



Thursday June 14th  
7pm-9pm

Idaho State University  
1311 East Central Drive  
Meridian, ID 83642  
Room 507

You may call in to the meeting using our conference call number

1-641-715-3300  
access code is 645254#

#### COUNCIL OF LEADERS MEETING MINUTES

---

1. Call to Order and Roll Call - @7:10  
\*highlighted names indicates presence at meeting.

Executive Director- Sue Holmes

#### **Voting Members**

President- Tessa Price

President-Elect- Brian Smith

Past President- Jennifer Gess (beginning at 8:09)

Secretary- Raissa Miller

Treasurer- Lucas Hooker

Graduate Student Representative- Anne Siron

Division Presidents and/or Representatives

IACES – Dusty Destler and Laura Gallo (until 8:00)

IALGBTIC – Jen Moore

ICDA- Lance Kaldor

IASERVIC- Heather Tustison

IDAMFC- Alyssa Peters

IMHCA- Michelle Hopkins

ISCA- Charles Diemart

**Non-voting Members** (Committee Chairs)

Conference- Anne Siron

Awards- Jen Gess

Finance- Luke Hooker

Membership- Sarah Baquet

Media- Candice Elison

Human Rights- Cathi Jarvis

Nominations and Elections- Jen Gess

Professional Standards – William Lane

Bylaws- Brian Smith

Strategic Planning- Jehan Hill

Public Policy & Legislation- Lori Lodge

Leadership Development- Matt Niece

Other Members Present

Shawn Parmanand

Stefanie Corbette

1. Adoption of Agenda
  - Agenda reviewed; no questions. Agenda adopted.
2. Approve minutes from last board meeting
  - Minutes approved as drafted.
3. Treasurer's Report
  - Luke was not at the meeting. Tessa asked members to read through the Treasurer's report sent via e-mail.
4. Executive Director's Report
  - Sue said she talked to a lawyer about articles of incorporation, but the lawyer is now on vacation. He will be back on Monday and she will talk to him.
  - Sue noted that division bylaws are coming in – she has all division bylaws except one and that division has communicated that they are working on it.
5. President's Report
  - Tessa reviewed the appointment of the current president-elect. She noted that the executive council did an internal straw ballot for voting. Brian was appointed. She stated that the election closed yesterday and Jen will notify the COL of the results.
6. President Elect's Report
  - Brian said he has the LDI packet complete and that as of today, everything is on track for LDI. Brian shared that the strategic initiatives are in the packet. He said he has a personal vision related to suicide prevention. He further noted that he wants a solution focused administration. Tessa expressed appreciation for his work.

## 7. Division President's Reports

- a. IACES (Dusty Destler)- Dusty introduced Laura Gallo as incoming President for the division. He said they are working on creating new media – logo, marketing materials for tabling and trainings. He said they are working with other people in the community to see what supervision-related trainings are needed/ outreach.
- b. IALGBTIC (Jen Moore)- Jen shared that the election process is over. The incoming President will be Christian Chan (taking over July 1<sup>st</sup>). She noted they are hoping to bring in a speaker on August 4<sup>th</sup> – more information to come.
- c. ICDA (Lance Kaldor)- No one present at the meeting.
- d. IDAMFC (Alyssa Peters)- Alyssa shared they are looking into getting a new President-Elect. Alyssa will serve a second term next year and is still looking for Secretary and Treasurer positions.
- e. IDASERVIC (Heather Tustison)- Heather shared about their recent retreat. She noted they are now in the planning process for spring and fall workshops for the next two years. Cottonwood confirmed for the next two years. Looking into getting distinguished speakers. Heather introduced Stefanie (President-Elect, Elect).
- f. IMHCA (Michelle Hopkins)- Michelle reported they have a full board except for a PP&L chair. She noted they have their strategic planning retreat in September. President and President-Elect going to IMHCA in August.
- g. ISCA (Charles Diemart)- Charles reported that a new model was adopted for school counselors (State Board of Education). They are working on an initiative – Keeping Idaho Students Safe. Charles reported they have two openings (VP in Eastern Region and Treasurer). He said they now have two VPs in the Treasure Valley area. He shared that Josh Lane was able to get RAMP – one of three schools in the nation for Jr Highs. They are sending three people to the national conference in LA in a couple weeks. Planning an ISCA LDI. Add a historian to the board.

