



COUNCIL OF LEADERS REPORT

Office/Committee: **Conference Committee**
Date: **January 30, 2014**
Officer/Committee Chair: **Sean Nixon**

Type of Committee Report:

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

Current Conference Report:

- **2014 ICA Conference – January 29-February 1, 2014 – The Riverside Boise**
 - Marlene M Maheu Ph.D – Keynote Speaker Friday
 - Cirecie West-Olatunji, Ph.D. – Keynote Speaker Saturday
 - Pre-Conference Learning Institutes - January 29 & 30
 - Melanie Persons, Ph.D–Clinical Supervision (15 hour, 2 day Training-1/29-30)
 - Marlene Maheu – Creating Passive Income Streams (4 hour, 1/29)
 - Lori Fairgrieve, Ph.D – Play Therapy Techniques with Trauma and Abuse Victims (4 hour, 1/29)
 - Marlene Maheu – Legal and Ethical Strategies For Successful Distance Counseling (8 hour, 1/30)
 - Cirecie West-Olatunji – Rethinking and Intervening for Trauma Symptoms among Children and Adolescents (8 hour, 1/30)
 - April Schottelkorb Ph.D – An Overview of Humanistic Sand Tray (4 hours, 1/30)
 - Lori Fairgrieve – Play therapy in a box-techniques and materials for small spaces (4 hours, 1/30)
 - Social Events & Entertainment
 - Friday Night “Group Therapy” Improve - \$30
 - Friday Graduate Student Luncheon with Keynote - \$25 (14 registered)
 - Saturday Koffee with Keynote
 - Wellness Room – Wellness Labyrinth, Developed by Jen Browning
 - Silent Auction – generates funds for scholarships.
 - Sponsors/Exhibitors (goal \$7,000 in sponsorship--\$7850)
 - 1 - \$1,000 Sponsor – ACT
 - 7 - \$500 Sponsor
 - 11 - \$250 Exhibitors
 - 1 - \$125 Non Profit
 - 4 - \$50 Divisions
 - Program
 - 32 Interest Sessions have been chosen for the Program
 - Registrations – Total Registered: 210+ As of Jan. 15, 2014
 - Member: 108+
 - Students Member: 67+
 - Non-Member: 8+
 - Student Non-Member: 4+
 - Friday:14
 - Saturday:10
 - Pre-Conference Registration: 151+ As of Jan 15, 2014
 - Clinical Supervision: 30+
 - Creative Passive Income: 22+
 - Play Therapy for Victims of Abuse & Trauma: 26+

- Humanistic Play Therapy: 12+
- Legal and Ethical Strategies for Successful Distance Counseling: 33
- Rethinking and intervening: 12+
- Play Therapy in a Box: 16+
- Socials:
 - Friday Night Group Therapy: 23+
 - Graduate Luncheon: 14+

2015 Conference, Pocatello – January 28-31, 2015

Hope, Hear, Health

- Contract with Hotel Signed
- Soft Confirmation with Keynotes
- Have already received three inquiries regarding possible pre-conferences

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:

Currently all conference profit is maintained in the ICA checking and savings account. It is recommended that a secondary account be allocated with a minimum \$2500 at the end of each conference to establish the next year's conference.

In June, 2011 the board approved the establishment of all funds received from the Silent Auction go towards scholarships for conference and leadership development. It is recommended that a separate money market account be started to handle these funds each year.

Recommendations for Policy Change:

Currently free conference registration is offered to Conference Chair, Program Coordinator, Volunteer Coordinator and Social/Vendor Coordinator. It is recommended that this be amended to allow flexibility in offering one more free registration. A total of five (5) conference registrations would be available to give to Conference Committee members. These registrations, may be split in order to give up to eight (8) individuals half priced registration.

