how your work relates to the strategic plan (Please refer to the Leadership Guide Appendix B and C for the Strategic Plan and Action Plan):

- We have set a date, location, and keynote speaker for ICDA Annual Conference
  - o April 12: Best Western Vista, Boise, ID
  - o **Keynote Speaker will be Gail Laferriere**, 2013 Counselor of the Year
- Continuing to promote ICDA and expand membership
- Continuing to solicit applications for Career Grant - **Inspiring Hope, Creativity, & Legacy**
  - o Deadline: February 11
  - o Applicants can get more info at [www.idahocda.org](http://www.idahocda.org) or on our facebook page...
- Seeking nominations for new Treasurer...current treasurer has accepted a new job out of state and will be moving the first of February.

Please check which section of the action plan your work was tied to:

- Programs & Services
- Personnel
- Policies & Procedures
- Planning & Evaluation
- Physical Plant & Other Resources
- Public Relations & Communications

Recommendations for Board Action, If any (State in the Form of a Motion(s) to Be Acted Upon by the Full Board):

.None

Please submit to the Executive Director at [idahocounseling@gmail.com](mailto:idahocounseling@gmail.com)

ICA Council of Leaders Report

Office/Committee: **IMHCA**

Date: **01/24/2013**

Officer/Committee Chair: **IMHCA President**

Type of Committee Report:

**Report for Board Meeting**

Recommending Board Action

Recommending Policy Change

Brief Statement of Issues and/or Report of Activities and how your work relates to the strategic plan (Please refer to the Leadership Guide Appendix B and C for the Strategic Plan and Action Plan):

- ***IMHCA plans to use ICA's website for online membership registration. It was decided that ICA will look into a separate page on their website for IMHCA registration. Until then, IMHCA will manually key in new members using the ICA database.***
- ***Megan Michalak will replace Kristen Lister as IMHCA's distinguished speaker at the ICA conference. Megan will be speaking on Creativity in Supervision. A flyer was created to be included as a stuffer for all conference attendees.***
- ***Kristen Lister is coordinating with AMHCA to offer a webinar for all IMHCA members.***
- ***New IMHCA board members:***
  - ***Belinda Dalrymple – Public Awareness***
  - ***Kevin Lindley – Publications***
  - ***Melanie Person – Ethics***
  - ***Pamela Wells – Student Representative***
- ***Annual membership survey has been created and will go out soon.***
- ***Megan is currently working on confirming the dates for our Spring Ethics. This year's topic is multicultural competence.***
- ***Brieann Emfield is currently working on the details of IMHCA's Wellness Conference in 2013.***

Please check which section of the action plan your work was tied to:

Programs & Services

Personnel

Policies & Procedures

Planning & Evaluation

Physical Plant & Other Resources

Public Relations & Communications

Recommendations for Board Action, If any (State in the Form of a Motion(s) to Be Acted Upon by the Full Board):

Please submit to the Executive Director at [idahocounseling@gmail.com](mailto:idahocounseling@gmail.com)



ICA Council of Leaders Report

Office/Committee: ISCA

Date: 1/21/13

Officer/Committee Chair: John Ruprecht

Type of Committee Report:

- Report for Board Meeting
- Recommending Board Action
- Recommending Policy Change

Brief Statement of Issues and/or Report of Activities and how your work relates to the strategic plan (Please refer to the Leadership Guide Appendix B and C for the Strategic Plan and Action Plan):

- Fall Conference 2013 planning in progress - Conference chair, keynote speakers and theme already selected. Discussion in place with Riverside Hotel (Boise) to host conference.
- Bi-monthly conference call with ISCA board (December, February, April)
- ICA President's Conference Calls
- School Counseling Week, Feb. 4<sup>th</sup> - 8<sup>th</sup>. Ideas of promotion sent to counselors and also all superintendents statewide. Gov. Otter to sign proclamation for Idaho School Counseling Week.
- Spring one-day conferences being planned in Idaho Falls, Lewiston and possibly Boise.
- Winter Newsletter sent out in January and received strong response
- ISCA currently providing information to lawmakers for possible legislation mandating lower counselor:student ratios in Idaho.

