



**2009 Leadership Development Institute
Trinity Pines Conference Center
Cascade, Idaho**

Saturday, June 20, 2009

ICA BUSINESS MEETING

Members Present: Lori Fairgrieve, Linwood G. Vereen, Sue Holmes, Lori Farrens, Nichole Jordan, Charmagne Wescott, Diana Wasser, Heidi Lasser, Cathy Kotter, Janet O. Allen, Dean Allen, Erin Garrison, Larry Lutz, Jenny Quiroz, Chelsie Rauh, Karen Konrad, Joey James, Ginny Armstrong, Anne Jensen, M. Cathi Jarvis, Kay Lisenbe, Jennifer Browning, Kim Erwin, Kendal Tucker, Heather (Thompson) Tustison
Guest: Denise Williams, ACA

1. Call to Order
 - a. 9:00 am President elect, Lori Fairgrieve called meeting to order
2. Voting Guidelines
 - a. Guidelines for voting reviewed by Lori Fairgrieve
 - b. Roberts rules of order followed
 - c. Members of Council of Leaders are voting members at business meeting
3. Adoption of Agenda
 - a. **Motion to adopt proposed agenda Linwood G. Vereen**
 - b. **Motion 2nd Anne Jensen**
4. Approval of Minutes – January 2009
 - Minutes read and reviewed by Linwood G. Vereen
 - Motion to approve minutes of January Meeting – Anne Jensen**
 - Motion 2nd Heather Thompson**
5. Budget Report
 - a. Presented by Kay Lisenbe, ICA Treasurer
 - b. Reviewed bookkeeping procedures and need to separate received funds for tax purposes
 - c. Reviewed revenue generating process and spending process due to a bulk of income coming in January 2010 from the conference
 - d. Reviewed budget proposal process and budget line items for committees
 - e. **Motion to approve- Linwood G. Vereen**
 - f. **Motion 2nd Larry Lutz, By-Laws Chair, Conference Program Chair**
6. Nominations and Elections
 - a. LF opened discussion on nomination and election procedures for the current open positions of President-Elect, Treasurer, and Secretary for 2010
 - b. Sue Holmes will send ballots out this coming week
7. Executive Director's Report – Sue Holmes
 - a. Sue asked for emails regarding conference information and special events for each of the divisions so that she can post the items on the ICA list serve and ICA website
8. President's Report – Linwood G. Vereen
 - a. Reported on S. 671 and encouraged members to write letters.

- b. Provided examples of letters sent to Idaho Members of Congress
9. 2009-2010 Initiatives – Lori Fairgrieve
- a. Improve Membership Services
 - i. Modernizing database software
 - b. Improve Communications
 - i. Assembling a communications team to improve communication between all members of ICA (divisions, committees, and individuals)
 - c. Improve our ability to take action
 - i. Review and update leadership manual
10. Division President’s Reports
- a. IMHCA – Janet O. Allen presiding, No report provided
 - i. Continuing to provide ethics workshops across the states
 - ii. 4 scheduled workshops for sex addiction treatment by Janet O. Allen
 - iii. Developed a facebook page
 - b. ISCA – Anne Jensen
 - i. Website updated
 - ii. Schedule of leaders announced (President & President Elect
 - iii. Moved to an electronic conference format for board meetings and attempt to do that on a monthly basis
 - c. IACES - No Report
 - d. ICDA – No Report
 - e. IDAMFC – Jenny Q, President
 - i. Planning a fall conference
 - ii. Trying to grow new members
11. Committee Chair’s Reports
- a. Conference Chair - Heather Thompson, Chair
 - i. Conference update and the need for more committee members to provide better quality service at the conference
 - ii. Highlighted need for more services and benefits at the conference
 - iii. Save the date postcard to go out in July
 - iv. Call for proposals will go out in July
 - v. Online registration will be available July 1
 - vi. July 11 will be next conference planning committee meeting. Contact Heather T. for more information
 - b. Finance Chair – Kay Lisenbe, Chair
 - i. Needs a complete roster of each divisions board members
 - ii. Will need tax information for each division within next 30 days
 - c. Membership Chair – Linwood G. Vereen, Chair
 - i. A 2009 membership drive will get underway in August
 - 1. Electronic and print methods will be used
 - 2. Needs survey will be developed and piloted in the fall of 2009
 - d. PP&L Chair – Addy Wissel
 - i. Report by Linwood G. Vereen
 - ii. Call to support S. 671 in Congress via letters, phone calls and Emails to our Idaho members of the US Congress
 - iii. Addy along with PP&L Chairs from the divisions will work to expand our presence in the Idaho Legislature
 - e. Media (Newsletter) Chair
 - i. Erin Mackey at NNU will oversee this position
 - f. Professional Standards Chair - Vacant
 - g. Human Rights (Humanitarian) Chair - Vacant
 - h. Leadership Development Chair – Not Present
 - i. Strategic Plan Chair – Not Present

12. Old Business

- a. Reimbursement Policies and Practice
 - i. Travel and Student Scholarships
 - 1. Subcommittee to review this policy has been reformed to include Linwood G. Vereen, Kay Lisenbe, and Heather Thompson
- b. Other Old Business

13. New Business

- a. Communication and Sharing Information
 - i. ICA "Leading the Way" Manual/Handbook
- b. Other New Business
 - i. Cathi Jarvis announced that her father is a member of the legislature and a friend to ICA
 - ii. Kay Lisenbe articulated the need for IDAMFC to develop a webpage as a subset of ICA homepage

Motion to adjourn Linwood G. Vereen

Motion 2nd Anne Jensen

Business Meeting adjourned at 10:20 am