



**September 24, 2021 - Noon-1:30 PM
COUNCIL OF LEADERS MEETING MINUTES**

1. ICA President's Call to Order (*Beronica Salazar, President*) 12:02 PM

2. Roll Call (*Beronica*)

a. **Voting Members** (11); Quorum of 7 needed.

Executive Committee: Beronia Salazar (President), Lianna Trembath (President-Elect), Steve Moody (Past-President), Lindsey Vik (Treasurer), Krista Doubleday (Secretary), Jacq Herring (Executive Director, non-voting)

Divisions: Stephanie Breitenstein (IMHCA President), Caroline Brown (IdAMFC President), Chris Manley (ISCA President), Kacie Hoch (SAIGE President), Monique Barber (ISASERVIC President), Garret Nilsson (ICDA President)

Committees (non-voting): Jessica Henderson (Leadership Development Chair), Sean Nixon (Strategic Planning Chair and Conference Sponsorship), Denise Winkel (Content and Program Conference Chair), Donna Williams (Content and Volunteer Conference Chair), Ashley Rohrbach (Human Rights Committee Chair), Kayla Pedigo (Marketing and Media Chair), Minna Yoo & Amirah Nelson (Professional Standards and Development Chairs), Jennifer Hightower (Membership Chair), Brian Smith (Bylaws Chair)

3. Call for Adoption of Agenda (*Beronica*)

a. Vote on Late Agenda acceptance in order to vote on business (100% present required)

Motion: Lindsey Vik *2nd:* Stephanie Breitenstein *Yays:* 11 *Nays:* 0
Motion passes

4. Prior Meeting Minutes - April 2021 (*Beronica*)

a. Jacq reported voting members who who did not attend the April 2021 meeting or review the meeting minutes may abstain from voting if they wish.

Motion: Steve Moody *2nd:* Kayla Pedigo *Yays:* 11 *Nays:* 0
Motion passes

5. Treasurer Report (*Lindsay Vik, Treasurer*)

Lindsay reported she completed membership dues for divisions for January-June and sent membership checks to each division. Lindsay stated she is working on finishing up tax reports; SAIGE is currently missing their tax report and Kacie is working with Lindsay on competing said report. The current ICA Balance is as follows: \$102, 532.32. The ICA Conference Balance is \$550.32.

Lianna submitted an inquiry surrounding the function of the conference account. Jacq explained how the role of the conference account is for conference chairs to have access to ICA funds for conference expenses. No more than \$500 is kept in said account at any given time. Only the President, Past-President, Treasurer, and Executive Director have access to the ICA main account.

a. Call to approve Treasurer Report (*Beronica*)

Motion: Lianna Tembach 2nd: Krista Doubleday Yays: 11 Nays:0
Motion passes

6. Membership Report (*Jennifer Hightower, Chair*)

ICA currently has 450 members, including 306 Professional/Associate Members and 144 Student/Retired Members. In the last 30 days, ICA has gained 19 new members, with 4 Professional/Associate Members and 15 Student/Retired Members. At present, 15 members hold lapsed membership or are overdue on their renewal. Jennifer is reportedly actively working on member recruitment.

7. Bylaws Update (*Brian Smith, Chair*)

Brian not present and the review of the ICA Bylaws is currently on hold. The tough draft will be reviewed by the executive committee, then sent to an attorney for legal review. Once these reviews are completed, the voting council will vote on the amended Bylaws. It was noted that IMHCA and ISCA can be chapters of ICA without resulting changes; leadership in IMHCA and ISCA have decided to remain chapters of ICA.

8. Strategic Planning - LDI Follow-Up (*Sean Nixon, Chair*)

Sean asked each division and committee to create a plan for the 2021-2022 fiscal year. Sean reported ICA is currently on hold with funding divisions due to the conference moving to a virtual format. In December or January, Sean will reach out to the committees and divisions to revisit the plan for the fiscal year.

9. Media/Newsletter Update (*Kayla Pedigo, Chair*)

Kayla inquired if ICA would like to send out a word document newsletter or use third-party applications to make a more professional looking newsletter. Jacq suggested that the newsletter have a separate tab on the ICA website that can be linked via email. Jacq recommended using the operating system ICA currently has before adding additional software for the newsletter. Jacq and Kayla agreed to collaborate and engage in additional training on the ICA website newsletter functions.

10. 2021 ICA Conference

a. Announcement of Virtual Conference (*Beronica*)

Beronica announced the vote between the ICA Executive Committee and Conference Co-Chairs resulted in moving forward to hosting the 2021 ICA conference virtually. Contributing factors leading to making the difficult decision include and are not limited to: high COVID risk, sponsorship losses, testing factors, etc. Limited space will be kept at the Boise Centre for leadership and conference volunteers to view and aid with running the conference.

b. Introduction of Keynote Speakers (*Beronica*)

Beronica introduced the ACA president, Dr Kent Butler and University of Montana Professor of Counseling, Dr John Sommers-Flanagan as 2021's keynote speakers. Dr John Sommers-Flanagan will also be providing a pre-conference presentation.

c. Logistics, Virtual, & Registration Updates (*Jacq*)

