



COUNCIL OF LEADERS REPORT

Office/Committee: Conference Committee
Date: January 2, 2015
Officer/Committee Chair: Sean Nixon

Type of Committee Report:

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

Current Conference Report:

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

Brief Statement of Issues and/or Report of Activities:

- **2015 ICA Conference – January 28-31, 2015 – The Red Lion Hotel, Pocatello**
 - Barry Duncan, Ph.D – Keynote Speaker Friday
 - Sherene McHenry, Ph.D. – Keynote Speaker Saturday
 - Pre-Conference Learning Institutes - January 28 & 29
 - 1 2-Day Workshop
 - 2 Full Day Workshops
 - 1 6 hour Workshop
 - 4 ½ Day Workshops
 - Social Events & Entertainment
 - Friday Night “Group Therapy” Murder Mystery - \$25
 - Friday Graduate Student Luncheon with Keynote - \$15
 - Wellness Room – Sessions focused on Counselor Wellness
 - Silent Auction – generates funds for scholarships.
 - Sponsors/Exhibitors (\$10,250.00)
 - 1 - \$5,000 Sponsor – Optum Idaho
 - 2 - \$1,000 Sponsor –
 - 5 - \$500 Sponsor
 - 3 - \$250 Exhibitors
 - Program
 - 30 Interest Sessions
 - Registrations – Total Registered: 150+ As of Jan. 1, 2015

2016 Conference, Boise – January 27-30, 2016

Recommendations for Board Action:

1. Locate the Annual Conference in Boise every year.
2. Offer two one-day trainings in Northern Idaho and Eastern Idaho during the Spring/Summer and Summer/Fall

Rational for Change

1. Locating the Conference in Boise
 - a. Will offer a greater draw for revolving sponsorships on a larger basis.
 - b. Allow for a better rate on conference site being able to book multiple years at one time.
 - c. Limited in space and financial burden when having full conference
 - i. Locations in Eastern Idaho currently cannot accommodate our group if we go over 300ish for general session and need more than six break out rooms with our current schedule
 - ii. Financial constraint of using the Resort in Northern Idaho is a financial burden to the conference and ICA
 - d. Percentage of attendees to conferences from last three years are
 - i. 2013
 - ii. 2014
 - iii. 2014
2. Offering training away from Boise
 - a. Allows for those in other regions to interact with ICA
 - b. Offers opportunity to still receive 12 CE's as if the conference was in the region
 - c. Opportunity to get more Regional involvement in ICA and Leadership
 - d. Service to our members and possible members.

Discussion of change

1. Conference in Boise
 - a. Possible alienation of members not from treasure valley
 - b. Possibly seen as Treasure Valley Counseling Association and not Idaho Counseling Association
 - c. Alternative to moving conference to Boise is to change the schedule spreading the conference into Sunday, allowing for more location options.
 - d. Alternatives to Boise are partnering with Universities and holding the Conference on Saturday/Sunday and having an offsite lodging.
 - e. Less cost to get Keynotes to conference
 - f. More options for entertainment
2. Regional Trainings
 - a. Requires ICA Leadership buy-in and involvement to present and attend.
 - b. Requires cost for travel by leadership.
 - c. Will they be attended

Regional Trainings Outlined Plan

1. Choose a speaker from Northern Idaho and Eastern Idaho willing to present 1 three (3) hour presentation in Northern Idaho and Eastern Idaho.
2. Choose two ICA leaders willing to present 1 three (3) hour presentation in Northern and Eastern Idaho.
3. Choose a location in both locations and book two dates for each. March-May and Sept-Nov.
4. Have the Northern Idaho Speaker and ICA Leadership Present Date 1
5. Have the Eastern Idaho Speaker and ICA Leadership Present Date 2
6. Have the Northern Idaho Speaker and ICA Leadership Present Date 1 Presentation in Eastern Idaho on Date 3
7. Have the Eastern Idaho Speaker and ICA Leadership Present Date 2 Presentation in Northern Idaho on Date 3

