



June 9, 2016  
6:00 pm  
Meridian, Idaho

## COUNCIL OF LEADERS MEETING AGENDA

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1. Call to Order and Roll Call
2. Adoption of Agenda
3. Approve minutes from last board meeting
4. Officer & Committee Reports
5. Old Business
  - a. Move of Conference to Boise for 5 years. Assess annually
  - b. Regional Trainings
    - i. Timing
    - ii. Location
  - c. ICA Budgets based on historical averages
  - d. Disbursement of Conference Profit
  - e. Need for Members/Non Members Survey
  - f. Telehealth Rules Steering Committee
  - g. Website
  - h. Requests of Association
  - i. Dues Increase
6. New Business
  - a. Potential Issues in upcoming year
  - b. Recommendations for Board Action
    - i. As discussed in the previous board meeting, we would still like ICA to write a statement against conversion therapy, just as ACA, ALGBTIC, APA, and many other national helping professions have stated. IALGBTIC is happy to help write this statement.
    - ii. We have had several folks share with us that they have tried to become an IALGBTIC member but are unable to do so. We would like to see a streamlined process via the ICA website.
    - iii. I make a motion that ICA fund the travel and lodging of the past ICA president to the ACA Leadership Institute each July, if the past president is available to attend.

1. Rational: The past five years, the ACA past president has attended the ILT in one capacity or another. Having a leader present helps facilitate the transition for new leadership.
  - iv. I make a motion that ICA stop recommendations for policy change and motions to policy changes until the time that a Policy and Procedures Manual be ratified.
    1. Rational: We currently do not have policies to change.
  - v. I make a motion that the compensation of Executive Director be increased from its current amount of \$7600.00 annually to \$9000.00 to be paid out in 2 installments. First installment by the end of July, and the Second installment by the end of February.
    1. Rational: The current compensation has not been increased in more than 3 years and the Executive Director has been tasked with additional duties during this time.
  - vi. Holding ICA's Leadership Development Institute before June 15th means that many of ISCA's board members cannot attend, as we are still on contract with our school districts. We respectfully request that this be noted and taken into consideration when ICA makes future plans for LDI dates.
  - vii. Examining automatic annual renewal for membership
- c. Recommendations For Policy Change
  - i. The by-laws are not as clear as they could be regarding how to handle vacancies and situations when no one was elected. When the By-Laws Committee meets, it would be helpful for them to reconsider these policies
- d. President Elect
  - i. Budget for Fiscal Year 2016/2017
  - ii. Vision for upcoming year

## 7. Adjourn



## COUNCIL OF LEADERS REPORT

Office/Committee: 2016 Conference Chair

Date: 6/1/2016

Officer/Committee Chair: Michelle Hopkins

### Type of Committee Report:

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

### Committee Report:

- Worked with Riverside to check to go through the final invoice and to negotiate a price reduction due to changes in the contract.
- Scanned and sent all interest session evaluation forms to conference presenters.
- Met with President and Program Coordinator to go over conference evaluation forms.
- Answered follow up emails from the conference.
- Met with incoming president to discuss 2016 conference.
- Finished and sent out 2016 conference budget

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:**



## Division Strategic Plan

Title of Division: \_\_\_\_\_

President: \_\_\_\_\_

President-elect: \_\_\_\_\_

Past-president: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Secretary: \_\_\_\_\_

### **1. Division Mission:**

### **2. Anticipated Goals:**

### **3. The Plan (Plan each goal from beginning to end)**

Who will do what, by when, with what resources?

What are the milestone objectives that need to happen in order to achieve the goal?

Who:

What:

By this date:

### **4. Action Steps**

1. What are the current “moving parts?”
2. What is the next action for each of the current moving parts? (and who is responsible)
3. Decide on next action in the planning process

**5. What support is needed?**

1. From ICA?
2. From ICA Divisions?
3. From ICA Committees?
4. From the community?
5. Who do I need to inform that I need their support?



## COUNCIL OF LEADERS REPORT

Office/Committee: Executive Director

Date: June 1, 2016

Officer/Committee Chair: Sue Holmes

### Type of Committee Report:

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

### Committee Report:

- Answered telephone calls, emails and faxes
- Processed mail
- Processed memberships
- Sent out emails on listserv
- Closed out Wells Fargo accounts, opened account at ICCU
- Made bank deposits
- Worked with treasurer and new divisions to set up new accounts
- Answered questions via phone and email
- Attended the ACA conference in Montreal, Canada
- Secured contract with Trinity Pines for LDI 2016
- Finished paperwork for Optum sponsored conference
- Secured contract for 2017 ICA conference in Boise

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

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

### **Recommendations for Board Action:**

### **Recommendations for Policy Change:**



## COUNCIL OF LEADERS REPORT

Office/Committee: IACES

Date: 6/7/16

Officer/Committee Chair:

Blaine Reilly, President; Kerrie Taylor President-Elect

### Type of Committee Report:

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

### Committee Report:

- Have developed ethics ceu workshop specifically for supervisors.
- Continuing to build upon plan to increase supervisors membership within IACES
  - Includes developing ceu workshops specifically for supervisors
  - Monthly meet and greets with supervisors within the community
- Updating website (in progress)
- Met with incoming ICA president to discuss direction of IACES
- Welcomed new IACES officers: Kerrie Taylor (President-elect); Dusty Destler (President-elect-elect); Marissa Rapp (membership chair); Melisa Demeyer (Treasurer); Renee Howells (Visual Marketing Chair)
- Developed new IACES logo
- Updating new mission statement (in progress)