ICA Council of Leaders Report

Office/Committee: Executive Director

Date: January 2014

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 2014
- Processed conference registrations
- Worked with Web Impakt to improve website, conference registration and membership renewals.
- Secured contract for ICA 2015 conference in Pocatello

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: Jan 30, 2014

Officer/Committee Chair: Brian Smith

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):

Promotion of ICA membership and conference participation to graduate students

Promotion of involvement of graduate students in other ICA events (e.g. Health Beauty and Fitness Fair)

Education of graduate students on mission and vision of ICA

Facilitation of graduate students' interaction with the professional counseling community (e.g. connecting interns with sites/supervisors; social events in which students and professionals interact informally)

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

ICA Council of Leaders Report

Office/Committee: IACES

Date: January 2014

Officer/Committee Chair: Aida Midgett

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):

- IACES has donated money to sponsor the poster presentation competition at ICA
- IACES selected reviewers for poster competition
- Planning spring service project event in collaboration with Human Rights Committee and Chi Sigma Iota
- Updated banner and materials
- Purchased at table to support ICA and display IACES materias

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 idahocounseling@gmail.com



January 30, 2014
5:30 pm
Riverside Hotel
Boise, Idaho

COUNCIL OF LEADERS MEETING

Unity ~ Collaboration ~ Autonomy

Present: Kendal Tucker, Susan Perkins, Amber Dillon, Chandra Salisbury, Sue Holmes, Hannah Hamilton, Beronica Salazar, Melanie Person, Kristin Lister, Aida Midgett, Brian Smith, David Wallace Eastwood, Kristi Stoll, Heather Tustison, Sean Nixon, Lori Fairgrieve, Heather Davis, Jennifer Smith, Lynn Bohecker, Roger Holyoik, Robin Haushauer, Jen Browning

1. **Call to Order and Introductions:** Kendal called the meeting to order at 6:34 p.m.
2. **Adoption of Agenda:** David moves to adopt the agenda. Kristin seconds.
3. **Secretary's Report:** see report
4. **Treasurer's Report:** see report
5. **Executive Report:** see report
6. **President's Report:**
 - Kendal recognized the teamwork, effort, support, and unity exhibited across the divisions
 - The IBOL meeting regarding the recent IMCHA sanctioning will be on February 10th @ 1:30. Those of us that choose to attend and support should understand that we are there as silent/nonverbal supporters.
 - Kendal reminded that all board members need to be ICA members.
 - Per the By-laws, each division Treasurer must submit reports to the ICA Treasurer, as all of the divisions fall under ICA's 501C 3.
 - ****See handout - Kendal : our by-laws need to be amended in order to establish a protocol to follow to start a new division.
 - A doctoral student would like to start a new division, The proposed new division (ALGBTTC) will be an *Interest section*, until it is approved by ICA's COL, and ACA's COL.

- Looking at other states' rules/protocols, it is suggested that 50 ICA members (in good standing), would be necessary to support the formation of a new division.
- discussion
- By-laws chair can form a sub-committee to further examine what needs to be done to start a new division

7. 2013-2014 Strategic Initiatives Review: see handout

- Kendal & Heather T. both shared that Idaho has been recognized by ACA for Leadership awards. Other regions have sought out help and direction from Idaho in regards to their Leadership Development programs.

8. Division President's Reports

- a. IACES: see report
- b. ICDA: see report
- c. IDAMFC: see report
- d. IMHCA: see report
- e. ISCA: see report

9. Committee Chair's Reports

- a. Awards Chair- no report submitted
- b. Bylaws Chair- will form a sub-committee to further examine what needs to be done to start a new division & present to the COL at LDI
- c. Conference Chair- see report; see motions
- d. Finance Chair- see report
- e. Graduate Students Chair- see report
- f. Human Rights (Humanitarian) Chair-
- g. Leadership Development Chair- see report & Leadership and Opportunities form
- h. Media Chair- see report
- i. Membership Chair- see report; see motion
- j. Nominations and elections- see report
- k. Public Policy and Legislation (PP&L)- see report: upcoming event= Legislative Meet & Greet on Feb. 13th @7:30 a.m.
- l. Professional Standards Chair- no report
- m. Strategic Planning Chair- see President's report

10. Old Business

11. New Business Action Items Submitted by COL Leaders

- ❖ Kendal moves to add a budget line to include monies for a foursome to attend the SPAN golf tournament and for sponsoring a hole at the event.
 - Discussion ensued.

