



COUNCIL OF LEADERS REPORT

Office/Committee: **ICA President**
Date: **June 14, 2012**
Officer/Committee Chair: **Heather Tustison**

Type of Committee Report:

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

Report of Activities:

- **ACA Conference in San Francisco – March 21-25, 2012**
 - ACA Award Nominations
 - Best Leadership Development Practice
 - Best Innovative Practice *WON*
- **Elected Western Region Chair-Elect – starting July 1**
- **Confirmed attendance at ACA LDI in July – Sue Holmes, Kendal Tucker, Chandra Salisbury and I**
- **One Board meeting held since June LDI**
- **Monthly President's Conference Call Meetings – 2nd Monday of the month AND Council of Leaders Meetings**
 - February 13
 - March 12
 - April 9
 - May and June cancelled
 - **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 – COL Conference Call**
 - **May 13**
 - **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.
 - Progress: Consult with ACA begun. Development Committee recruitment in progress.
 - Deadline: January 2012 Board Meeting – *extend to October 2012 Board Meeting*

Responsible: Development Committee Members *to be appointed*, Heather Tustison and Kendal Tucker

Goal: Host an event for Legislators and use Political Liaison
Activity: PP & L committee will study Matt's plan and take action as possible.
Deadline: August 2011 – *extend to October 2012 Board Meeting*
Progress: One-sheet developed. Three initiatives identified. Meetings with legislators set and made. Education session developed and presented. Membership given update at Conference, Exhibit booth available for information and presentation by Matt. Conference booth created. Meet and greet event in progress.

Responsible: Matt Salisbury and Susan Oldenkamp

Goal: Strengthen ICA through Re-engineered Governance and Organization
Activity: Development of a Policy and Procedure Manual
Deadline: January 2012 Board Meeting – *extend to October 2012 Board Meeting*
Progress: Edits under way. Preliminary copy available for review.
Responsible: Larry Lutz and Heather Tustison

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
Deadline: October 2011– *extend to October 2012 Board Meeting*
Progress: Purchase of annual membership to Survey Monkey for online membership survey. ICA 2012 Conference lineup. Membership drive in progress.
Responsible: Stacy Roberts and Amy Curtis-Schaeffer

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
Deadline: 2011-2012 Calendar set– *extend to June 2012 Board Meeting*
Progress: Attendance at IBOL meetings – letter sent in regards to changes in law regarding whether LPCs should come from a “Counseling” or “Counseling-related” program. Attendance at BHIC meetings. Development of Onesheet.
Responsible: Eric Pettingill, Heather Tustison and Karrie Swan

- **2012 ICA Conference – January 23-26 – The Resort at Coeur d’Alene**
 - Keynotes secured
 - 3 Pre-Conferences secured
- **Consultation with President-Elect for 2012-2013 appointments**
 - **IBOL Position open**
- **Assistance with implementation of new website**
- **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:

- Appointment of a Development Committee
- Appointment of a Policies and Procedures Manual Committee
- 2012-2013 COL Meeting Calendar set
- 2012-2013 President's Conference Calls set

Recommendations for Policy Change:

ICA Council of Leaders Report

Office/Committee: Past President Date: 6-8-2012

Officer/Committee Chair: Diana Pals

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):

Since our January 2012 meeting as Past President of ICA I assisted with nominations and elections, provided consultation to the Treasurer, and assisted in resolving IRS issues. I also had brief input in the LDI plans.

The plans for a Rehabilitation Counseling Division of ICA are currently on hold. The Univ. of Idaho faculty member interested in organizing this has asked to defer to next year due to current teaching overload. It is hoped that with a new counselor education program in Boise emphasizing rehabilitation there will be a larger core of students to pursue this next year.

I discussed with the President some options for nomination for a counselor educator position on the licensing board. Nominations should be made by mid-June.

It was an honor to serve ICA these last years and I value highly the work of our divisions in the success of the organization. Thank you for what you have taught me in service to our profession!

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 the Treasurer-Elect purchase a QuickBooks software program for keeping an accounting of our finances.

I move that President, President-Elect and Treasurer be authorized to have information access to all ICA Accounts, including checking, savings and CD's and President, Ex. Director and Treasurer be authorized signers/owners on the account.