Please check which section of the action plan your work was tied to:

- Programs & Services
- Personnel
- Policies & Procedures
- Planning & Evaluation
- Physical Plant & Other Resources
- Public Relations & Communications

Recommendations for Board Action, If any (State in the Form of a Motion(s) to Be Acted Upon by the Full Board):

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Please submit to the Executive Director at [idahocounseling@gmail.com](mailto:idahocounseling@gmail.com)

ICA Council of Leaders Report

Office/Committee: Membership

Date: January 2013

Officer/Committee Chair: Hannah Hamilton

Type of Committee Report:

- Report for Board Meeting
- Recommending Board Action
- Recommending Policy Change

Brief Statement of Issues and/or Report of Activities and how your work relates to the strategic plan (Please refer to the Leadership Guide Appendix B and C for the Strategic Plan and Action Plan):

As part of the membership drive, the last three licensure boards we have sent postcards to newly licensed, offering them free membership for a year. Since July, we have had 42 people use this offer. We sent Of those, three have signed up for the conference. Below is a breakdown of costs and how many were sent:

June, \$48.73, total sent were 36  
August, \$39.92, total 98  
November, \$45.92, total 39

Please check which section of the action plan your work was tied to:

- Programs & Services
- Personnel
- Policies & Procedures
- Planning & Evaluation
- Physical Plant & Other Resources
- Public Relations & Communications

Recommendations for Board Action, If any (State in the Form of a Motion(s) to Be Acted Upon by the Full Board):

I motion to continue this promotion for the next two IBOL board meetings, to include months February and May.

Please submit to the Executive Director at [idahocounseling@gmail.com](mailto:idahocounseling@gmail.com)

ICA Council of Leaders Report

Office/Committee:  
2013

Date: January 11,

Officer/Committee Chair: Past President, Diana Pals  
Type of Committee Report: Nominations and Elections

Report for Board Meeting -Brief Statement of Activities

Past President is responsible for Nominations and Elections. In March 2012 we elected a president-elect (Kendal Tucker) and Treasurer,(Chandra Salisbury). We had 2 candidates for each position.

Congratulations to Kendal and Chandra!

We now need to elect a Secretary and new President Elect in 2013. I'd like to ask that each division consider nominating someone for these positions from your division. Presidents of each division, please email me ([dianapals@hotmail.com](mailto:dianapals@hotmail.com)) with your nominations (name and email) and we will get a form to your candidate. We will also call for nominations at the conference annual meeting.

I'd like to also give a very sincere thanks to Kendal Tucker and Heather Tustison for sharing the leadership this year after an unexpected resignation of Pres. Elect last spring. These 2 women have stepped up to the plate to take on responsibilities in the loss of our Pres. Elect. Thank you Heather and Kendal!! Great job!

- Recommending Board Action None
- Recommending Policy Change None

Recommendations for Board Action, If any (State in the Form of a Motion(s) to Be Acted Upon by the Full Board):

Please submit to the Executive Director before the Council of Leaders Meeting.

ICA Council of Leaders Report

Office/Committee: Public Policy

Date: 1-16-13

Officer/Committee Chair: Amy Jones

Type of Committee Report:

- Report for Board Meeting
- Recommending Board Action
- Recommending Policy Change

Brief Statement of Issues and/or Report of Activities and how your work relates to the strategic plan (Please refer to the Leadership Guide Appendix B and C for the Strategic Plan and Action Plan):

The committee sent letters to Idaho state representatives (Congressmen and Senators) regarding the VA's stance on hiring LPCs, specifically the continual underrepresentation of counseling professionals being hired in VA facilities. We have received two thoughtful responses thus far. The PPL committee is in the process of setting up meetings with these representatives about this and other PPL issues. In addition, members of the committee have attended IBOL and the substance abuse licensing meetings.