- Susan recommends we amend Kendal's movement to read something more like " I motion to add a discretionary line item for ICA to either sponsor a foursome OR sponsor a hole at the SPAN golf tournament." A decision would be made on a presidential discretionary basis .
 - Kendal accepts the amendment to the motion.
 - Sean moves to vote on the revised amendment; Heather T. seconds. Motion is carried.
- ❖ Kendal moves to add a budget line to include \$200 to donate to the NAMI walk.
 - Kendal rescinds this motion
- ❖ Susan moves to allow the presidential discretionary fund to include money to be donated to the NAMI walk.
 - Discussion
 - Move to amend the prior motion to state the president shall be given a line item in the ICA budgets for discretionary funds for public awareness events.
 - Brian moves, Chandra seconds. Motion carries.
- ❖ Sean moves to establish a secondary account that be allocated with a minimum of \$2500 at the end of each conference to establish the next year's conference. '
 - Discussion:
 - It was suggested for the association to change banks; accountability would be increased if a separate account was established for the conference.
 - The account would be co-managed by the conf. chair and the finance committee.
 - Chandra moves to vote on this item. Brian seconds. Motion carried.
- ❖ Heather T. moves for a by-laws change- Addition of Policy for Addition of Divisions and/or Interest Sections;
 - Heather T. rescinds this motion.
- ❖ Heather T. moves that we change the By-laws to add an ICA President Elect Elect.
 - Discussion:
 - the question was posed as to whether that person would be an electable, executive board member of the COL council
 - David moves to add the President Elect Elect position. Brian seconds. Motion carried.

- ❖ Heather T. moves to make a by-laws change to expand Finance Committee to include Executive Committee and Treasurers from each Division.
- Discussion:
 - It was suggested that this would provide an opportunity for increased mentorship, communication, and accountability.
 - A question was posed as to why this would be necessary. ICA is held accountable over each division, including circumstances involving embezzlement, which could put ICA and all divisions at risk because of our 501C3.
 - Chandra seconds. Motion carried.
- ❖ Heather T. proposes that permission be granted for Conference Chair to utilize the ICA credit card for on-line purchases.
 - Heather T. moves to table this discussion until LDI; David seconds. Sean opposes. Discussion. Motion carried.
 - David moves that we add to the by-laws that the conference chair has access to the previous year's conference monies (earmarked at \$2500); Hannah seconds; Motion carried.
- ❖ Sean moves to allow for conference chair discretion in the decision of who the money is allotted to.
 - Heather T. moves to amend Sean's movement to allow flexibility to whom these are awarded to.
 - Discussion
 - David moves to approve the amended version to give the Conference chair discretion to award 5 conference registrations or partials. Kristin seconds. Motion carried.
- ❖ Hannah moves to extend the new licensee member promotion for the next two membership cycles, January 2014 and April 2014, to then be reconsidered at the June Board meeting. David seconds. Motion carried.

12. Adjourn: Kendal adjourned the meeting @8:30 p.m.

ICA Council of Leaders Report

Office/Committee: ICA President

Date: 1/13/14

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):

- developed LDI weekend to build division unity/collaboration/autonomy - very positive feedback from attendees
- attended ACA LTI in Washington DC.
- providing assistance in starting a AGBLT division for ICA
- As a representative of ICA I am currently chairing the Idaho Distance Counseling Committee
- Co-presented at Western Region leadership training
- Participated in monthly conference calls with ACA Western region branch leaders
- attended various community events to increase visibility of the organization and its divisions (taught a workshop on CBT at Micron; attended Idaho Telehealth Task Force reception, golfed at the annual SPAN fundraiser..
- Joined other ICA leaders to develop a PPL training workshop. This training occurred in Pocatello, Boise, ISCA conference, ICA conference.
- PPL committee is currently planning a Legislative Meet & Greet for February. All divisions have shown interest and will be involved.
- working with media chair towards building ICA therapist directory to increase exposure for ICA and its divisions
- Assigned a ICA member to vet/research various state websites, agency resources to increase statewide exposure for ICA and its divisions - results forthcoming
- On-going presidential duties: corresponding with various members and community, submitting monthly presidential updates; assisting in planning annual 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):

- I move that we add a budget line to include monies for a foursome to attend SPAN golf tournament and for sponsoring a hole.
- I move that we add a budget line to include \$200 to donate to the NAMI walk.

