

# **KANSAS COUNSELING ASSOCIATION**

## **KCA Executive Board Meeting Minutes**

November 1, 2006  
Holiday Inn Express, Emporia, KS

### **INTRODUCTION and WELCOME**

President, Rosanne Haberman, called the KCA Board Meeting to order at 6:00 pm on November 1, 2006.

She spoke of the Fall Drive-In conference that occurred on October 20, 2006 in Hays, KS. Elaine Ptacek presented “Play Therapy” at this drive in. Rosanne Haberman encouraged the board to encourage counselors to attend the Winter Drive-In conference in Emporia, KS on February 9, 2007. The cost is \$50.

Rosanne Haberman introduced members who were unable to attend July 28, 2006 meeting. Those members recognized were: Angie Gerdes (Division & Region Support Chair), Nadine Bailey (Membership Chair), Jimna Knapp (SCKCA President), Phil Wurtz (KAADA President), and Al Urich (KCDA President/KCA ACT Representative).

Roll call was taken with all of the executive members present except for the following: Elaine Ptacek, Lyndel Adams, Mick Tener, Chelle Tedrow, Ryan Ruda and Karen Hauser.

### **MEETING PROCEDURES**

Harold Hula provided procedures for orderly and efficient meetings. He provided a handout explaining 6 steps to making a motion.

### **CONSENT AGENDA ITEMS**

#### 1. KCA Board Meeting Minutes:

Minutes for the July 28 Business Meeting were revised in the “Old Business” section (page 3-4) under KCA Website.

Carol Dellinger, Media Committee Chair, requested that the following change be made: “Carol Dellinger is in the process of having Susie Murphy’s name removed from Network Solutions and having her name (Carol) as the contact person.” ADDR is the company KCA rents web space from, while KCA rents the name “KCA.ORG” from Networks Solutions.

Motion to approve the July minutes as corrected passed. (*Jim Flax/Carol Dellinger*)

#### 2. Email Change:

Rosanne Haberman provided a new email change for her:[mghabs@cox.net](mailto:mghabs@cox.net)

### **STRATEGIC PLANNING REVIEW**

Paul Kyle led the board in the following discussions:

1. PHONE CALL RESULTS:

Each member shared results of calling members to get input on KCA.

Many callers found it helpful and found areas to be improved upon within KCA.

It was recommended that the board members need to continue to stay in phone/email contact with the KCA members that were called.

2. THREE AREAS OF FOCUS/RECOMMENDATIONS:

A. Value - Added Strategies: provide different programs for different counseling areas

1. Recommendation: Create a chair, program chair, division team reps, vendor team rep, local arrangement team rep, and mentor team rep.

B. Membership:

1. Continue to make phone calls to members.

2. Encourage potential members.

C. Mentoring:

1. Match a veteran KCA member (with at least three years membership) with new member.

3. ACTIONS NEEDED TO PROCEED:

Harold Hula said KCA could utilize Melissa Ross, Graduate Student Representative, to be a part of the mentoring area. Fred Bradley said Posters could be done in the reception area of spring conference to encourage student membership. Melissa Ross said it would be helpful for professors to discuss KCA membership in graduate classes. Al Urich proposed creating "cheat sheets" to engage possible members that explained benefits of KCA. Nadine Bailey said networking important; private practice counselors can be a library to each other. Angie Gerdes encouraged the use of web seminars/meetings. Fred Bradley said the board needs to focus on a few important points for the strategic plan for it be effective, such as 1. Convention 2. New members. The action should be embedded in the job description of the action plans. Dana Wood encouraged the three strategies (listed in July minutes under strategic planning 1-3, pages 22-23) be put in the strategic plan.

Fred Bradley made a motion to adopt the three strategic statements (1. Value Added Strategies, 2. Membership, 3. Mentoring). Lynda Scrivner seconded and motion was passed.

Carol Dellinger recommended creating a committee to research how to get new members names to encourage and involve them. Members of this committee are:

Lynda Scrivener, Melissa Ross, Carol Dellinger, Al Urich and Nadine Bailey. This committee will also help to create what membership/mentorship program will look like and will report back at March 2007 meeting.

**DOOR PRIZES**

Rosanne Haberman gave out two door prizes. Melissa Ross won the prize for traveling the farthest and Nadine Bailey won the prize for contacting the most in phone calls.

**OLD BUSINESS**

1. TREASURER'S REPORT:

Lynda Scrivener reported a net income of -\$2717.52 and bank balance of \$60,503.90. Carol Dellinger made a motion to accept the report and Laurie McClelland seconded it. Motion was carried.

## 2. CEU OPPORTUNITIES POSTED ON KCA WEBSITE:

Carol Dellinger presented a proposed policy for KCA website posting for continuing education material. Kim Urenda and Deb Woodard made the following motion: to accept the media proposal for posting CEU/opportunities to the KCA website excluding the sentence on page 28 "If someone requests that a CEU opportunity be posted that is not already endorsed by NBCC, the Media Committee would need to screen the program to see if it meets NBCC criteria as outlined in the full document referenced above." Angie Gerdes seconded it. Motion was carried.

## 3. JOB POSTING WEBSITES and SEARCH AGENTS:

Carol Dellinger explained that the KCA website is posting websites that show job openings, rather than posting individual job openings.