ICA Council of Leaders Report

Office/Committee: Treasurer Elect

Date: June 11, 2012

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):

I am honored to serve the next two years as the Treasurer with ICA. I will continue to educate myself on my duties over the next few weeks and work with Heather, Diana, Susan and Sue as well as the Treasurers from the other divisions to collect needed information in order to file appropriate paperwork. In addition I will be working with Heather to set the budget for the next fiscal 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, If any (State in the Form of a Motion(s) to Be Acted Upon by the Full Board):

I move for the authorization of funds to purchase Quickbooks for Nonprofits 2012 in order to facilitate the association's continued need for clarity and transparency as well as ease of data dissemination for board members throughout Idaho. In addition to purchase an external harddrive upon which to load the software and store associated data as to provide for the portability of the program and data for future Treasurers. The total sum for this is \$513.95

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

ICA INCOME & EXPENSES 2011 & 2012

<u>INCOME</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>	<u>OCTOBER</u>	<u>NOVEMBER</u>
A. Beginning Checkbook Balance	\$15,472.84	\$ 8,498.08	\$ 3,997.47	\$ 6,895.97	\$ 7,581.67
B. Deposits	1,112.01	2,497.07	3,090.21	2,383.61	4,595.84
C. Membership Fees					
D. Donations					
E. Grants					
F. Savings Account Interest	6.00	6.00	5.81	6.01	5.81
G. Certificate of Deposit					
H. CD Interest					
I. Conference Registration					
J. Regular Savings Balance	35,329.86	35,335.86	35,341.67	35,347.68	35,353.49
K. Advertisement – Web					
L. Advertisement – List Serve					
M. Advertisement – Newsletter					
<u>EXPENSES</u>					
A. Checks Written	8,001.64	2,324.41		479.56	813.21
B. Charge Card Deductions	85.13	4,463.27	191.71	1,218.35	2,790.02
C. Office	44.14	96.44			12.02
D. Travel-Flight	386.00	23.00		82.35	
E. Accommodations-Travel	702.29	802.36		162.54	
F. Food-Travel	17.99				
G. Workshop/Ldrship Registration		750.00			
H. Web Master		2,664.00			1,332.00
I. Exec Chair Salary					
J. Membership Stipend/Cancel				25.00	
K. CEU Registration					
L. Board Insurance					
M. Postal Box			144.00		
N. Postage Bulk Mailing			1.71	4.19	51.63
O. Postage Stamps		136.88	46.00	76.00	46.00
P. Tax Preparation					650.00
Q. LDI	3,3359.40				
R. National Conf Registrations					
S. Paypal Fees					
T. News Letter					
U. IACES		174.29			
V. ICDA		263.20			
W. IMHCA	3,481.45				
X. ISCA		1,368.78			
Y. IDAMFC		518.14			
Z. Conference 2012				1040.64	1,400.00
AA. Miscellaneous	16.66			107.19	

ICA INCOME & EXPENSES 2011 & 2012

<u>EXPENSES</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>	<u>OCTOBER</u>	<u>NOVEMBER</u>
BB. Book Sell	78.84				
CC. Donation				100.00	

ICA INCOME & EXPENSES 2011 & 2012

<u>INCOME</u>	<u>DECEMBER</u>	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>
A. Beginning Checkbook Balance	\$ 8,574.28	\$ 9,198.33	29,084.65	42,205.61	8,074.78
B. Deposits 1,749.38	9,295.69	30,721.05	18,182.05		1,878.54
C. Membership Fees					
D. Donations					
E. Grants					
F. Savings Account Interest	6.00	6.00	6.01		
G. Certificate of Deposit		14,566.33			
H. CD Interest					
I. Conference Registration					
J. Regular Savings Balance	35,359.49	35,365.50			
K. Advertisement – Web					
L. Advertisement – List Serve					
M. Advertisement – Newsletter					
<u>EXPENSES</u>					
A. Checks Written thru	\$ 2,294.31	5861.79	4,555.87	34,237.38-Came	
B. Charge Card Deductions	6,216.86	5446.75	970.34	1,746.99	1,006.54
C. Office	26.50	203.67	365.00		
D. Travel-Flight		1390.80	589.20	114.00	598.80
E. Accommodations-Travel				1,268.77	
F. Food-Travel 65.59	66.67	207.95			215.29
G. Workshop/Ldrship Registration.					
H. Web Master/Fees	1,610.97	300.00			315.00
I. Exec Chair Salary		3800.00			
J. Membership Stipend					
K. CEU Registration					100.00
L. Board Insurance					
M. Postal Box					
N. Postage Bulk Mailing	797.72		4.14		
O. Postage Stamps	3.42			88.93	7.95
P. Tax Preparation					
Q. LDI					
R. National Conf Registrations					
S. Paypal Fees					
T. News Letter					
U. IACES					
V. ICDA					
W. IMHCA					4,275.65
X. ISCA		200.00			