Please submit to the Executive Director at idahocounseling@gmail.com

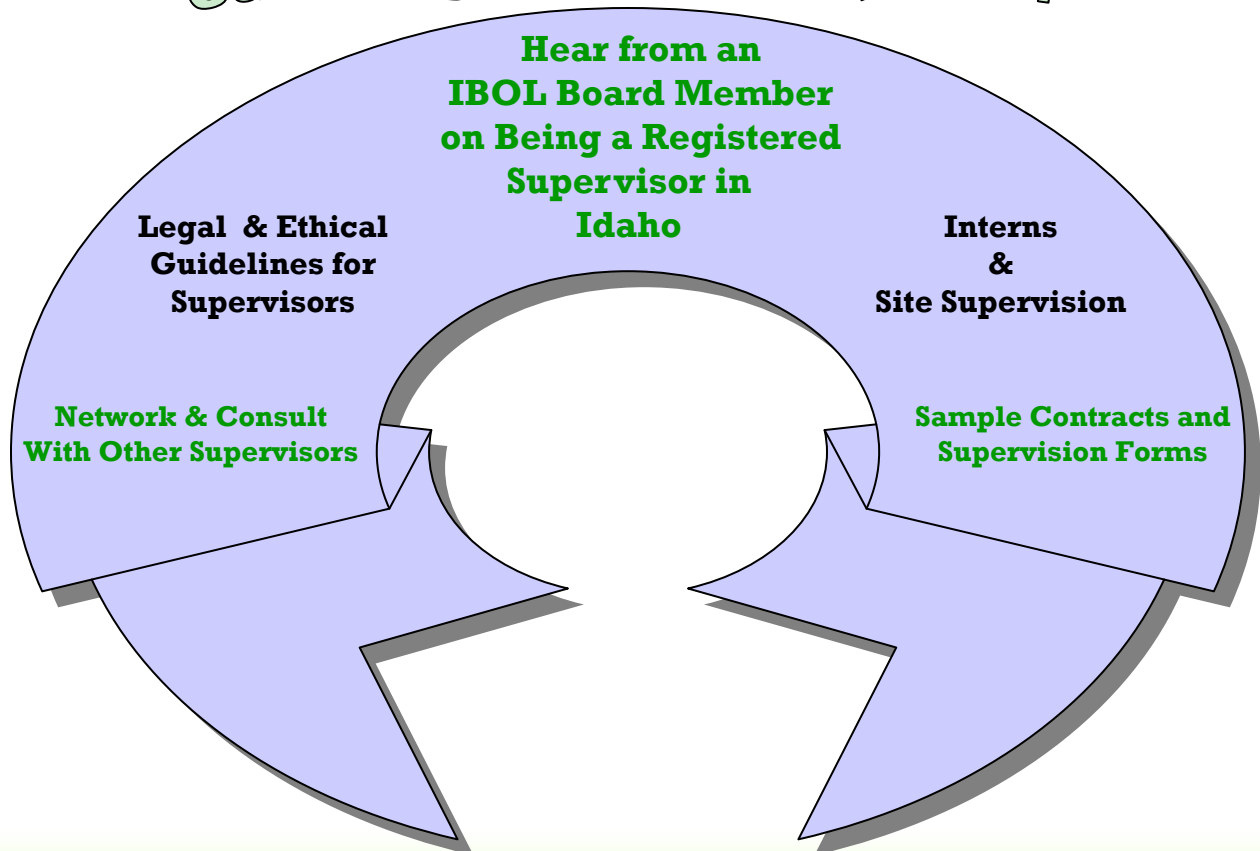
State Conference

2014



Attention Site Supervisors and
Registered Supervisors:
Do You have Ethical Concerns Related
to Supervision?
Are You Interested in Connecting with
Other Supervisors in the Community?
ICA Annual Conference Has an Ethics
Educational Session
Just For You!