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: Idaho Association of LGBT Issues in Counseling  
President

Date: 5/30/16

Officer/Committee Chair: Jennifer Gess

### Type of Committee Report:

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

### Committee Report:

IALGBTIC has accomplished a great deal in our first year. Our highlights include the following:

- Trainings
  - “*Train the Trainers: Providing a Safe Space for LGBTQ+ Clients*” with Jen Gess and Bree Krafft at ISU – Meridian on 11/15/15. Participants: 20
  - “*Providing a Safe Space for LGBTQ+ Clients*” with John Condrin in 12/2015.
  - “*Providing a Safe Space for LGBTQ+ Clients*” with Jamie Lange and Megan Brown at Healthy Place Counseling on 4/7/16. Participants: 7
  - “*Providing a Safe Space for LGBTQ+ Clients*” with Jamie Lange and Lisa Butterworth at About Balance Mental Health on 4/16/16. Participants: 12
  - “*Ethically Counseling LGBTQ+ Clients*” with Jen Gess and Bree Krafft at ISU – Meridian on 5/21/16. 2 ethics CEU’s. Participants: 25.
  - “*Providing a Safe Space for LGBTQ+ Clients*” with Jamie Lange and Lisa Butterworth at Casey Family Programs on 6/9/16.
- Events
  - *Rainbow Run* – Annual fun run and walk to increase LGBTQ+ visibility. Coming up on June 25<sup>th</sup> in both Boise and Pocatello.
    - *Rainbow Run Pocatello*: Teaming up with All Under One Roof in Pocatello.
  - *Trans Clothing Drive* – Very popular clothing drive in collaboration with the Community Center. Approximately 40 community members attended and received free clothing. March 2016.
  - *Rainbow Cords for Graduation* – We gave out about 25 rainbow cords to increase LGBTQ+ visibility at graduation.
  - *Ayidian Dowling* – Trans advocate speaker in Pocatello and via distance learning in Boise. Approximately 60 people attended. March 2016.
- Social Media
  - Facebook: We have 228 “likes” and post a couple of times a week on issues related to LGBTQ+ topics and counseling.
- Membership
  - We currently have 45 members
- Newsletter

- We send out four newsletters/year to 160 people.
- Our read rate is above industry average, according to MailChimp.
- Grants
  - Idaho Community Foundation Grant (\$750)
- Website
  - Resource page – Our website includes an extensive resource page. We spent much time gathering resources and continuously update it.
  - Conversion therapy page – We provide a summary of statements from ACA and national ALGBTIC regarding conversion therapy.

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

X Programs & Services

\_\_\_ Personnel

\_\_\_ Policies & Procedures

\_\_\_ Planning & Evaluation

\_\_\_ Physical Plant & Other Resources

\_\_\_ Public Relations & Communications

**Recommendations for Board Action:**

- As discussed in the previous board meeting, we would still like ICA to write a statement against conversion therapy, just as ACA, ALGBTIC, APA, and many other national helping professions have stated. IALGBTIC is happy to help write this statement.
- We have had several folks share with us that they have tried to become an IALGBTIC member but are unable to do so. We would like to see a streamlined process via the ICA website.

**Recommendations for Policy Change:**



**COUNCIL OF LEADERS REPORT**

Office/Committee: Media Committee  
Date: June 9, 2016  
Officer/Committee Chair: Heather Tustison

Comment [SNP1]: Indicate your title/role here.

Comment [SNP2]: Your name here.

**Type of Committee Report:**

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

Comment [SNP3]: If you include Recommendations for Board Action below, check this box.

Comment [SNP4]: If you include Recommendations for Policy Change below, check this box.

**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

**Goals and Progress for 2015-2016**

**Social Media**

- Facebook, twitter and instagram

**“Step Up” Campaign**

- Slated to start July 2015 – in connection with 2016 conference – tabled
- 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 - tabled

**Publications**

- Newsletter – January 2016 out at Conference
- P P & L Newsletter out at Conference

**Conferences and Workshops**

- 2017 Conference: “Growing the Counselor, Growing the Client: Celebrating Diversity”

**Marketing/Design**

- Media Kit Updated and utilized for 2016 Conference – to be revised for 2017

**Website**

- Membership Dues Increase in July?

**Press Releases**

- Official ICA Press Release created

Please complete and email to ICA’s Executive Director at idahocounseling@gmail.com

**Branding**

- In process

**Networking**

- Mailchimp listserv announcements – in categories
- Working with Membership Chair and Human Rights Chair for alternative community events for Counselors to become involved

**Recommendations for Board Action:**

**Comment [SNP5]:** Describe recommendations and reasons here. You don't need to go in depth, but enough explanation for other leaders to be prepared for discussion is helpful.

**Recommendations for Policy Change:**

**Comment [SNP6]:** If you have recommendations for policy or procedure changes, include those here. For example, ICA had a policy that conference presenters needed to be licensed counselors. That policy was revisited and revised during a CoL phone meeting.



## COUNCIL OF LEADERS REPORT

Office/Committee: President  
Date: June 8, 2016  
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:

Focused majority of time in the last two months on the transition of leadership.