Possible ICA topics

- PPL and advocating
- Leaders Specific interest or training
- Ethics

Schedule of Training's

8:00-9:00 Registration and Continental Breakfast
 9:00-12:00 Presentation 1
 12:00-2:00 Networking Lunch and Q&A with ICA Leadership
 2:00-5:00 Presentation 2

Cost of Training's

Venue Rental and Food = approximately \$35.00 per attendee	\$2625
Travel	\$2000
<ul style="list-style-type: none"> • Speakers X 1 = approx. \$500 <ul style="list-style-type: none"> ○ 2 nights lodging, Mileage and Meals • ICA Leaders X 4 = approx. \$ 1500 <ul style="list-style-type: none"> ○ 2 nights lodging, Mileage and Meals 	
Marketing	\$500
<ul style="list-style-type: none"> • Flyers and Postage 	
Miscellaneous	\$250
TOTAL COST	\$5375

Income from Trainings

Member Registrations 75	\$7750
<ul style="list-style-type: none"> • 40 Members @ \$100 • 20 Non-Members @ \$150 • 15 Students or ½ Day @ \$50 	

GRAND TOTAL PROFIT/LOSS	\$2375
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Recommendations for Policy Change:

Payout 25% of conference profit to each division based on number of Division ICA Members.

Rational and Example of change.

Divisions are an essential part of ICA. The conference is most effective when division have an active participation in the planning and implementation of the conference. It is also becoming cost prohibitive for Divisions to offer educational opportunities during the year. By getting divisions more involved in a well-developed conference meeting the needs of division members, will be beneficial to both ICA and the Division.

Using last years conference numbers with current membership numbers.

Conference Profit:	\$15869.14
25% of Profit:	\$3967.28

Divisions Payout (253 Division ICA members)	\$15.68/ICA Member
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- IACES (49) \$768.36
- ICDA (30) \$470.40
- IDAMFC (44) \$689.92
- IMHCA (97) \$1520.96
- ISCA (33) \$517.44



COUNCIL OF LEADERS REPORT

Office/Committee: iDAMFC
Date: January 2, 2015
Officer/Committee Chair: Sean Nixon, President

Type of Committee Report:

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

Current Conference Report:

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

Brief Statement of Issues and/or Report of Activities:

In the past six months as iDAMFC, President, we have focused on the following:

1. Continue identifying potential leadership for the division.
 - a. Identified and elected a Pres-Elect: Stephanie Alvarez
2. Recruited replacement Treasurer, after current Treasurer resigned.
 - a. Larry Lutz took over position by presidential appointment.
3. Advocated to IBOL the importance for the acceptance of the new 2012 ACA Code of Ethics.
4. Continue to offer opportunities to the Idaho Marriage and Family Therapist Association for cobranding education.
5. Currently working on Spring 2015 Workshop to be held in Boise.
6. Attended ICA meetings and conference calls each month.
7. Dispersed iDAMFC Bookmarks to the community.
8. Attended Governor's Task Force on Child Safety annual workshop.

Recommendations for Board Action:

ICA leadership is made of dedicated volunteers. However, over the past two years I have witnessed a struggle to maintain the number of leaders required to pass changes needed to direct the association. Currently, ICA has 24 voting members of the council of leaders. These positions have been identified in our By-Laws as voting positions. In order to hold a vote, it is

required that 13 voting positions are present. However, over the last seven months, this has not been a viable option.

1.1) I recommend that the Executive Board, identify a three-five person task force to identify the need for each COL position and the need for that position to be a voting member.

1.2) I recommend that the task force evaluate the possibility of COL voting positions to be limited to the following positions:

ICA President

ICA Past-President

ICA President-Elect

ICA Secretary

ICA Treasure

1 Representative from each Division (currently 5, soon to be 7)

ICA Graduate Student Representative

I believe that these changes will allow for a Board that is better prepared to make decisions needed for our membership. Having a board of this size would only require that only seven individuals would need to be present for a vote. Simplifying the voting positions would not remove the need for committees. The committees would present information and request voting action by the board.