Supervision Ethics: Ways to Dull the Edge That Could Cut Saturday February 1, 2014





COUNCIL OF LEADERS REPORT

Office/Committee: **ICDA President**
Date: **January 30, 2014**
Officer/Committee Chair: **David Wallace Eastwood**

Type of Committee Report:

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

Report of Activities:

- Attended Leadership Development Institute
 - 2 ICDA Board Members (Past & Current Presidents)
- Created and hosted 1st Annual ICDA Leader’s Planning Luncheon
 - Share information and planning from LDI
 - Set annual goals for ICDA
 - Play games and eat food
- Added 4 new members to expand ICDA Executive Board Committees
- Participated in ISCA Conference
 - ICDA sponsored presentation by Christie Stoll
 - Exhibitor table
- Selected annual Leadership in Career Development Award recipients
 - Cythia Mike – Retired Career Counselor from University of Idaho
 - Sandy Rumble – Retired counselor Boise School District
 - Christie Stoll – Outgoing Director of CIS and Director of IDEal
- Celebrated National Career Development Month in November
 - Governor proclamation declaring Idaho Career Development Month
 - Hosted signing ceremony event at capital
 - Presented annual Leadership in Career Development Awards
- Annual ICDA Conference
 - 2013 well attended and feedback overwhelmingly positive
 - 2014 – April 4th at Best Western Airport Inn
- Pushing efforts to increase membership
 - New Board Members
 - Enter to win a tablet
 - Increase social media presence
- Planning participation in PP&L

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



COUNCIL OF LEADERS REPORT

Office/Committee: **IDAMFC Presidents Report**

Date: **January 30, 2014**

Officer/Committee Chair: **Sean Nixon**

Type of Committee Report:

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

Current Conference Report:

In the past year, IDAMFC has focused on:

- 1. continuing to identify and organize leadership (Invited attendees to LDI, President-Elect position current unfilled, monthly meetings for leadership),**
- 2. advocating for members when issues related to licensure and scope of practice are faced by the IBOL,**
- 3. begun conversation with the Idaho Marriage and Family Therapist Association on how to best serve Marriage and Family Counselors and Therapist in the state.**
- 4. hosting more opportunities for members to be involved (Fall picnic, email newsletter),**
- 5. increasing communication with members via an email newsletter,**
- 6. coordinating plans for the workshop in April 2014,**
- 7. creating consistent outlines for IDAMFC activities to be followed throughout the year, and**
- 8. organizing IDAMFC involvement at ICA and division conferences**
- 9. continued development of IDAMFC Bookmarks as a community resource,**
- 10. ongoing involvement in ICA committees and planning,**
- 11. represented IDAMFC at community events(Governor's Task Force on Child Safety, Governors Proclamation for Career Month).**

This connects to the Strategic Plan by supporting the needs of members, connecting with ICA very clearly, and assisting in establishing IDAMFC as a solid, consistent organization.

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:

Recommendations for Policy Change:

ICA Council of Leaders Report

Office/Committee: IMHCA

Date: 1/12/2014

Officer/Committee Chair: Kristen Lister, 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 sponsored a team and raised money for the annual NAMI Walk in September, 2013.
- IMHCA has been participating in ICA's PP&L committee meetings
- President Kristen Lister collaborated with ICA in conducting an ICA PP&L workshop in Pocatello in October, 2013.
- IMHCA put on its fall statewide ethics training workshops from October to November, 2013.
- IMHCA has a committee working on IMHCA's Professional Development Symposium set to take place August 8, 2014.
- IMHCA is in the process of getting CEUs approval for a February, 2014 webinar series on the DSM 5 with Barry Watts.
- IMHCA is preparing curriculum for its spring 2014 statewide Ethics trainings which will cover the Revised 2014 ACA Code of Ethics.
- IMHCA will be sending representatives to participate in ICA's February Legislator Meet & Greet.
- IMHCA has been periodically assisting ICA with conference planning over the past few months.
- Jen Browning will be our distinguished speaker for the conference.
- Kristen Lister and Jen Browning will be presenting for IMHCA's divisional track sessions at the ICA conference.
- IMHCA has been coordinating with ICA's graduate student committee chair Brian Smith to host Reel to Real movie nights.
- IMHCA Membership Chair Adriane Meng coordinated our bi-annual fall Scholarship Essay contest and we provided 2 winning students with scholarships of \$250.
- IMHCA welcomed a new graduate student rep from BSU, Jordan Hacker to our board.