#### Western Region Leadership

- Attended and Participated in Region Business Meetings at ACA annual conference.

#### ACA

- Attended annual conference.
- Observed Governing Council meetings
- Meet with and spoke with ACA leadership on legislation in Tennessee.
- Working with ACA and State Senator Crapo on Access to Medicare for Counselors.
- Working with ACA and State Senator Risch on Counselor access to VA.
- Participated in monthly conference calls regarding Task Force on Professional Identity.

#### Other Activities

- Attended IBOL meetings in February and May.
- Presented findings on Telehealth survey to IBOL.
- Worked with IBOL to identify Telehealth Guidelines for Counselors and Therapists
- Investigated By law discrepancies with Idaho Statutes.
- Communicating with other Branches on "Best Practices"
- Testified before the Legislative Joint committee on Health and Welfare.

**Recommendations for Board Action:**

1. I make a motion that ICA fund the travel and lodging of the past ICA president to the ACA Leadership Institute each July, if the past president is available to attend.
  - a. Rational: The past five years, the ACA past president has attended the ILT in one capacity or another. Having a leader present helps facilitate the transition for new leadership.
2. I make a motion that ICA stop recommendations for policy change and motions to policy changes until the time that a Policy and Procedures Manual be ratified.
  - a. Rational: We currently do not have policies to change.
3. I make a motion that the compensation of Executive Director be increased from its current amount of \$7600.00 annually to \$9000.00 to be paid out in 2 installments. First installment by the end of July, and the Second installment by the end of February.
  - a. Rational: The current compensation has not been increased in more than 3 years and the Executive Director has been tasked with additional duties during this time.

**Recommendations for Policy Change:**



## COUNCIL OF LEADERS REPORT

Office/Committee: Idaho Career Development Association -ICDA

Date: 6/8/16

Officer/Committee Chair: Christine Stoll- President- outgoing

### Type of Committee Report:

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

### Committee Report:

#### **Career Development Month:**

ICDA celebrated Idaho Career Development Month in conjunction with National Career Development month this past November. The celebration featured a governor proclamation and Leadership in Career Development award honoring Dr. Kay Webb.

When: November 12, 11:00 am

Where: Governor's Office

Who: Idaho's First Lady, Lori Otter

Reception to follow: Capitol Rotunda 2nd floor



Dr. Kay Webb has been deeply involved in the career development field for over 15 years. She is an Associate Professor at NNU where one of her jobs is teaching counselors-to-be about career development and how it relates to their future jobs. She is particularly motivated in helping others find meaning and purpose in their lives through the work they do, thus uniting the “doing” with the whole “being”.

Dr. Webb has previously served as President for ICDA and is actively involved serving as the Secretary. She is also involved in the Idaho Counseling Association. Dr. Webb will receive her award at the National Career Development Day proclamation signing at the State Capitol on Nov. 12.

#### Award Background:

November is the time to celebrate National Career Development Month, Week (Nov. 9-14) and Day (Nov. 12). Each year this provides an opportunity to increase public awareness about the importance of lifelong career development and making informed education and career decisions. In celebration, the Idaho Career Development Association (ICDA) [www.idahocda.org](http://www.idahocda.org) has secured a proclamation declaring November as Career Development Month in Idaho!

## Idaho Counseling Association Public Policy Event

ICDA participated in the event at the state Capitol where divisions networked with state legislators.

## Spring Conference:

We held our annual spring conference with the theme: Individual Discovery: A Holistic Approach to Career Development. The conference had nine speakers that covered the spectrum from K12 through adult. Our Keynote speaker was Gordon Jones from Boise state who helped the participants see themselves as innovators in change for education and career planning.

The conference offered both CEU and Professional Development Credits

1. Idaho Counseling Association  
1 CEU. The Idaho Counseling Association has been approved by NBCC as an Approved Continuing Education Provider, ACEP No. 2013. Programs that do not qualify for NBCC credit are clearly identified. ICA is solely responsible for all aspects of the program.
2. Northwest Nazarene University  
1 Professional Development credit. See syllabus and instructions to register for credit.

The conference was a success and netted \$1,244.00.

## Social Media and Communications

Overall ICDA struggled with managing its social media this year. We were not able to secure a consistent volunteer for social media this year. This was true of other ICDA duties as well where we had several employment changes for our Board and committee members that altered their ability to serve or perform ICDA tasks. For instance, the Secretary moved to another state and the person serving as the social media coordinator stepped into the Secretary position as she was Secretary-elect. One of the goals that we had this year was to complete a social media and communications plan. This did not come to fruition due to the reasons stated above. ICDA did launch a presence on Linked In.

## Bylaws:

We have looked at our bylaws and will be suggesting a few changes to modern the bylaws and to remove the requirement that the Executive Committee members be members of ACA. We will need to go through the formal process but wanted to provide ICA with a preview of our intentions.