ICA INCOME & EXPENSES 2011 & 2012

<u>EXPENSES</u>	<u>DECEMBER</u>	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>
Y. IDAMFC					
Z. Conference 20	3,826.89	2459.34			45.57
AA. Miscellaneous		831.72		60.00	
DD. Political Liaison	\$2,000.00				
EE. ICA Phone	180.00	105.00			
FF. ACA					518.00
GG. CRESTLINE		655.10			

ICA INCOME & EXPENSES 2011 & 2012

<u>INCOME</u>	<u>MAY</u>	<u>JUNE</u>
A. Beginning Checkbook Balance	\$3897.60	\$4477.69
B. Deposits	3026.26	583.25
C. Membership Fees		
D. Donations		
E. Grants		
F. Savings Account Interest		
G. Certificate of Deposit		
H. CD Interest		
I. Conference Registration		
J. Regular Savings Balance		
K. Advertisement – Web		
L. Advertisement – List Serve		
M. Advertisement – Newsletter		
 <u>EXPENSES</u>		
A. Checks Written	\$2446.17	701.40
B. Charge Card Deductions		85.94
C. Office	1960.00	30.00
D. Travel-Flight		
E. Accommodations-Travel		
F. Food-Travel	51.77	
G. Workshop/Ldrship Registration		
H. Web Master	325.00	
I. Exec Chair Salary		
J. Membership Stipend		
K. CEU Registration		
L. Board Insurance		
M. Postal Box		
N. Postage Bulk Mailing	4.00	
O. Postage Stamps		
P. Tax Preparation		
Q. LDI		54.21
R. National Conf Registrations		
S. Paypal Fees		
T. News Letter		
U. IACES		
V. ICDA		
W. IMHCA		
X. ISCA		
Y. IDAMFC		
Z. Conference 2012		16.67 (Check 3008)
AA. Miscellaneous		1.73
		EE. ICA PHONE \$140.00
		FF. ACA \$350.00 (MAY)

ICA INCOME & EXPENSES 2011 & 2012

<u>INCOME</u>	<u>JULY 2011</u>
A. Beginning Checkbook Balance	\$15,472.84
B. Deposits	1,112.01
C. Membership Fees	
D. Donations	
E. Grants	
F. Savings Account Interest	6.00
G. Certificate of Deposit	
H. CD Interest	
I. Conference Registration	
J. Regular Savings Balance	\$35,329.86
K. Advertisement – Web	
L. Advertisement – List Serve	
M. Advertisement – Newsletter	

EXPENSES

A. Checks Written	\$ 8001.64	BB. Book Sell \$78.84
B. Charge Card Deductions	85.13	
C. Office	44.14	
D. Travel-Flight	386.00	
E. Accommodations-Travel	702.29	
F. Food-Travel	17.99 (NR \$7.36)	
G. Workshop/Ldrship Registration		
H. Web Master		
I. Exec Chair Salary		
J. Membership Stipend		
K. CEU Registration		
L. Board Insurance		
M. Postal Box		
N. Postage Bulk Mailing		
O. Postage Stamps		
P. Tax Preparation		
Q. LDI	\$ 3359.40	
R. National Conf Registrations		
S. Paypal Fees		
T. News Letter		
U. IACES		
V. ICDA		
W. IMHCA	\$ 3481.45	
X. ISCA		
Y. IDAMFC		
Z. Conference 2012		
AA. Miscellaneous	16.66	