Please check which section of the action plan your work was tied to:

- Programs & Services
- Personnel
- Policies & Procedures
- Planning & Evaluation
- Physical Plant & Other Resources
- Public Relations & Communications

Recommendations for Board Action, If any (State in the Form of a Motion(s) to Be Acted Upon by the Full Board):

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Please submit to the Executive Director at [idahocounseling@gmail.com](mailto:idahocounseling@gmail.com)

ICA Council of Leaders Report

Office/Committee: President-elect Kendal M. Tucker

Date: January 24, 2013

Officer/Committee Chair:

Type of Committee Report:

- Report for Board Meeting
- Recommending Board Action
- Recommending Policy Change

Brief Statement of Issues and/or Report of Activities and how your work relates to the strategic plan (Please refer to the Leadership Guide Appendix B and C for the Strategic Plan and Action Plan):

- Attended North Idaho "meet and greet" with Heather - goal was to build relationships and provide support/encouragement/networking with area counselors; develop interest for membership and conference attendance
- Participated in conference committee meetings/planning
- Assisted Heather (President) in various aspects concerning ICA and its divisions
- Co-planned and co-lead LDI
- Currently planning agenda/vision/purpose for 2014 LDI
- Created theme/title and secured keynotes for 2014 conference

Please check which section of the action plan your work was tied to:

- Programs & Services
- Personnel
- Policies & Procedures
- Planning & Evaluation
- Physical Plant & Other Resources
- Public Relations & Communications

Recommendations for Board Action, If any (State in the Form of a Motion(s) to Be Acted Upon by the Full Board):

None at this time

Please submit to the Executive Director at [idahocounseling@gmail.com](mailto:idahocounseling@gmail.com)





**COUNCIL OF LEADERS REPORT**

Office/Committee: **ICA President**  
Date: **January 24, 2013**  
Officer/Committee Chair: **Heather Tustison**

**Type of Committee Report:**

- Report for Board Meeting
- Recommending Board Action
- Recommending Policy Change

**Report of Activities:**

- **Elected ACA Western Region Chair-Elect – starting July 1**
- **Attendance at ACA LDI in July – Heather Tustison, Sue Holmes, Kendal Tucker and Chandra Salisbury**
- **One Board meeting held since June LDI**
- **Monthly President’s Conference Call Meetings – 2<sup>nd</sup> Monday of the month AND Council of Leaders Meetings**
  - **2012-2013 CALENDAR**
    - *July 9*
    - *August 13*
    - *September 10*
    - *\*October 8 – COL Conference Call*
    - *November 12*
    - *December 10*
    - *\*January 24 – At ICA Conference in Coeur d’Alene*
    - *February 11*
    - *March 11*
    - *\*April 8 – COL Conference Call*
    - *May 13*
    - *June 13 – at LDI in Boise*
- **Strategic Initiative Updates**
  - Goal: Explore startup of ICA Foundation or Endowment Fund
  - Activity: Appoint a Development Committee of past ICA Officers to begin process. Consult with ACA and recommend feasibility to Board.
  - Progress: Consult with ACA begun. Development Committee recruitment in progress.
  - Deadline: Extended - June 2013 Board Meeting
  - Responsible: Development Committee Members *to be appointed*, Heather Tustison and Kendal Tucker
  
  - Goal: Host an event for Legislators and use Political Liaison
  - Activity: PP & L committee will study Matt’s plan and take action as possible.
  - Deadline: Extended – Spring 2013
  - Progress: One-sheet developed. Three initiatives identified. Meetings with legislators being set. Letters to representatives sent and response received. Meet and greet event in progress.
  - Responsible: Amy Jones, Matthew Geske and Heather Tustison

Goal: Strengthen ICA through Re-engineered Governance and Organization  
Activity: Development of a Policy and Procedure Manual  
Deadline: Extended to June 2013 Board Meeting  
Progress: Edits under way. Preliminary copy available for review.  
Responsible: Larry Lutz and Heather Tustison

Goal: Improve Member Services and Satisfaction  
Provide Need Based Educational Services Balanced in Practice and Academia  
Activity: Formulate a needs assessment, survey all ICA members, report conclusions to Council of Leaders, and apply findings to conference programming  
Deadline: October 2011– *extend to October 2012 Board Meeting*  
Progress: Purchase of annual membership to Survey Monkey for online membership survey. ICA 2013, 2014 Conference lineup. Membership drive in progress. Promotion for new licensees sent.  
Responsible: Hannah Hamilton and Heather Tustison