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: See next page**

## Recommendations for Policy Change:

Requested Changes:

1. **Nominations:**
  - a. Replace the word “mail” with “direct or electronic mail”
2. **Mailing ballots:**
  - a. We suggest a change to our bylaws that no longer requires mailing of ballots. Technology has changed and we view this as outdated. Requirement to mail ballots is costly and inefficient.
3. **Required memberships for Executive Officers:**
  - a. Our bylaws indicate that an Executive Board Member belong to the following:

*Board Qualifications: Officers: The officers of ICDA shall be a President, President-Elect, Immediate Past-President, Secretary, and Treasurer. Each officer shall be a professional member in good standing with membership in ACA, NCDA, ICA, and ICDA. (see ARTICLE III, Section 1A of ICDA Bylaws <http://www.idahocda.org/page-1194150>).*

Is this a requirement of all divisions? This requirement seems very broad for the folks within the ICDA division who are not always a credentialed counselor. The likelihood of them being affiliated with ACA is small. The requirement to have these four memberships is costly and provides a barrier in recruiting new leadership.

From our understanding in order to remove the ACA membership requirement for being on the ICDA Executive Board and to change the wording from MAIL to Direct or Electronic mail, we must:

1. First seek approval from the ICDA membership body with a formal vote with a majority of members voting in favor.
2. Seek approval from the NCDA Bylaws Committee
3. Seek Approval from the ICA Executive Board

### **Membership Costs:**

- ICDA- \$10.00
- NCDA- this is an organizational membership - \$75
- ICA- \$50.00
- ACA- \$96-168 depending on credential

## **ARTICLE X. of ICDA Bylaws**

### **Amendment Procedure <http://www.idahocda.org/page-1194150>**

*Section 1. Any amendment or amendments to the bylaws may be proposed by the Board of Trustees or by any five voting members of the Association. A mail ballot will be prepared by the Bylaws Committee. A majority of those voting is necessary for passage of such amendments. Members must have been notified of the proposed change or changes 30 days in advance.*

*Section 2. Changes in bylaws must be approved by the NCDA Bylaws Committee and the ICA Executive Board before they become effective.*



## **COUNCIL OF LEADERS REPORT**

Office/Committee: IDASERVIC Division

Date: 5-31-16

Officer/Committee Chair: Lynn Bohecker, President

### **Type of Committee Report:**

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

### **Committee Report:**

Historical Year Review: Highlights of 2015-2016 include:

- a. Developing Bylaws
- b. Kicked off our first year as a division with the calling for nominations, holding elections, and having a full board of directors.
- c. Website was developed and finalized for IDASERVIC
- d. Developed IDASERVIC Google Drive to accompany IDASERVIC gmail account
- e. Holding monthly meetings and recording corporate minutes
- f. Developing and implementing three workshops
- g. Working with national ASERVIC and state ICA to come to a consensus on corporate operating structure. The result is IDASERVIC operating as an official division of ICA and using ICA tax identification for IRS and legal purposes.
- h. ICA opening a bank account on behalf of IDASERVIC
- i. Developing the draft of the operating manual that includes job descriptions for each of the board positions.
- j. Development of a file to document the history to be updated at the end of each year.

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:**



**COUNCIL OF LEADERS REPORT**

Office/Committee: IMHCA President  
Date: June 6, 2016  
Officer/Committee Chair: Brian Smith

Comment [SNP1]: Indicate your title/role here.

Comment [SNP2]: Your name here.

**Type of Committee Report:**

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

Comment [SNP3]: If you include Recommendations for Board Action below, check this box.

Comment [SNP4]: If you include Recommendations for Policy Change below, check this box.

**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:**

Programs & Services

- Promoted and attended 2016 ICA Annual Conference
- Arranged for IMHCA Distinguished Speaker (Dr. Tony Seikel) at 2016 Annual Conference
- Promoted and will attend 2016 LDI
- Worked with Ethics Chair, Melanie Twite, to arrange and facilitate ethics trainings
- Accepted ICA Bylaws Committee Chair position 2016-2017
- Will present on ICA bylaws at June 2016 LDI

Personnel

- Recruited for necessary IMHCA board committee positions and coordinated with ICA counterparts when possible
- Identified Graduate Student Representative, Michael Callender
- Identified replacement for Ethics Committee Chair, Kris Angstman
- Recruited replacement for Membership Committee Chair, Jaime Fretwell (unconfirmed)
- Proposed coordination for mutual support between Membership Chair, Public Awareness Chair, Professional Development, and Graduate Student Representative
- Publications Chair and Secretary positions not filled
- IMHCA Past President, Jen Browning, conducted nominations and elections for Secretary and President-elect; Michelle Carda elected for President-elect
- Identified Michelle Hopkins as IMHCA representative for BCI Behavioral Health Panel

Please complete and email to ICA's Executive Director at idahocounseling@gmail.com

#### Public Relations & Communications

- IMHCA Past President, Jen Browning, coordinated efforts with IACES, served on the Optum Provider Advisory Board, and the Idaho Association of Community Providers; she provided feedback to IMHCA and ICA leadership
- Established independent IMHCA website, and plan to maintain presence on ICA site

#### Other Activities

- Provided feedback as requested to ICA leadership regarding IBOL positions and policies
- Participated in AMCHA state chapter meetings and provided feedback to AMHCA as needed
- Collaborated with IMHCA board to arrange for incoming President, Steve Moody, and President-elect, Michelle Hopkins, to attend AMHCA 2016 Annual Conference and Leadership Development Workshop