## 8. Officer & Committee Reports

- a. Awards Chair (*Jen Gess*)
- b. Bylaws Chair (*Brian Smith*) – Ready to adopt policies and procedures. Will vote on today. Dean Allen agreed to be the bylaws chair in the coming year. Articles of Incorporation causes some problems in conflict with the bylaws – have a work around for now, but wants it changed/fixed for the long term. Good for Sue to manage articles of incorporation.
- c. Conference Chair (*Anne Siron/ Michelle Hopkins*)- No update from last year's conference. \$8600 in sponsorships; 78 registrants – links are live and ready to go. Basic outline of the schedule is up and ready to go. Key notes secured.
- d. Finance Chair (*Luke Hooker/ Shawn*)- Meeting together at LDI tomorrow.
- e. Graduate Student's Chair (*Anne Siron*)- Met with incoming person (*Megan Brewer*).
- f. Human Rights Chair (*Cathi Jarvis*)

- g. Leadership Development Chair (*Matt Niece*)
- h. Media Chair (*Candice Elison*)
- i. Membership Chair (*Sarah Baquet*)
- j. Strategic Planning Chair (*Jehan Hill*)
- k. Nominations & Elections Chair (*Jen Gess*)
- l. **Public Policy and Legislation Chair (*Lori Lodge*)**- Continuing as PP&L chair in the coming year. February 20<sup>th</sup> – PP&L Legislative Day. Julie will be helping on the committee. Charles asked about holding an advocacy training prior to the luncheon. Lori said she can plan that type of event again. Jen asked about her coming for the conference in November. Need to look at the NBCC requirements to see if someone who is not a licensed counselor could present. Sue shared her experience managing the NBCC CE process.
- m. Professional Standards – (*William Lane*)

## 9. Old Business

- a. Move of Conference to Boise for 5 years. Assess annually. (Assessed at January 2018 meeting)
  - Not addressed.
- b. Review survey results from Membership and Strategic Planning chairs
  - Tessa read through survey slides. Noted that legislative work was low, would be helpful to get more information out to ICA members. Multicultural and LGBTQ competence came up high on learning. The survey was in COL emails sent out last month.

## 10. New Business

- a. Recommendations for Board Action
  - i. Budget for 2018-2019 year. Charles moved to approve 2018-2019 fiscal budget. Lori seconded. Brian highlighted a couple aspects of the budget—an added line item for discretionary funds (\$1000.00) to cover unexpected expenses and added money to PP&L account (as its own line item). Otherwise, no major changes. Motion carried unanimously.
  - ii. Tabled motion from last meeting: Lucas motioned that whatever percentage \$20,000 is to the total operating costs, ISCA would get that percentage in profit share or loss. This motion will supersede past motions for equal profit sharing for this year only. Raissa seconded.
    - 1. Discussion: Charles noted the ISCA executive board is in agreement with this motion. Motion carried unanimously.
  - iii. Motion: Brian moved to adopt the May 11<sup>th</sup> version of the Policies and Procedures Manual generated by the Bylaws Committee, and to indicate the date of this meeting in the introduction. Dusty seconded.
    - 1. Discussion: Brian reviewed the policy and procedures policy process over the last year. He noted that ICA has not adopted a policies and procedures manual in the past. He said it is intended to be an evolving document within an evolving

organization. He stated it can be revised very easily, versus the bylaws (has to have ACA approval). He used the most recent ACA policies and procedures manual and revised from that point, with leadership feedback. He shared that it is the most expansive document we have, also, the easiest to revise. Brian thanked everyone who contributed to the process. He shared that they considered motions from the last three presidential terms (8 years). People in key positions were intended to write their own sections. Although the process started in July of last year, the real work began in January of this year. January 29<sup>th</sup> draft was sent out with instructions on process – email recommendations back to Brian in order to avoid too much confusion in revising (especially considering how many people were involved). Kept a record of correspondence.

