



"A Branch of the American Counseling Association"

**KANSAS COUNSELING ASSOCIATION
KCA Board Meeting Minutes
November 3, 2004**

President, Gary Price, called the KCA Board Meeting to order at 7:00 p.m. on November 3, 2004. Roll call was taken with all of the executive board members present except the following: Victoria Kandt, Carla Hattan, Lyndel Adams, Ruth Hitchcock, Ryan Ruda

The consent agenda and the minutes for the July 23, 2004, were approved. (Susan and Pat)

The minutes for the meeting on April 2, 2004, were approved with the addition of the policies and procedures section from Old Business. (Nikki, Roseanne)

A team building activity was led by Paul Kyle to illustrate to members a greater understanding of the importance of building communication and trust in relationships and affirming diversity. He tied this insight to KCA working together with decisive, detailed information, depending on one another, learning from mistakes and utilizing our environment.

NEW BUSINESS:

- ◆ Gary proposed "Save Our Students" committee to systematically gather first hand reports as part of testimony regarding the number of vacancies in schools and positions filled by persons unqualified to be school counselors and that are hired to perform counseling functions. Gary asked Elaine Ptacek to chair the committee. Jim Rodman, Pat Walker and Lori Mitchell also volunteered to serve on the committee.
- ◆ Gary commended the work of Rick Gibson on the new recruitment brochures.
- ◆ December 15 is the newsletter deadline.
- ◆ Gary will e-mail audit report to executive board members.
- ◆ A motion passed eliminating membership cards as an unnecessary expense. (Cathie/Lori)
- ◆ A motion passed allowing Rick to offer an Ethics for School Counselors course online. One hour credit for \$110 through Friends University with an official transcript to reflect 15 CEU credits.

Any charges for enrolling in the course will go directly to KCA. If the course is taken for CEU credit only the fee would be \$90 for non-members, \$50 for KCA members and \$25 for KSCA members (Pat N. /Judy Sasser)

- ◆ Shared resources with ACA Harold Hula proposed for consideration partnering with ACA in special projects. Some of the possibilities might include:
 - Marketing national and state convention fees at a reduced cost if attending both
 - Sharing expenses for speakers for professional development
 - Offering a combined membership package with discounts for the first year or two to new members

Gary will contact Richard Yap to explore a cooperative relationship. Pat Neufeld expressed reservations regarding such a partnership with ACA.

- ◆ Gary asked for volunteers to come up with a proposal for the Executive Council to consider a revision of assignments and responsibilities for KCA leadership from a current four year commitment to three years. Rick Gibson, Al Uric, and Cathie Hay volunteered, Carol Dellinger will chair the committee.

KCA Convention:

- ◆ President-elect, Roseanne Haberman, distributed flyers for the KCA Convention.
 - She proposed a change in the schedule to move the awards banquet to Thursday's luncheon.
 - Friday's business meeting will start at 7:30.
 - No break-out sessions are scheduled for Friday afternoon.
 - ACA president will speak and present at a break-out session.
 - Roseanne has invited Governor Sebelius to attend.
 - Deb Woodard spoke to allowing adequate time for region and division awards
 - Roseanne needs information regarding pre-convention Ethics workshop
 - Roseanne has asked Ruth Hitchcock, KACES president, for that information.
- ◆ KCA had to write a contract with Rachel Simmons to offer her workshop at a Topeka school and be open to the public in addition to her speaker's fee for the KCA convention.
- ◆ Judy Sasser and Sherry Almquist offered to do a one hour pre-conference session on girls transitioning as a precursor to their social world.
- ◆ Roseanne asked for presidents of regions and committee chairs to contact her regarding need for meeting rooms by December 1, 2004.
- ◆ President's reception will be in Gary Price's suite.
- ◆ Roseanne asked if we want to have a new member reception.
- ◆ Discussion centered on identifying current and new members with different colored ribbons attached to name badges and to have current members make a concerted effort to meet and become acquainted with new members at the President's reception.
- ◆ Gary asked for invitations to be extended to area administrators to speak and present at a break out session.
- ◆ In reviewing By-laws, Gary stated that special invited guests do not pay registration fees.