## **COUNCIL OF LEADERS REPORT**

**Office/Committee:** ISCA

**Date:** 5/23/16

**Officer/Committee Chair:** Jennifer Tachell, ISCA President

### **Type of Committee Report:**

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

### **Committee Report:**

- I recently met (along with Lori Lodge and Angela Robinson) with Sheri Ybarra's staff to discuss ISCA and how we can continue to partner with the SDE to support educators in doing what is best for kids. We agreed to continue to meet quarterly instead of annually to keep things moving forward. This was a huge accomplishment for ISCA!!
- I continue to work with the State Department of Education and the Idaho Digital Learning Academy to help define rules and policies around the College and Career Readiness legislation that was recently passed and funded at 5 million dollars.
- I am collaborating with the president of the Idaho School Psychologist Association to plan our joint fall conference in October at The Riverside Hotel in Boise.
- ISCA held elections this spring and our board remains full. Kelli Jackson was appointed to be the next President as our sitting President Elect had to resign her position. In the elections this spring, it was determined that Charles Diemart is our President Elect and Jordan Chesler is our President Elect Elect.
- I attended the web training put on by Heather Tustison, as did our webmaster Jessica Lecertua. We will be meeting later in June to fine tune ISCA's page on the ICA website.
- Several board members will be attending ASCA's Leadership Training as well as the ASCA conference in New Orleans in July. We will be representing Idaho at the Awards Gala Dinner as one of our schools (Vallivue High School in Caldwell) is recognized as having received the RAMP Designation from ASCA. This is a FIRST in the state of Idaho!

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:**

Holding ICA's Leadership Development Institute before June 15th means that many of ISCA's board members cannot attend, as we are still on contract with our school districts. We respectfully request that this be noted and taken into consideration when ICA makes future plans for LDI dates.

**Recommendations for Policy Change:**



**COUNCIL OF LEADERS REPORT**

Office/Committee: Media Committee

Date: June 9, 2016

Officer/Committee Chair: Heather Tustison

Comment [SNP1]: Indicate your title/role here.

Comment [SNP2]: Your name here.

**Type of Committee Report:**

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- Policies & Procedures
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**Goals and Progress for 2015-2016**

**Social Media**

- Facebook, twitter and instagram

**“Step Up” Campaign**

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**Marketing/Design**

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**Website**

- Membership Dues Increase in July?

**Press Releases**

- Official ICA Press Release created

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- In process

**Networking**

- Mailchimp listserv announcements – in categories
- Working with Membership Chair and Human Rights Chair for alternative community events for Counselors to become involved

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## **COUNCIL OF LEADERS REPORT**

Office/Committee: Membership Committee

Date: 5/31/2016

Officer/Committee Chair: Marisa C. Rapp

### **Type of Committee Report:**

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

### **Committee Report:**

#### **Current Projects & Initiatives:**

- Revisiting annual automatic renewal feature of membership to ensure convenience for members and administration efficiency
- Collaboration with Strategic Planning Chair in examining how we can best recruit and retain non-student members (licensed professionals)
- Creating a basic needs and demographic survey to be distributed to members to better understand what members are wanting and needing from the organization
- Informing members of upcoming due increase to provide an opportunity for members to renew at lower rate
- Building a committee to help delegate tasks related to ongoing projects and initiatives
- Brainstorming ways in which social networking events can be planned to bring awareness of what our organization has to offer along with offering a sense of community for current members.

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:**

Examining automatic annual renewal for membership

#### **Recommendations for Policy Change:**

Examining automatic annual renewal for membership



## **COUNCIL OF LEADERS REPORT**

Office/Committee: Nominations & Elections Committee

Date: June 8, 2016

Officer/Committee Chair: Susan Perkins

### **Type of Committee Report:**

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

### **Committee Report:**

ICA By-Laws stipulate that the ICA Past-President serves as Chair of the Nominations & Elections Committee. According to by-laws, the committee is made up of Division Chairs and the ICA President. This year, the committee had a unique job because ICA had a vacancy in the role of President-Elect, a Secretary position that had been vacated part-way through the term, and an opening for Treasurer. The committee met by phone and discussed through email to review the by-laws. These discussions guided the committee regarding which positions needed to be filled, solicitation of nominees, and procedures for the election. The committee solicited nominations, followed up with nominees to ensure understanding of the positions and eligibility for election, and held the election. The results were tallied, verified, and announced to the ICA listserv. The Chair emailed newly-elected officers to congratulate them and connect them with current ICA leadership so mentoring and training could begin.

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:**

none

### **Recommendations for Policy Change:**

The by-laws are not as clear as they could be regarding how to handle vacancies and situations when no one was elected. When the By-Laws Committee meets, it would be helpful for them to reconsider these policies.



## **COUNCIL OF LEADERS REPORT**

Office/Committee: Past President  
Date: June 8, 2016  
Officer/Committee Chair: Susan Perkins

### **Type of Committee Report:**

- Report for Board Meeting  
 Recommending Board Action  
 Recommending Policy Change

### **Committee Report:**

The Executive Committee has not met in the past several months and has had few email exchanges. I have met with the incoming President (Jennifer Gess) to talk about how the Idaho Counseling Association works and to respond to questions as she has them. ICA Past Presidents from the past few years informally gathered in response to Jennifer Gess' questions about the Leadership Development Institute. We discussed the possibility of establishing an ICA Past Presidents' Committee, which could offer ongoing support to ICA leadership.

Although board action and policy changes are not needed for this, I would recommend that the Executive Committee meet on a regular basis to discuss ongoing questions from members and other professionals, implementation of motions passed in previous meetings, and upcoming opportunities for ICA. Much of this could happen through email, if preferred.