2. Sue expressed appreciation for Brian and other people's work on the policies and procedures manual. Sue noted she read every word and detail and noted that she is finding too many errors in the current document to adopt as is. She said the document refers to things we do not have (e.g., management services agreement). She also noted particular issues with the treasurer's description (e.g., late charges for things, travel advances, travel accident insurance). Sue noted in her own job description that there is nothing about the listserv. She summarized that there are too many inconsistencies – wants it to be a usable document and doesn't feel like it is right now.
3. Stefanie asked about where the document is being kept. Brian said there were three versions that went out - on May 11<sup>th</sup> the submission draft was sent out to COL. Got revisions last week (which missed the May deadline) – revisions could be made into a motion and considered by the committee.
4. Tessa clarified which version we are voting on – see May 11<sup>th</sup> email. Stefanie asked for clarification on which one Sue was referencing. Brian noted that Sue was likely working off a document that was not complete. Sue said she doesn't think she is looking at the old one – she confirmed. Brian searched for information on the listserv policy and group discussed. Brian reiterated we can just make a motion and review. Sue said that a lot of the items need to be discussed, not just changed. Brian noted that divisions and committee chairs had a lot of time to look at the document and does not think that those who haven't already looked at it, won't. If something comes up that needs to be changed, it will be easy to do. He expressed concern that if we don't adopt it, the document will never get completed. He reiterated that it is a guideline, not a fully binding document. He stated that there is no good reason to vote against it.

5. Heather asked to clarify a few things before we vote. She pointed out a number of errors or missing information in the document. She said she believes these issues are important to address before approval because, especially the financial matters.
6. Tessa noted we could do those motions tonight if time allows. She stated that passing the policies and procedures manual now would allow there to be a framework to vote on.
7. Stefanie asked about it being on a Google Drive. Brian noted it will go on website. Secretary will act as historian to maintain version and evolving nature of document.
8. Heather said bylaws need to be changed to have a President-Elect-Elect, if we want to have the position be an elected/ voting member.

Motioned carried unanimously. Policies and procedures manual from May 11<sup>th</sup> is adopted.

- iv. Motion: Brian moved to remove “and the Idaho Counseling Association Foundation” (page 22), and removal of strikethrough over and capitalization of “Standards of Practice” (page 24) adopted on June 14<sup>th</sup>. Heather seconded.
  1. Discussion: The mention of ICA Foundation was mistakenly left in the submission draft, and does not apply to this association. “Standards of Practice was proposed for removal because its capitalization indicates another document ICA does not have; standard of practice in a general sense should be included in the Oath.
  2. Motion carried unanimously.

b. Recommendations for Policy Change

- i. Adopt a Policy and Procedure manual to allow for future policy change.
- ii. Heather moved that the bylaws committee review the IDASERVIC and Executive Director revision recommendations document of the June 14<sup>th</sup> version and brings the new policies and procedures manual with recommended changes to the next board meeting for approval. Jen Moore seconded.
  1. Brian noted that he will talk to Dean. He said what will probably happen is typos will be fixed in phase one. Some of the recommendations may need further discussion – those items can be addressed with the relevant people (if it is COL, that is fine) before changing. Likely a multi-phase process. Brian noted he can fix typos in the next couple weeks and then will pass it along to Dean to establish his process for changes. Heather said she thinks she is on the same page with Brian –

some items can be fixed easily, others need discussion. Those items for discussion could be brought before the board for discussion. And can then go back to the bylaws committee for revisions.

2. Motion carried unanimously.

11. Adjourn- Meeting adjourned at 8:36