Jacq is reportedly working with Boise Centre and Eventure surrounding the recent

decision to host the conference virtually. Jacq informed the group that Eventure has refunded some money that will be credited toward the 2022 conference. Will Boise Centre will no longer be open to conference registrants, it will be the “home base” to aid in running the conference in a cohesive manner. Vaccination cards and masks are required to enter the Boise Centre. Leadership and volunteers will be spaced out between three rooms. Studios will also be available for presenters as needed. Food will be provided and Donna and Denise will be creating the plan for refreshments; the budget is still in progress. Steve, Jacq, and Ashley discussed the prospect of viewing parties at ISU in Pocatello. Jacq offered rooms at the Grove for those who wish to travel to Boise and attend the conference in-person. Garret inquired if there was a special registration for COL members. Jacq reported she will register COL members separately and will work with whoever wants to attend; please let her know if you would like to attend. There are currently 99 people registered for the conference. The sale rate will be the regular rate for the 2021 conference due to moving to a virtual platform. Profit sharing is currently under review by the Executive Committee and Conference Committee. For the 2021 year, profit sharing will likely need to be a flat rate, unless divisions can take on specific big projects. It is likely that ICA will take a loss or make a minimal profit on the conference this year.

d. Sponsorship Update (*Sean Nixon, Co-Chair*)

Sean reported sponsorship duties have been tedious this year due to the pandemic. In 2020, Optum provided a \$5000 sponsorship for the virtual conference. For the 2021 conference, Optum agreed to uphold their \$10,000 sponsorship, despite not having their sponsored wellness room in-person. Sean reported he is working on connecting with other known ICA sponsors. Rather than having levels of sponsorship like in previous years, \$500 sponsorships will be requested and will include the sponsor’s logo on conference information along with links to their institution on the ICA website. It was noted the total sponsorship for the conference will likely be around the \$15,000 mark. Sean stated Optum will be submitting proposals for 90 minute presentations and along with 15 minute presentations before the keynote main address. Donna suggested offering tables to non-profit groups; Sean reported that those tables will no longer be available due to the conference moving to a virtual medium. Sean will send out biweekly updates on sponsorship to the COL members. Sean is reportedly searching for someone to train for the ICA sponsorship chair position.

e. Content, Planning, & Volunteer Updates (*Donna Williams, Co-Chair*)

Donna requested that someone reach out to local universities and ask professors to choose two students to offer ICA conference scholarships to; Lianna agreed to complete this task. The Executive Committee will choose two professionals to award scholarships to. There is reportedly a total of 19 presentations for the main conference; all presentation proposals have been accepted. Denise and Donna reported the conference is in need of two more pre-conference speakers and two more ethics presentations to add to the three ethics presentations between the pre-conference and main conference. Ethics have historically been split between two days; it was suggested this format continue by Jacq and Sean. Beronica, Steve, and Donna followed up on generating a formal request to the chairman that the licensing board present at the conference. Sean reported he can provide an ethics presentation along with a play therapy pre-conference session. Jacq reported Fundamentals of Supervision will not be offered, only the Advanced Supervision session will be offered. Donna reported she has not yet received any division distinguished presenter proposals. These presentations will be held on Friday from 4:00-5:00 PM for 1 CE each. Jessica reported IACES is waiting on confirmation from their presenter. Garret reported ICDA is working on finding distinguished presenters and Stephanie reported IMHCA is doing the same.

Contracts between presenters and ICA were discussed and Jacq reported she will put a contract together. Last year, some presenters reportedly did not attend and/or presented for less time than previously agreed upon, thus leaving attendees without CEs. Donna and Denise inquired surrounding the possibility of offering on-demand recordings of the conference. Jacq reported the concern is inadvertently dissuading attendees from attending live. Beronica reported some keynotes and general presenters will not present at conferences that are recording and selling their intellectual property. However, after deliberation, the council of leaders may decide to release conference recordings in January.

Donna inquired if there may be an incentive for attendees to watch poster presentations. Liana suggested a raffle; Jacq suggested that attendees report three titles of poster presentations they watched for entry in the raffle. Donna reported there are currently 60 volunteers signed up. Donna reported they could use some extra ideas of duties for volunteers to complete; she will share a Google Doc of volunteer duties with the council of leaders. Sean suggested volunteers be planted in sessions to ask questions and fulfill the Q&A portion of presentations. Jacq stated there will be a zoom link for each session break.

OTHER BUSINESS

Awards (*Steve*)

Steve reported he will send out a request for nominations for the conference award ceremony. Steve requested that COL members submit nominations for the award ceremony.

Conference Fees/Refunds (*Jacq*)

The Executive Committee and Conference Committee continued to discuss conference fees. Jacq reported the sale rate will be the same as the virtual rate for the 2020 conference. The sale \$175 Student Rate/\$250 Member Rate equates to \$12 a CE. Non-members paid \$325. For comparison, Sean reported online CEs are \$20+ a CE. Jacq reportedly received a couple emails inquiring if the conference fee will decrease due to moving the conference to a virtual medium. Sean requested refunding conference registration fees as needed on a case-by-case basis. Sean and Jacq suggested providing student volunteers that pledge 4+ hours of their time free admission to the conference. It was also discussed that students receive \$50-100 toward the conference fee, depending on membership or nonmembership, with the goal of encouraging student membership. The additional meeting between the Conference Committee and Executive Committee ended at 1:37 PM.

Move to Adjourn (*Beronica*) 1:23 PM

Motion: Lindsey Vik *2nd:* Garrett Nilsson *Yays:* 11 *Nays:* 0
Motion Passes