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:**

none

### **Recommendations for Policy Change:**

none

# 2016 ICA Conference Budget - Boise, Idaho

Income	estimated			actual	actual	
	estimated numbers	Income per person	estimated budget		numbers	Income per person
<b>Registration</b>						
Pre-Conference						
Supervision	25	\$150.00	\$3,750.00	28	\$150.00	\$4,200.00
Half Day Wed AM Legislative	25	\$75.00	\$1,875.00	8	\$30.00	\$240.00
Half Day Wed AM Poetry	20	\$75.00	\$1,500.00	7	\$75.00	\$525.00
Half Day Wed AFT Paper	20	\$75.00	\$1,500.00	12	\$75.00	\$900.00
Half Day Wed AFT Revenue	25	\$75.00	\$1,875.00	15	\$75.00	\$1,125.00
Half Day Thu AM Meds	25	\$75.00	\$1,875.00	16	\$75.00	\$1,200.00
Half Day Thu AM Play	15	\$75.00	\$1,125.00	9	\$75.00	\$675.00
Half Day Thu PM Trauma	15	\$75.00	\$1,125.00	41	\$75.00	\$3,075.00
	170		\$14,625.00	136		\$11,940.00
Conference						
Comp Registrations	15	\$0.00	\$0.00			\$0.00
Previous Year On-Site Registration	20	\$125.00	\$2,500.00			\$125.00
Summer - Member	25	\$175.00	\$4,375.00	38	\$325.00	\$12,350.00
Summer - Non Member	5	\$225.00	\$1,125.00	30	\$150.00	\$4,500.00
Summer - Student Member	5	\$100.00	\$500.00	46	\$250.00	\$11,500.00
Summer - Student Non Member	5	\$125.00	\$625.00	81	\$100.00	\$8,100.00
Fall Early - Member	0	\$0.00	\$0.00	8	\$300.00	\$2,400.00
Fall Early - Non Member	0	\$0.00	\$0.00	7	\$150.00	\$1,050.00
Fall Early - Student Member	0	\$0.00	\$0.00	25	\$225.00	\$5,625.00
Fall Early - Student Non Member	0	\$0.00	\$0.00	15	\$100.00	\$1,500.00
Fall - Member	50	\$225.00	\$11,250.00	5	\$350.00	\$1,750.00
Fall - Non Member	5	\$275.00	\$1,375.00	6	\$225.00	\$1,350.00
Fall - Student Member	25	\$125.00	\$3,125.00	7	\$275.00	\$1,925.00
Fall - Student Non Member	5	\$150.00	\$750.00	13	\$175.00	\$2,275.00
Winter - Member	50	\$275.00	\$13,750.00	0	\$375.00	\$0.00
Winter - Non Member	5	\$325.00	\$1,625.00	2	\$225.00	\$450.00
Winter - Student	25	\$150.00	\$3,750.00	4	\$300.00	\$1,200.00
Winter - Student Non Member	5	\$175.00	\$875.00	1	\$175.00	\$175.00
ONSITE - Member	10	\$300.00	\$3,000.00	20	\$150.00	\$3,000.00
ONSITE - Non Member	5	\$350.00	\$1,750.00	15	\$150.00	\$2,250.00
ONSITE - Student	5	\$150.00	\$750.00	0	\$0.00	\$0.00
ONSITE - Student Non Member	5	\$175.00	\$875.00	0	\$0.00	\$0.00
FRIDAY - Member	5	\$150.00	\$750.00	0	\$0.00	\$0.00
FRIDAY - Non Member	5	\$175.00	\$875.00	0	\$0.00	\$0.00
FRIDAY - Student	5	\$75.00	\$375.00	0	\$0.00	\$0.00
FRIDAY - Student Non Member	5	\$100.00	\$500.00	0	\$0.00	\$0.00
SATURDAY - Member	5	\$150.00	\$750.00	0	\$0.00	\$0.00
SATURDAY - Non Member	5	\$175.00	\$875.00	0	\$0.00	\$0.00
SATURDAY - Student	5	\$75.00	\$375.00	0	\$0.00	\$0.00
SATURDAY - Student Non Member	5	\$100.00	\$500.00	0	\$0.00	\$0.00
	310		\$25,625.00	323		\$54,450.00
Registration Refunds						-\$2,308.00
Special Events			\$57,000.00			\$59,217.00
Lunch with Keynotes	30	\$20.00	\$600.00	15	\$20.00	\$300.00
<b>Subtotal Registration and Special Events</b>			<b>\$72,225.00</b>			<b>\$65,073.81</b>
<b>Sponsorships</b>						
Diamond Full	0	\$3,750.00	\$0.00	2	\$3,750.00	\$7,500.00
Platinum Half	0	\$2,500.00	\$0.00	0	\$2,500.00	\$0.00
Gold Quarter	2	\$1,000.00	\$2,000.00	1	\$1,000.00	\$1,000.00
Silver Quarter	8	\$500.00	\$4,000.00	8	\$500.00	\$4,000.00
Additional Exhibitors				1	\$1,500.00	\$1,500.00
Regular Divisions	10	\$250.00	\$2,500.00	3	\$250.00	\$750.00
	8	\$0.00	\$0.00	2	\$0.00	\$0.00
Silent Auction			\$2,000.00			\$1,534.17
<b>Total Income</b>			<b>\$82,725.00</b>			<b>\$81,357.98</b>