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

ICA Council of Leaders Report
Office/Committee: ISCA

Date: January 24, 2014

Officer/Committee Chair: Shahna Paul President of ISCA

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):

ISCA is continuing to work with ICA in the area of advocacy by participating in the Meet and Greet at the Idaho Capital.

ISCA has updated and reorganized the website to help in the sharing of professional development opportunities for all counselors.

ISCA is revising bylaws and strategic plan to align more closely with the national organization of school counselors.

ISCA conducted a survey of members to evaluate how to best meet the needs of school counselors in the state of Idaho. 297 members responded with input. ISCA board is striving to increase communication and public relations through monthly communication via email and our website.

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

ICA Council of Leaders Report

Office/Committee: **Leadership Development**

Date: **1-19-2014**

Officer/Committee Chair: **Lynn Bohecker**

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 Leadership Development Committee has collaborated with ICA leaders to develop a survey for people interested in service and leadership opportunities in ICA. The survey will be placed in the conference bags for distribution to conference attendees. A copy of the survey is included with this Board report.

The Leadership Development Committee has two ethics sessions scheduled for Saturday morning and afternoon at the annual conference. Both sessions aim toward identifying emerging leaders as well as existing leaders willing to engage in service with ICA.

The target audience of the first session is anyone interested in leadership. The session is a panel of existing leaders in the counseling profession and is comprised of the current ACA President, ICA President, ICA President-elect, and ICA immediate Past President. This panel of leaders will share critical incidents and experiences that have shaped them as leaders. This interactive panel presentation will highlight ethical and practical challenges to embracing leadership, and provide strategies for success.

The target audience of the second session is registered supervisors or counselors providing supervision at internship sites. This session features an IBOL Board Member who will speak on being a registered supervisor in Idaho. Additionally, the session will cover some of the legal and ethical responsibilities, gatekeeping, and additionally provide resources and a forum for networking.

A flyer for the supervision session was developed for internship and site supervisors and is attached to this report for distribution. Additionally, the leadership and service survey will be distributed and collected at both of the ethics sessions. The goal of the survey is to aid in the identification and recruitment of potential emerging leaders to invite to this year's Leadership Development Institute as well as helping to add to next year's conference committee.

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



Leadership and Service Opportunities

As a non-profit organization, ICA depends on the commitment of its members to keep our association strong. Each of us can bring many skills and ideas into our roles in ICA. Service opportunities can help to maximize your potential and to put your skills and ideas to work on behalf of ICA. Within ICA, there are a number of committees. The work of each committee is developed each year by the committee and approved by the ICA Board. Membership in ICA is required.

Committee Descriptions

Awards: review nominations and select recipients for annual ICA awards and oversee the distribution of graduate student scholarships and poster sessions for the conference.

Bylaws: ensure that the by-laws and the policy and procedures manual reflect the policies established by the ICA Board and are consistent with ACA.

Conference: organize and provide annual ICA conference.

Finance: performs audits annually for ICA and for each of the divisions. Comprised only of the ICA treasurer and the division treasurers.

Graduate Student: recruit, support, and retain graduate students in counseling.

Human Rights: raises awareness of human rights issues in ICA and in the counseling profession.

Leadership Development: identifies and develops competent leaders.

Media/Webmaster: produces the quarterly ICA newsletter and oversees the ICA website.

Membership: promotes, retains, and maintains records of the ICA membership.

Nominations and Elections: establishes a slate of candidates and conducts an election of officers. Consists only of the past-president and each division president.

Professional Preparation and Standards: maintains NBCC provider status with ACA, reviews applications for workshops to grant CEU's, provides ACA ethical standards workshops, receives and processes complaints.

Public Policy and Legislation: monitor public policy and legislative issues that impact professional counselors and recommend positions on issues to the ICA Council of Leaders.

Strategic Planning: suggests plans for future development and strategies for accomplishing the mission of the ICA based on input of the members. Consists of the council of leaders and committee chairs.

