

KANSAS COUNSELING ASSOCIATION
KCA Executive Board Business Meeting Minutes
July 25, 2005
Spencer Library Lawrence, KS

Call to Order & Introductions Meeting was called to order at 9:25 a.m.

Spencer Library visit Sherry Williams, curator of the Kansas collection at the Spencer Research Library, spoke to the board about storing documents, books and collections in the library. Members took a tour of the library.

Roll Call of Executive committee

Members absent: Deb Woodard, Kim Urenda, Judith Sasser, Elaine Ptacek, Carla Hattan, Chelle Tedrow, Ruth Hitchcock, Ryan Ruda

Consent Agenda

- a. Acceptance of agenda – motion made and approved (Lynda Scrivner, Gary Price))
- b. Acceptance of minutes – motion made and approved) (Carolyn Wilson, Rosanne Haberman)

Officer Reports:

President Victoria Kandt's report is on page 4 of KCA Board Book

President-Elect Rosanne Haberman's report is on page 5 of KCA Board Book. She encouraged all KCA members to submit articles of interest and book titles used as resources. She cited that KCA members possess a wealth of knowledge and members would benefit from reading about one another's programs and ideas.

President-Elect-Elect Jim Flax's report is on page 6 of the KCA Board Book. The theme for the 2006 State convention in Hutchison, KS, is Salt of the Earth. Hutchison is the salt capitol of the world. He will be working with a counselor from Hutchison to assist and coordinate for the convention. The convention will be held at the Grand Prairie Hotel, previously the Holidome. There is a water park inside the hotel. Room rate is \$65 with a 4 person maximum occupancy. The large executive suite is complimentary. There are two mini-suites and 2 rooms also complimentary of the hotel. Individual conference rooms will hold about 20 people.

Past President Gary Price's report is on page 7 of the KCA Board Book. Gary reported that an audit committee comprised of members Jim Flax (chair), Lynda Scrivner, Rosanne Haberman and Pat Walker report to the KCA Board at the next council meeting.

Executive Secretary

- a. Rick Gibson reported that there are 472 current members. Executive Council members must be members of KCA. Rick sent letters of appreciation to all new and renewing members.

- b. Rick emphasized that each region and division must e-mail him with the contact information of their treasurer. Rick must have completed report forms from each region and division to submit on time to the IRS. Even though KCA does not pay federal or state income taxes, our organization does still pay sales tax and we could be in danger of losing our state exempt status by not paying on time.
- c. Rick Gibson also expressed difficulty with multiple recipients, especially on e-mail servers and charged Executive Council members to provide correct information to Rick concerning significant information in each region and division.
- d. Rick explained that the KCA newsletter is now posted in PDF format on the web site. The passwords for accessing the newsletter are counselor and helping
- e. He stated that the directory is on-line and will no longer be available in print.
- f. Rick suggested that there be an organizational discount for membership dues such as 25% if more than four people join and send in one check for the total number of members joining. Victoria Kandt agreed to form a committee to explore the idea.

This suggestion will be moved to New Business in the November meeting in Emporia.

Treasurer

- a. Pat Walker reported a current balance of \$28,056.38. The budgeted amount for 7/1/04-7/8/05 is \$30,778.00. The current balance shows \$2,721.62 under projected budget due to not spending in some areas and a greater than expected income received from the Convention. The treasurer's report was approved. (Al Uhrich/SuzieTurner)
- b. Gary Price stated that since the budget was approved by membership, KCA board needs to stay in that approved amount until next year.
- c. The account for KCA will be changed to Scandia Bank for the issuance of credit cards to Lynda Scrivner, Victoria Kandt and Rick Gibson. (Lyndel Adams/Angie Gerdes)
- d. Pat Walker recommended that the money in US Bank (Reg. Checking) account be monitored by the KCA Executive Secretary.
- e. A motion was made and passed to close the Legal Defense Fund and put the money in the regular checking account with a separate line item.
(Lynda Scrivner/ Lyndel Adams)

Division and Region Reports

Awards Committee Deb Woodard's report is on pages 11-13 of the KCA Board Book.

- a. Carolyn Wilson reported that the goal is to recognize and involve more people yet keep awards luncheon to a reasonable length.
- b. Carolyn recommended that regions and divisions recognized nominees' significant information be included in the KCA newsletter. The committee would choose four finalists and those individuals would be asked to prepare a two minute acceptance speech should they win the award for which they were nominated.
- c. Rick Gibson recommended that the awards committee suggest each region and division budget money for inviting family members and principals to the Convention for winners of the Counselor of the Year and Hall of Fame awards.

Old Business

- a. 2006 KCA Convention in Hutchison, KS. The convention will be during the same time frame as this year in early March.
- b. A motion passed to accept, with grateful appreciation, policy and procedure changes made by Nikki Currie.(Gary Price/Carolyn Wilson)

New Business

- a. 2005-2006 Budget – Victoria Kandt
The more conservative budget of \$32,545 is recommended to realize a goal of rebuilding and not overspending.
The budget is based upon 400 members, although we currently have more members
There is an increase in the travel budget for the President-Elect.
Another additional cost is for an increase in the salary for the Executive Secretary to reflect additional costs.
An increase of \$100 for the awards committee is reflected in the proposed budget.

Motion to accept the budget was made and approved (Ruth Hitchcock/Rita Lehman)

- b. KCA structure
Carol Dellinger, chair of this committee, requested that members e-mail anyone on the Executive Council for their thoughts on restructuring.
She suggested that local members be utilized for Convention planning.
- c. A motion was made and passed to submit recommended restructuring KCA Bylaws changes be effective upon approval of 4/5th of the ballots returned by October 15, 2005. (Carolyn Wilson/Lynda Scrivner) Results will be tallied and presented to the Executive Council at the November meeting in Emporia.
- d. KCA group workshop will be October 17 in Lawrence, KS. Gerald Corey will be the featured presenter. The workshop will include Ethical Issues, Resistance and Diversity
- e. Drive In Conferences will be February 9, 2006, in Salina, KS and February 10, 2006 in Great Bend, KS. Featured presenters will be Nikki Currie, Gary Price and Judith Sasser. The conference will include sessions on ethical and practical issues in leading groups and leading grieving and loss groups. Motion to approve the changes and recommendations to the flyer for the workshop and conferences passed. (Gary Price/Al Uhrich)
- f. A motion to move all KCA records be placed in Spencer Library (Angie Gerdes/Lyndell Adams) was tabled until the November meeting. (Gary Price/Al Uhrich)

Strategic Planning

- a. Each Executive Council Board member volunteered to call and or contact by e-mail new members to personally welcome them to KCA and provide those members with our contact information
- b. Paul Kyle will e-mail strategic plan revisions to the Executive Council.
- c. KCA members can request CEU forms from Rick Gibson, who will personalize the forms for event and #hours' credit.
- d. KCA Executive Council agreed to continue waive student membership fees for the first year.
- e. Paul recommended that previous Convention presenters be personally contacted and have them advocate for future presentations or recruit future presenters.
- f. Paul stated that all members need to continue the Each One Bring One campaign for joining KCA and attending conventions and workshops.
- g. KCA Executive Council members volunteered to speak to counseling classes at universities to recruit members.

2007 KCA Convention

The Executive Council voted for Wichita to be the site of the 2007 Convention.

Adjournment 3:23 p.m. Motion made and carried (Jim Flax/Lyndell Adams)

Respectfully submitted,

Suzie Turner, secretary