Expenses	estimated			actual numbers	actual cost per	actual budget
	estimated numbers	estimated cost per	estimated budget			
<b>Presenters</b>						
Pre-Conference						
1/2 Day	7	\$200.00	\$1,400.00	5	\$200.00	\$1,000.00
Full Day	0	\$400.00	\$800.00	0	\$400.00	\$0.00
2 Day	1	\$800.00	\$800.00	1	\$800.00	\$800.00
Keynotes						

Fee	2	\$2,500.00	\$5,000.00		1	\$1,500.00	\$1,500.00	
Airfare	2	\$750.00	\$1,500.00		1	\$859.16	\$859.16	
Meals, (includes keynote dinner)	2	\$500.00	\$1,000.00				\$369.49	
Division Distinguished Presenters	7	\$200.00	\$1,400.00		2	\$200.00	\$400.00	
Site								
Keynotes/Executive Director Rooms	16	\$125.00	\$2,000.00		14	\$111.87	\$1,566.18	
Exhibit Hall Room Rental	16	\$150.00	\$2,400.00		0	\$150.00	\$1,500.96	
Exhibit Tables	30	\$50.00	\$1,500.00		30	\$0.00	\$0.00	
Socials	2	\$1,250.00	\$2,500.00				\$0.00	
Equipment								
Wednesday Interest Session	2	\$75.00	\$150.00		0	\$0.00	\$286.20	
Thursday Interest Session	4	\$75.00	\$300.00		0	\$0.00	\$286.20	
Friday Interest/Plenary	1	\$1,450.00	\$1,450.00		0	\$0.00	\$1,717.20	
Friday Posters	6	\$50.00	\$300.00		0	\$0.00	\$0.00	
Saturday Interest/Plenary	1	\$1,450.00	\$1,450.00		0	\$0.00	\$1,717.20	
				\$10,050.00				\$5,507.76
Catering				Order %				
Wednesday Continental Breakfast	25	\$13.70	\$342.41	30	0	\$12.45	\$0.00	
Luncheon	50	\$22.45	\$1,122.59	35	60	\$15.95	\$957.00	
Coffee Service			\$250.00		8	\$27.00	\$216.00	
Thursday Continental Breakfast	75	\$13.70	\$1,027.22	55	0	\$12.45	\$0.00	
Luncheon	100	\$22.45	\$2,245.19	55	50	\$22.74	\$1,136.77	
Coffee Service			\$500.00		8	\$27.00	\$216.00	
COL Meeting	20	\$40.00	\$800.00		20	\$43.68	\$873.73	
Opening Social	25	\$15.00	\$375.00		0	\$0.00	\$0.00	
Friday Breakfast	150	\$17.45	\$2,617.30	194	190	\$18.46	\$3,507.30	
Leaders Breakfast	25	\$17.45	\$436.22		0	\$0.00	\$0.00	
Lunch with Keynotes	30	\$18.70	\$560.98		20	\$17.75	\$354.89	
Q&A Luncheon				242	226	\$21.56	\$4,302.22	* refunded fi
Coffee Service			\$500.00		18.5	\$27.00	\$499.50	
Break	150	\$10.00	\$1,500.00		190	\$8.45	\$1,606.22	
Evening Social	50	\$25.00	\$1,250.00		0	\$25.82	\$0.00	
Saturday Breakfast	175	\$17.45	\$3,053.52	194	190	\$15.76	\$2,994.06	
Coffee Service			\$250.00		14.5	\$27.00	\$391.50	
Luncheon	250	\$23.70	\$5,925.67	242	260	\$20.29	\$5,274.98	
				\$22,756.08				\$22,330.17
Printing								
Program Committee								
Save the Date Postcards	2500	\$0.25	\$625.00		0	\$0.09	\$0.00	
Brochure	2500	\$1.00	\$2,500.00		3000	\$0.63	\$1,890.86	
Program	450	\$3.75	\$1,687.50		375	\$1.81	\$678.75	
Signage/Graphics			\$1,000.00		0		\$687.47	
Sponsor/Exhibitor Committee								
Extra Programs							\$177.40	
Miscellaneous							\$416.90	
Postage								
Program Committee								
Save the Date Postcards	2500	\$0.50	\$1,250.00		0	\$0.54	\$0.00	*incorporate
Brochure	2500	\$0.50	\$1,250.00		0	\$0.51	\$0.00	*incorporate
Graphics			\$500.00				\$0.00	
Sponsor/Exhibitor Committee								
Proposal Letters	250	\$0.50	\$125.00				\$0.00	
Supplies								
Program Committee			\$250.00		433.66		\$433.66	
Silent Auction			\$100.00		62.65		\$62.65	
Thank You Cards			\$200.00		76.19		\$76.19	
Printer Cartridges			\$200.00		139.98		\$139.98	
Miscellaneous (nametags)			\$500.00				\$512.50	
Gifts								
Membership								
Bags/Pens			\$1,000.00		250	\$1.65	\$412.50	
Gift - to Membership			\$1,000.00		500	\$0.56	\$280.18	
Coordinators			\$250.00				\$100.00	
Keynotes			\$250.00		154.54		\$154.54	
Presenters/Volunteers			\$1,000.00		100		\$375.72	
Pens					500		\$197.53	
T-shirts					0		\$0.00	
Scholarship Donation-Gifts								
Small Licensure Frames			\$0.00		0	\$2.75	\$0.00	
Drink Tumblers			\$0.00		0	\$4.99	\$0.00	
ICA T-shirts			\$0.00		0	\$5.83	\$0.00	
							\$0.00	
Awards								
Awards and Engraving			\$750.00				\$482.09	
Media Chair expenditures			\$1,000.00				\$1,092.94	Receipts list
Committee Administration								
Committee Meals			\$1,000.00				\$841.75	