Contact Information

First Name: _____ Last Name: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Experience, Skills and Interests

What committee(s) are you interested in serving on? (Pick your top three)

Committee Choice #1 _____

Committee Choice #2 _____

Committee Choice #3 _____

Have you ever served on a committee or ever been a committee chair? If yes, please list committee name and details below

Committee Description #1 _____

Committee Description #2 _____

Committee Description #3 _____

Briefly summarize your experience, skills, and interests in the committee(s) you listed or ways you believe you can contribute to the Idaho Counseling Association.

How did you hear about ICA? _____

Were you referred by anyone in ICA? If so, whom? _____

Do you hold a professional license? Yes No

Are you an ICA member? Yes No

Are you a graduate student? Yes No

Are you a registered supervisor? Yes No

What are your division affiliations? IACES IDCA IDAMFC IMHCA ISCA

Thank you for your interest in the Idaho Counseling Association!

ICA Council of Leaders Report

Office/Committee: Membership Chair

Date: 1.26.14

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):

Membership will have a booth at this year's ICA Conference where members can sign up for the "Find a Therapist" feature on the Idaho Counseling website. I will be manning the booth during breaks and lunch, allowing members to take pictures of themselves and complete their profile.

We continue to send out postcards to new licensee's for one year of free ICA membership. I am requesting to extend these promotions for the next two membership cycles, January 2014 and April 2014, to then be reconsidered at the June board meeting.

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

- Programs & Services
- Personnel
- Policies & Procedures
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- 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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COUNCIL OF LEADERS REPORT

Office/Committee: **ICA Past President**
Date: **January 30, 2014**
Officer/Committee Chair: **Heather Tustison**

Type of Committee Report:

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

Report of Activities:

- Attended ACA Conference in March
 - Met with conference keynotes – Marlene Maheu and Cirecie West Olatunji
- ACA Public Policy Conference Calls
- ACA Leadership Development Training – Washington D.C. – July 2013
 - Attended with Sean Nixon and Kendal Tucker
- ACA Western Region Chair – Starting July 1
 - Monthly ACA WR Conference Call Meetings – 1st Thursday of the month
 - Monthly ACA Region Chair Conference Call Meetings – 2nd Thursday of the month
 - Leadership Development Workshop in Reno – October 2013 – Co-sponsored by ICA, ACA and Nevada Counseling Association
- One ICA COL conference call attended in December
- ICA PPL Committee Participation
 - Creating Connections the Foundations of Professional Advocacy
 - September 20, 2013 – 3 Hour training
 - October 3, 2013 – 90 minute session at ISCA Conference
 - Advocating for the Profession: Creating Connections
 - January 31, 2013 – ICA Conference
 - Creation of Event for Legislators – set for February 13, 2014
 - ***Strategic Initiative Goal: Host an event for Legislators and use Political Liaison***
- Attendance and participation in ICA events
 - IBOL meetings
 - IDAMFC Family Day Picnic
 - SPAN Idaho meetings and Golf Tournament
 - Exhibitor at Health, Beauty and Fitness Fair

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:

- Bylaws Change – Addition of Policy for Addition of Divisions and/or Interest Sections – Development of Subcommittee
 - Explanation of Process
 - ACA Bylaws – Article IV, Section 1. Divisions, Article X
 - Pg. 16 of ICA Bylaws
- Bylaws Change to add President Elect-Elect
- Bylaws Change to expand Finance Committee to include Executive Committee and Treasurers from each Division

Recommendations for Policy Change:

- Separate Conference Account for Accounting
 - Separate savings account for Silent Auction and Development – per initiative to develop a foundation/endowment fund
- Permission for Conference Chair to utilize ICA credit card for online purchases

ICA Council of Leaders Report

Office/Committee: President-Elect

Date: Jan 8, 2014

Officer/Committee Chair: Susan Perkins

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):

During this past 6 months, since taking on the role of President-Elect in June, 2013, I have been learning more about how ICA works so I am familiar with the overall functioning of the organization. This has included attending ICA Board phone meetings, following the minutes from the Western Region meetings, following the Conference Planning work, following Sue Holmes' work in setting up contracts for LDI and ICA's 2015 conference, and reading ICA Division's communication to members.