This change would require a change to By-Laws.

Recommendations for Policy Change:



COUNCIL OF LEADERS REPORT

Office/Committee: IMHCA President
Date: Jan 7, 2015
Officer/Committee Chair: Jennifer Browning

Type of Committee Report:

Report for Board Meeting

Current Conference Report:

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

Programs & Services

Brief Statement of Issues and/or Report of Activities:

IMHCA Web Development:

- 2015 IMHCA will be transitioning to a new web host: Amber Dillion – who will be taking on the position of Web Designer

Graduate Representatives:

- As the ISU grad student rep for IMHCA, Jen Gess co-hosted with Bree Krafft of NNU and Julie Hambleton of BSU a grad student social evening for all grad students with free pizza and drinks (I've attached the flier). While not as many folks attended as we had hoped, it was still fun and a great networking event for grad students.

Professional Development:

- IMHCA co sponsored our first professional training via webinar in conjunction with BPA on the DSM5!!
- IMHCA has created a “Suicide Awareness” bookmark to give away at various events to help promote awareness
- We had 119 attendees at our annual Fall Ethics trainings in 8 different cities: Coeur ‘d alene, Caldwell, Twin Falls, Meridian, Boise, Moscow, Idaho Falls, and Lewiston.

Outreach:

Jen Browning has been serving on the Optum Advisory Committee working to voice concerns to Optum that have been presented to her from providers around the area. This committee meets on a monthly basis to address professional concerns.

IMHCA Newsletter:

The annual newsletter has been designed, proofed, and is about to be sent out to all IMHCA members.

IMHCA Pres Elect:

As IMHCA vice president, I have contributed to the IMHCA newsletter, attended ICA COL conference calls and am serving on the board as volunteer coordinator for the ICA annual conference, and I am serving as the IMHCA distinguished presenter; I have also nominated a counselor for an ICA award on behalf of IMHCA, which she received. I have assisted in an IMHCA ethics training, participated in IMHCA board meetings, and helped identify people for key IMHCA positions. I think our board works well together, and I have gotten whatever support I need.

Membership:

The IMHCA membership has seemed to remain relatively consistent during the past year. We have been doing well in recruiting new professionals through the various schools with the student membership discount. The ethics trainings have been the biggest benefit that members have reported enjoying. I have been in the process of setting up calendar/email reminders on upcoming membership dues that include an email 4-weeks and 1-week prior to the membership expiration.



COUNCIL OF LEADERS REPORT

Office/Committee: Idaho School Counselor Association (ISCA)
Date: December 18, 2014
Officer/Committee Chair: Roger Holyoak

Type of Committee Report:

- Report for Board Meet January 2015
 Recommending Board Action none
 Recommending Policy Change none

Current Conference Report:

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

Programs & Services The Fall ISCA Conference had 151 registered attendees and was very successful in implementation. The ISCA founding counselor, Bob Schreiber, was honored for his service over 40 years ago to start the organization. He was pleased to see ISCA working well for counselors.

In November the Executive committee attended a White House Convening held at the San Diego State University campus in San Diego, CA. During the Convening a committee of individuals from Idaho decided upon some goals. The committee and the counselors will encourage all school counselors in Idaho to receive training or re-training in College and Career Readiness during the next 5 years.

Personnel No changes right now.
 Policies & Procedures none
 Planning & Evaluation The ISCA board has contacted the new State Superintendent to make an appointment to visit and discover how she plans to utilize school counselors in the schools in Idaho during her tenure. The meeting may be set for February.

The ISCA was contacted by the IDLA and members of the Governor's Task Force on Education. The Task Force was preparing a survey for school counselors in Idaho. Members of the ISCA board were given the opportunity to input ideas for the survey questions. The survey has been sent to all school counselors in Idaho. We are hopeful that there will be some positive outcomes.