Copies, Office Supplies			\$500.00
Paypal Fees			\$2,166.75
Travel Expenses			\$500.00
Social			
Decorations			\$500.00
Entertainment			\$1,500.00
Miscellaneous			
Equipment Purchases			\$2,000.00
Conference Chair Stipend			\$1,000.00
Website Updates			\$1,000.00
<b>Total Expenses</b>			<b>\$72,310.33</b>

**BALANCE** **\$10,414.67**

			\$262.70
			\$0.00
			\$197.28
			\$0.00
			\$0.00
1			\$0.00
1			\$778.18
1	\$1,000.00		\$1,000.00
			<b>\$45,584.53</b>

**\$35,773.45**



## **COUNCIL OF LEADERS REPORT**

Office/Committee: Public Policy & Legislation Committee  
Date: 6-8-2016  
Officer/Committee Chair: Susan Perkins

### **Type of Committee Report:**

- Report for Board Meeting  
 Recommending Board Action  
 Recommending Policy Change

### **Committee Report:**

Since the January, 2016 ICA board meeting, PP&L Committee held a pre-conference work shop at the ICA conference, facilitated Representative Sue Chew to speak during an ICA conference general session, hosted the legislative meet-and-greet, published a PP&L newsletter in January, and continued monthly meetings. The committee has worked with ICA leadership to ensure that ICA has a representative at each IBOL counselors and MFT board meeting. ICA also has a representative at Optum's advisory meetings, and that person (Jen Gess) reports information back to the PP&L committee.

Committee members who have contributed have done an outstanding job! However, PP&L Committee has struggled to find committee members who are able to contribute time and also committee members who have knowledge about the legislative process. We have a lot of people who express interest, but only a few people who work on projects. Most ICA Divisions have a representative on the PP&L Committee, and they contribute valuable perspectives. Finding and following legislation related to counselors has been a time-consuming task and a large learning curve for the committee. We discussed the possibility of having a "legislative liaison," which might be a possibility in the future.

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:**

none

### **Recommendations for Policy Change:**

none



## COUNCIL OF LEADERS REPORT

Office/Committee: **Strategic Planning**  
Date: **06/03/16**  
Officer/Committee Chair: **Lawrence Stanciu, LCPC**  
Time Period of Report: **Winter/Spring 2016**

### Type of Committee Report:

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

### Current Report:

I have partnered with the Membership Chair Marisa Rapp in order to complete the survey of counselors involving the benefits and deficits of ICA involvement. We have attempted to contact representatives from ACA in order to identify states with high membership rates and satisfaction, so as to learn from those state representatives what they are doing well. We have had limited success in reaching these individuals to date.

We will present our topic at LDI and survey counselor leaders regarding their input on the subject. At this time we may also add interested members to the committee.

We will finalize the survey to send out to current and past ICA members asking for their input. I have asked Dr. Susan Perkins to be involved as a limited committee member to assist with delivering the survey.

The findings will be presented to the Board to assist with future planning.

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: Treasurer/Finance Committee  
Date: June 5, 2016  
Officer/Committee Chair: Chandra Salisbury

Comment [SNP1]: Indicate your title/role here.

Comment [SNP2]: Your name here.

**Type of Committee Report:**

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

Comment [SNP3]: If you include Recommendations for Board Action below, check this box.

Comment [SNP4]: If you include Recommendations for Policy Change below, check this box.

**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:**

\*Regular duties which include financial and accounting duties, and other ICA Board work, working alongside Council of Leaders, Executive Director, Pres., Past Pres, Pre Elect, Treas Elect and Secretary.  
\*Continued to learn and work with reports and functions new to online system, which includes new online payment system  
\*Work with Executive Director to work to make changes as needed through the transitions of banking, online accounting and online payment system.  
\*Worked with members of new divisions to answer questions as needed.  
\*Filed paperwork with Secretary of State recognizing new divisions as 'Assumed Business Names' under Idaho Counseling Association to facilitate banking and other business functions.  
\*Worked throughout the 2016 ICA Conference in a financial capacity, paying bills and receiving payments/backing up Executive Director, as well as volunteering as needed where ever needed in all functions.

Working to shore up finances and other Treasury functions to make transition to new Treasurer as seamless as possible

Committees – I have committed to be the 2017 ICA conference Volunteer coordinator going forward.

**Recommendations for Board Action:** n/a

Comment [SNP5]: Describe recommendations and reasons here. You don't need to go in depth, but enough explanation for other leaders to be prepared for discussion is helpful.

**Recommendations for Policy Change:** n/a

Comment [SNP6]: If you have recommendations for policy or procedure changes, include those here. For example, ICA had a policy that conference presenters needed to be licensed counselors. That policy was revisited and revised during a CoL phone meeting.