Goal: Advocating for the Profession and Visibility of the Organization  
Activity: Attendance at all IBOL meetings and Behavioral Health Interagency Cooperative and application to any other committee significant to the counseling profession brought to ICA attention  
Deadline: 2012-2013 Calendar set

Progress: Attendance at:

- IBOL meetings
- BHIC meetings
- Substance Abuse Workgoup meetings
- Development of Onesheet
- IDAMFC Family Day Picnic
- IMHCA Symposium and Presented
- SPAN Idaho meetings and Golf Tournament
- Family Recovery Day attendance
- Exhibitor at Health, Beauty and Fitness Fair
- ICDA Career Development Month Proclamation Signing

Responsible: Heather Tustison, Amy Jones, Matthew Geske, Executive Committee

- **2013 ICA Conference – January 23-26 – The Resort at Coeur d’Alene**
- **Consultation with President-Elect for 2012-2013 appointments**
  - **IBOL Position open**
- **Assistance with implementation of new website**
- **Attendance at Division Conferences/Workshops**
- **Attendance at Committee Events**

Please check which section of the action plan your work was tied to:

- Programs & Services
- Personnel
- Policies & Procedures
- Planning & Evaluation
- Physical Plant & Other Resources

Public Relations & Communications

**Recommendations for Board Action:**

- Appointment of a Development Committee
- Appointment of a Policies and Procedures Manual Committee
- 2012-2013 COL Meeting Calendar set
- 2012-2013 President's Conference Calls set

**Recommendations for Policy Change:**

**ICA Council of Leaders Report**

Office/Committee: **Professional Preparation and Standards** Date:1/15/13

Officer/Committee Chair: **Michael Pitts**

Type of Committee Report:

- Report for Board Meeting
- Recommending Board Action
- Recommending Policy Change

Brief Statement of Issues and/or Report of Activities and how your work relates to the strategic plan (Please refer to the Leadership Guide Appendix B and C for the Strategic Plan and Action Plan):

1. Reviewed the Pre-Conference and Conference CEU Forms prepared by Heather Tustison.
2. Still waiting on list of CEU participants from ISCA.

Please check which section of the action plan your work was tied to:

- Programs & Services
- Personnel
- Policies & Procedures
- Planning & Evaluation
- Physical Plant & Other Resources
- Public Relations & Communications

Recommendations for Board Action, If any (State in the Form of a Motion(s) to Be Acted Upon by the Full Board):

Please submit to the Executive Director at [idahocounseling@gmail.com](mailto:idahocounseling@gmail.com)

ICA Council of Leaders Report

Office/Committee: **Treasurer**

Date: **Jan 18, 2013**

Officer/Committee Chair: **Chandra Salisbury**

Type of Committee Report:

- Report for Board Meeting
- Recommending Board Action
- Recommending Policy Change

Brief Statement of Issues and/or Report of Activities and how your work relates to the strategic plan (Please refer to the Leadership Guide Appendix B and C for the Strategic Plan and Action Plan):

In the past 6+ months my goal has been to close last year's books, file our 2011-12 year end taxes and then update our accounting to Quickbooks. These three tasks have been accomplished. In the past the books were kept on paper and on spreadsheets. This served our needs, but made it difficult to run reports and to complete any year-to-year comparisons. By next year we will be able to quickly compare spending and receipts. This will help us to forecast, budget and set goals.

We are also in the process of switching from using debit cards and the checkbook to credit cards and the checkbook. This was on the advice of ACA. This adds an additional layer of security.

Attached you will find a spreadsheet showing our bank balance as well as our profit and loss statement for this fiscal year to date.

Please check which section of the action plan your work was tied to:

- Programs & Services
- Personnel
- Policies & Procedures
- Planning & Evaluation
- Physical Plant & Other Resources

\_\_\_ Public Relations & Communications

Recommendations for Board Action, If any (State in the Form of a Motion(s) to Be Acted Upon by the Full Board):

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Please submit to the Executive Director at [idahocounseling@gmail.com](mailto:idahocounseling@gmail.com)