- ◆ Roseanne suggested an offer of a one day fee of \$55 and a two day fee of \$75 to retired KCA members and to reserve a special table at Thursday's luncheon.
- ◆ Roseanne stated the need for silent auction items. Last year's auction raised \$1,000.
- ◆ Elaine P. suggested that each KCA board member host a table rather than sitting together.
- ◆ She also suggested that each KCA board member bring one or two new members and introduce them.
- ◆ Susie Jelinek volunteered to replace the display board and table cover for use at state conventions. The cost is not to exceed \$250. The payment will come out of the media budget.

REPORTS:

Treasurer's Report (Pat Walker): As of 10/31/04

- ◆ US Bank (Regular Acct.) \$10,107.04
- ◆ US Bank Legal Defense \$ 1,263.01
- ◆ 1st National (Convention fund) \$ 9,963.09
- ◆ 1st National CD \$13,980.13

Pat also announced that there are outstanding checks that have not been cashed since written in April, 2004. The bank has a sixty day limit on cashing checks so these checks would not be honored. There would be additional expenses if KCA were to write new checks. A motion was made to accept the treasurer's report and not write new checks to those divisions and regions who had not cashed their checks. (Pat, Judy). Motion carried.

Executive Secretary: (Rick Gibson)

- ◆ Revised membership forms are printed as we need them so there will no longer be excess forms
- ◆ Phased out membership cards
- ◆ Will recruit exhibitors
- ◆ Has not seen recruiting numbers on membership applications. If members have forgotten their recruiting numbers, Gary Price may be contacted for that information.
- ◆ Consideration of an offer for all counselors to take the Ethics workshop on line. Gary and Rick proposed that KSCA members not be charged to take the class.
- ◆ Did not print lists for regions and divisions. Rick asked that those presidents e-mail him with any information desired such as e-mail address, phone numbers, lists of active and inactive members. Rick will e-mail those lists upon request.

Past President: (Nikki Currie)

Mentoring Program

Nikki revised applications to be a mentor and stated that a letter be sent to region presidents to appoint a mentoring coordinator who would match members offering to be mentors with those members desiring a mentor.

Nikki suggested a mentoring circle be held during the KCA convention addressing needs and concerns as well as recruiting mentors.

Region presidents were asked to send her a monthly report and she will include that information on the KCA web page.

Nikki added that an effort be made to include counselors in small schools and graduate students.

Region Reports

No additions

Division Reports

No additions

Committee Reports

Awards (Deb Woodard)

- ◆ will work on changes for the award application forms and address the KCA board with proposals in the future
- ◆ plans to continue Kansas Counselor of the Year Award and Counselor Hall of Fame Award
- ◆ will place applications on KCA web page to be downloaded on individual computers
- ◆ suggested that nominations be sent by e-mail to her
- ◆ challenged region and division presidents to nominate individuals from each region and division to receive an award citing continuing professional development and leadership
- ◆ suggested appointing an awards chair in each region and division to see that numerous individuals be recognized

Bylaws, Policies and Procedures:

Gary called for a motion to suspend the meeting to have a discussion regarding the policies and procedures. (Pat, Lori) Motion carried.

Seven groups of four individuals each reviewed assigned sections and made specific suggestions for the current bylaws. Those ideas were submitted to Nikki. She will collaborate with Gary and e-mail members of changes for review.

History and Traditions (Tonia Hunter) Tonia has membership directories dated from 1968.

Strategic Plan

Motion was made to approve revision of strategic plan (Roseanne, Pat N.) Motion carried.

OLD BUSINESS:

- ◆ A motion passed to accept the Income and Expenses Statement for the 2005 Convention as listed on page 11 of the Board Book. (Roseanne/Brenda).
- ◆ The registration rate has been increased \$10 to adjust for rising costs and expenses.
- ◆ Roseanne will contact the webmaster to place the registration online.
- ◆ A motion carried 8:2 with 1 abstention to send Nikki Currie to a testing workshop in Illinois (Pat/Andrea Shipman)
Illinois has offered in-state member registration cost. Nikki would attend as a participant and then develop a curriculum to present workshops in Kansas for school counselors wanting LPC status and those who want to pass the NCE exam.

KCA Archives:

Tonia and Harold will develop guidelines and standards for regions and division to deal with historical documents.

Respectfully submitted,

Suzie Turner, KCA Secretary