Plans have been started for the Fall ISCA Conference which will be held in Boise during the month of October. Two keynote speakers and several breakout speakers have been arranged.

Physical Plant & Other Resources ISCA hired an ad agency for allowing a rotation of ads to be displayed on the ISCA website. The ads have given ISCA a small source for cash flow.
 Public Relations & Communications Members of ISCA plan to attend the ICA Legislative Meet and Greet in February.

Recommendations for Board Action: none

Recommendations for Policy Change: none



COUNCIL OF LEADERS REPORT

Office/Committee: Leadership Development Committee Chair
Date: January 6, 2015
Officer/Committee Chair: Lynn Bohecker

Type of Committee Report:

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

Current Conference Report:

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

Brief Statement of Issues and/or Report of Activities:

- Worked with President (Susan Perkins) to develop plans for Leadership Development Institute.
- Assisted with facilitation of Leadership Development Institute in June.
- Participated in monthly ICA Council of Leaders phone meetings.



COUNCIL OF LEADERS REPORT

Office/Committee: **Media Committee**

Date: **January 20, 2015**

Officer/Committee Chair: **Heather Tustison**

Type of Committee Report:

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

Goals and Progress for 2014-2015

Newsletter

- Monthly Newsletter – Counselor Connection established and sent starting September
- Monthly Counselor Spotlight established and sent starting September

Quarterly Mailings

- Grant applied for to ACA
- Stalled for funding

Social Media

- Would love to, need more manpower

Tag Line for ICA

- Lots of ideas, mostly bad ones...

“Step Up” Campaign

- Slated to start July 2015 – in connection with 2016 conference
- The idea is to “Step Up and do your part” – everyone has a gift or talent, and we want to see or hear or experience it

Publications

- Newsletter
- Counselor Spotlight

Conferences and Workshops

- Successful coordination with Conference Chair, President and President Elect to bring to fruition 2015 and 2016 Conference Themes

Marketing/Design

- Attendance at Health, Beauty and Fitness Fair – Fall
- Media Kit Created and utilized for 2015 Conference

Website

- Work with all Divisions to get an assessment of wants, needs, haves and have-nots regarding their own websites
 - Met with 3 of 5 divisions
 - Common need: common database
- Research to find best options for the end-user
 - Pay WebImpakt for updates - \$2500ish
 - Look outside for another vendor
 - Wild Apricot - \$100/month
 - Starting over
 - Needs more research

Press Releases

- Creation of format for ICA Releases

Branding

- In process

Networking

- Mailchimp listserv announcements
- Social at conference advertising

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:

N/A

Recommendations for Policy Change:

N/A



COUNCIL OF LEADERS REPORT

Office/Committee: Past-President

Date: January 2, 2015

Officer/Committee Chair: Kendal M. Tucker

Type of Committee Report:

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

Current Conference Report:

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

- X Programs & Services
- Personnel
- X Policies & Procedures
- X Planning & Evaluation
- Physical Plant & Other Resources
- X Public Relations & Communications

Brief Statement of Issues and/or Report of Activities

ACA Leadership Training Institute

- Attended the national leadership training
- Presented at a breakout session regarding public policy issues
- Participated on a panel regarding ICA's leadership development award

Leadership Development Institute

- Assisted in planning and implementation of LDI

Activities throughout the year

- Finalized the draft for ICA By-laws revision and submitted to ICA executive board and By-laws chair for board approval
- Submitted By-laws revision to ACA for final approval
- *Planned Creating Connections Workshops and Legislative Meet & Greet* with Susan (president) and PPL committee
- Helped man the ICA booth at Health & Beauty Fair
- Prepare for 2015 ICA elections

Recommendations for Board Action: none

Recommendations for Policy Change: none



COUNCIL OF LEADERS REPORT

Office/Committee: Public Policy Chair

Date: January 2, 2015

Officer/Committee Chair: Kendal M. Tucker

Type of Committee Report:

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

Current Conference Report:

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

- Programs & Services
- Personnel
- X Policies & Procedures
- X Planning & Evaluation
- Physical Plant & Other Resources
- X Public Relations & Communications

Brief Statement of Issues and/or Report Activities

ACA Leadership Training Institute

- Attended the national leadership training
- Presented at a breakout session regarding public policy issues
- Participated on a panel regarding ICA's leadership development award

Leadership Development Institute

- Assisted in planning and implementation of LDI

Activities throughout the year

- Finalized the draft for ICA By-laws revision and submitted to ICA executive board and By-laws chair for board approval
- Submitted By-laws revision to ACA for final approval
- *Planned Creating Connections Workshops and Legislative Meet & Greet* with Susan (president) and PPL committee

Recommendations for Board Action: none

Recommendations for Policy Change: none



COUNCIL OF LEADERS REPORT

Office/Committee: President-Elect
Date: January 2, 2015
Officer/Committee Chair: Sean Nixon

Type of Committee Report:

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

Current Conference Report:

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

Brief Statement of Issues and/or Report of Activities:

Leadership Development Institute

- Attended LDI in June

Committees

- Worked with President (Susan Perkins) to finalize ICA By-Laws revision which explains the process for forming new ICA Divisions.
- Meet with new Interest Section Leadership multiple times to keep them informed of matters pertinent to ICA and help in the logistics of starting a new Division.
- Attended Conference Committee meetings monthly.
- Selected Conference Committee Chair for my Presidency next year.
- Attended Public Policy & Legislation Committee meetings to help plan upcoming Creating Connections Workshops and Legislative Meet & Greet.
- Held a Meet & Greet in Pocatello, ID for members of ICA
- Been willing and able to work with other committees as the need has come up.

ICA Leadership

- Attended all, monthly ICA Council of Leaders phone meetings.
- Meet with President to identify needs and direction of association.
- Communicated with Executive Director regarding needs of association.
- Began identifying possible candidates for committees during presidency.

ACA and Western Region Leadership

- Attended and Represented Idaho at ACA Institute of Leadership Training in Washington, DC in July. Meet with Legislative representatives to discuss the needs of Counselors in Idaho.
- Participated in all Western Region monthly phone meetings, including facilitating a discussions on Conference Planning, Member Recruitment and Emerging Leader.
- Attended and Washington Counseling Association's Conference in Seattle in November, 2014.
- Attended Western Region's Leadership Institute in Seattle in November. Networked and presented on Membership Recruitment and Retention.

Other Activities

- Attended each IBOL meeting in July and October. Shared information with IBOL representatives regarding the changes between ACA Code of Ethics (July). Voiced support of IBOL identifying a process that is less punitive to Counselors that self-report ethics Violations (October).
- Represented ICA at Treasure Valley Health and Beauty Fair and discussed counseling and ICA with interested people.
- Meet with Website provider along with Media Chair and Executive Director. Participated in discussion regarding website updates with ICA Executive Board and made decisions about which changes to implement.
- Spoke to University of Idaho, Vocational Rehabilitation Students and Graduates regarding ICA (November).

Recommendations for Board Action:

Currently one of ICA's greatest opportunities for growth is new professionals entering into the workforce. In Idaho we currently have counseling programs offered at four locations, Nampa, Meridian, Boise and Pocatello.

It is recommended that representatives from the Board attend each of these programs with the sole purpose of recruiting new members. These meet and greets would provide opportunities for students to have questions answered, join the association during the event and provide some sort of food for those attending.

Recommendations for Policy Change:

ICA Council of Leaders Report

Office/Committee: **Treasurer / Finance Chair** Date: **12-31-2014**

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

- Obtained division year end reports and filed ICA taxes, worked with division leaderships to answer questions and advise, as needed.
- 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.
- Worked with PP&L committee on upcoming meet and greet, securing dates and logistics

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