In more direct service, I served on IBOL's Distance Counseling advisory Committee, which is chaired by Kendal Tucker, ICA President. I have also been involved with ICA's Public Policy and Legislation Committee's PPL workshops by attending one workshop and co-presenting a PPL training at ISCA's conference.

I have missed several phone meetings and have focused on developing awareness rather than being directly involved due to the family event of having a baby in October. Although this more distant role would not have been my preference, I do think it has allowed me to gain a better large-picture perspective of ICA's functioning, which has been extremely beneficial.

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



COUNCIL OF LEADERS REPORT

Office/Committee: **ICA Past President**
Date: **January 30, 2014**
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**
- **Attended ACA Conference in March**
- **Met with next year’s conference keynote – Marlene Maheu - *confirmed**
- **ACA Public Policy Conference Calls**
- **One Board meeting held since Conference in January**
- **Monthly President’s Conference Call Meetings – 2nd 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 - Cancelled*
 - **May 13– COL Conference Call*
 - *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. Decision was made to not create a new committee, but to utilize the board Executive Committee.
 - Responsible: Heather Tustison and Kendal Tucker
 - Progress: Completed.

 - Goal: **Host an event for Legislators and use Political Liaison**
 - Activity: PP & L committee will study Matt’s plan and take action as possible. 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
 - Progress: Completed. New initiatives created for 2013-14.

Goal: **Strengthen ICA through Re-engineered Governance and Organization**

Activity: Development of a Policy and Procedure Manual. Edits under way. Preliminary copy available for review.

Responsible: Larry Lutz and Heather Tustison

Progress: Completed. Manual available online.

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. 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.

Progress: Completed. To be continued.

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.

Attendance at:

- IBOL meetings
- BHIC meetings
- Substance Abuse Workgroup 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

Progress: Completed. To be continued.

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**
- **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:

- Bylaws Change – Addition of Policy for Addition of Divisions – Development of Subcommittee
 - Explanation of Process
 - ACA Bylaws – Article IV, Section 1. Divisions, Article X?
 - Pg. 16 of ICA Bylaws
- Separate Conference Account for Accounting

Recommendations for Policy Change:

ICA Council of Leaders Report

Office/Committee: Public Policy & Legislation Committee (PPLC)

Date: January 26, 2014

Officer/Committee Chair: Beronica Salazar

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):

Goal Communication

- Committee chair, Amy Jones, transition during this past year per her request and I was appointed by current ICA president, Kendal Tucker.
- There were coordinated efforts by PPLC to bring together the divisions via input and collaboration to present three Creating Connections workshops. These workshops targeted counselors to enhance advocacy and provide a unified message. A fourth Creating Connections workshop is scheduled at the ICA Conference.
- ICA's Public Policy & Legislation website updated to align current state efforts and national initiative(s).
- PPLC with support of divisions coordinated Meet & Greet breakfast for legislators at the state capital on February 13, 2014. This has included marketing efforts through multiple medians to legislators and members. This will include inviting members during the ICA Annual Conference. These efforts align with ICA's strategic plan goals and historically have not been met.
- Funding Meet & Greet Breakfast: Secured support from IAMFC and ACA \$500. Continue to seek financial support from divisions and members/attendees to offset expenses. Will be raffling an iPad Mini and taking donations during ICA 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.

ICA Council of Leaders Report

Office/Committee: Secretary

Date: January 2014

Officer/Committee Chair: Heather Davis

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):

- Participated in President's conference calls & meetings
- Took notes at conference calls & meetings
- Attended Governor's Proclamation Signing Ceremony
- Golfed at the annual SPAN fundraiser
- Attended the PP&L training workshop
- Attended several Conference Committee meetings
- Attended LDI

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

ICA Council of Leaders Report

Office/Committee: **Treasurer / Finance Chair** Date: **1-26-2014**

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):

Over the last six months

- Worked closely with our executive team on all matters pertaining to the leadership of the organization.
- Worked to ensure that our association is conducting our business fiscally responsibly.
- Conducted usual business of reconciling the business account, taking in deposits and paying expenses.
- Advised our COL on expenditures.
- Worked with our conference chair as we have moved forward to secure purchases and deposits.
- Obtained division year end reports and filed ICA taxes

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