## 4. CONVENTION PLANNING 2009 & 2010

Victoria Kandt reported that the meeting planner has been helpful in finding possible convention sites for 2009 and 2010. She said it was difficult to find a site that would provide enough breakout session rooms and have a lower cost for hotel rooms. Possible sites included: 1. Great Bend Highland Convention Center for \$80/night, 2. Manhattan - but cannot confirm availability of needed beds, 3. Overland/KC Double Tree for \$130/night - unsure if have available breakout session rooms, 4. Reardon Center and Hilton Garden Inn in KC (suggested by Deb Woodard).

Shelly Shaw moved that the 2009 convention be held in Great Bend. Second was made by Fred Bradley. Possible dates for this would be March 4-6 or March 11-13.

In 2010, Kansas City may be a possible site for the convention.

## 5. LEGAL DEFENSE FUND:

Victoria Kandt explained that the legal defense fund was on the membership application as a donation. The question was raised in the July meeting if that money could be moved to be used for other things. Victoria reported that a lawyer stated the money could be moved if it was NOT stated in the by-laws that we would have the Legal Defense Fund. The by-laws do not state this; it was only written in the KCA Policies & Procedures.

Al Urich moved that the money in the legal defense line item be moved to the legislative activity line item. It was seconded by Laurie McClelland and was passed.

Victoria Kandt moved that KCA remove Legal Defense Fund from policy & procedures #section 2.13 and all KCA information including newsletters, registration form, website and applications. This was seconded by Al Urich. Motion was carried.

Dana Wood will removed LEGAL DEFENSE FUND from the membership application and Carol Dellinger will remove it from the website.

## **NEW BUSINESS**

### 1. MENTORING PROGRAM:

Committee was set (see in strategic planning section of minutes).

### 2. NEW FORM FOR GRADUATES TO APPLY FOR CONVENTION:

Melissa Ross presented a form that could be used for graduate students to apply for payment for spring convention.

Melissa Ross made a motion to provide registration and 2 nights of hotel stay for one KCA student member for the 2007 KCA Spring Convention. Second was made by Lynda Scrivener. Motion was carried.

Melissa will write an article in the next KCA newsletter to advertise student members to get their name in for the drawing (winning free convention stay/registration).

Deb Woodard made a motion to provide a scholarship to pay for the 2007 KCA Spring Convention registration for a non-KCA student member. Nadine Bailey seconded this. Motion was carried. The form (presented by Melissa Ross) will be used to decide the winner. The changes on the form are as follows: 1) add email address of applicant, 2) strike question #2, 3) question #4 will read, "What is the importance of joining a professional organization?" 4)strike request for two letters of recommendation.

The awards committee will decide the winner.

### 3. CONVENTION 2007:

Jim Flax passed around the convention program for the spring 2007 convention that will be held at the Wichita Marriott in Wichita, KS. The call for programs will be due December 4.

### 4. PRESENTATIONS FOR CONVENTION BY MENTAL HEALTH COUNSELORS:

Jim Flax requested for more mental health counselors to do breakout sessions for spring convention.

### 5. CONVENTION REGISTRATION WAIVED FOR PRESENTERS:

Non-KCA members may present for sessions and not have to pay convention fees. According to Policies and Procedures (convention planning, section D, #5, b) this is acceptable. Convention chair can use discretion as to whether a presenter needs to be a member or non-member. Fred Bradley raised a concern that if presenters do not pay registration, they may not stay for conference or may not show up for breakout sessions. It was encouraged that we, as KCA, utilize our own membership as presenters.

### 6. SILENT AUCTION:

Victoria Kandt encouraged all board members to bring items for the silent auction during the spring convention.

### 7. RENEWAL DATES FOR MEMBERSHIP:

Dana Wood made a recommendation to change dates for membership to 4 times a year.

Val Beikmann made a motion to change the renewal dates for the membership to four times a year. The dates would be 12/1, 3/1, 6/1, 9/1. Nadine Bailey seconded this. Motion was carried. Dana will advertise this in the next newsletter. Renewal notices will be sent out to members.

## **MISCELLANEOUS**

### 1. NEWSLETTER CHANGE:

Deb Woodard requested that the date for the March newsletter be changed to April due to the spring convention.

2. AWARDS COMMITTEE UPDATE:

Deb Woodard encouraged region/division presidents to give out counselor of the year awards. The winner at region/division level will then go on to be a candidate for KCA Counselor of the Year.

3. NEWSLETTER DEADLINE:

The next newsletter deadline is December 15.

4. ACA CONFERENCE WINNER:

Angie Gerdes won a free registration to the ACA Conference (compliments of Rosanne Haberman).

5. COMMITTEE CHAIRS:

Al Urich moved that the following KCA committee chairs be approved for 2006-2007 effective July 28, 2006:

Awards Committee: Deb Woodard

Convention Planning: Jim Flax

Financial Affairs: Lynda Scrivener

Human Rights: Kim Urenda and Sandy Sloop

Media: Carol Dellinger

Membership: Nadine Bailey

Nominations and Elections: Victoria Kandt

Professional Preparation, Standards and Ethics: Pat Neufeld

Advocacy and Legislation: Elaine Ptacek

Strategic Planning: Paul Kyle

By-Laws: Pat Neufeld

Executive Director Evaluation: Victoria Kandt

Newsletter Editor Evaluation: Jim Flax

KCA History and Traditions: Harold Hula

Region and Division Evaluation and Support: Angie Gerdes

Leadership: Harold Hula

Graduate School: Melissa Ross

Second was made Lynda Scrivner. Motion was carried.

The meeting was adjourned at 9:20 pm.

Respectfully submitted,  
Andrea Shipman

*\*Taken from the KCA Board Book March 2007*