ICA INCOME & EXPENSES 2011 & 2012

<u>INCOME</u>	<u>AUGUST 2011</u>
A. Beginning Checkbook Balance	\$ 8,498.08
B. Deposits	2,497.07
C. Membership Fees	
D. Donations	
E. Grants	
F. Savings Account Interest	6.00
G. Certificate of Deposit	
H. CD Interest	
I. Conference Registration	
J. Regular Savings Balance	35,335.86
K. Advertisement – Web	
L. Advertisement – List Serve	
M. Advertisement – Newsletter	

<u>EXPENSES</u>	
A. Checks Written	\$ 2,324.41
B. Charge Card Deductions	4,673.27
C. Office	96.44
D. Travel-Flight	23.00
E. Accommodations-Travel	802.36
F. Food-Travel	
G. Workshop/Ldrship Registration	750.00
H. Web Master/Fees	2,664.00
I. Exec Chair Salary	
J. Membership Stipend	
K. CEU Registration	
L. Board Insurance	
M. Postal Box	
N. Postage Bulk Mailing	
O. Postage Stamps	136.88
P. Tax Preparation	
Q. LDI	
R. National Conf Registrations	
S. Paypal Fees	
T. News Letter	
U. IACES	174.29
V. ICDA	263.20
W. IMHCA	
X. ISCA	1,368.78
Y. IDAMFC	518.14
Z. Conference 2012	
AA. Miscellaneous	

ICA INCOME & EXPENSES 2011 & 2012

<u>INCOME</u>	<u>SEPTEMBER 2011</u>
A. Beginning Checkbook Balance	\$ 3,997.47
B. Deposits	3,090.21
C. Membership Fees	
D. Donations	
E. Grants	
F. Savings Account Interest	5.81
G. Certificate of Deposit	
H. CD Interest	
I. Conference Registration	
J. Regular Savings Balance	35,341.67
K. Advertisement – Web	
L. Advertisement – List Serve	
M. Advertisement – Newsletter	
 <u>EXPENSES</u>	
A. Checks Written	
B. Charge Card Deductions	191.71
C. Office	
D. Travel-Flight	
E. Accommodations-Travel	
F. Food-Travel	
G. Workshop/Ldrship Registration	
H. Web Master	
I. Exec Chair Salary	
J. Membership Stipend	
K. CEU Registration	
L. Board Insurance	
M. Postal Box	144.00
N. Postage Bulk Mailing	1.71
O. Postage Stamps	46.00
P. Tax Preparation	
Q. LDI	
R. National Conf Registrations	
S. Paypal Fees	
T. News Letter	
U. IACES	
V. ICDA	
W. IMHCA	
X. ISCA	
Y. IDAMFC	
Z. Conference 2012	
AA. Miscellaneous	

ICA INCOME & EXPENSES 2011 & 2012

INCOME

OCTOBER 2011

N. Beginning Checkbook Balance	\$ 6,895.97
O. Deposits	2,383.61
P. Membership Fees	
Q. Donations	
R. Grants	
S. Savings Account Interest	6.01
T. Certificate of Deposit	
U. CD Interest	
V. Conference Registration	
W. Regular Savings Balance	\$35,347.68
X. Advertisement – Web	
Y. Advertisement – List Serve	
Z. Advertisement – Newsletter	

EXPENSES

A. Checks Written	479.56	CC. Donation 100.00
B. Charge Card Deductions	1,218.35	
C. Office		
D. Travel-Flight	82.35	
E. Accommodations-Travel		
F. Food-Travel	162.54	
G. Workshop/Ldrship Registration		
H. Web Master		
I. Exec Chair Salary		
J. Membership Stipend/Cancel	25.00	
K. CEU Registration		
L. Board Insurance		
M. Postal Box		
N. Postage Bulk Mailing	4.19	
O. Postage Stamps	76.00	
P. Tax Preparation		
Q. LDI		
R. National Conf Registrations		
S. Paypal Fees		
T. News Letter		
U. IACES		
V. ICDA		
W. IMHCA		
X. ISCA		
Y. IDAMFC		
Z. Conference 2012	1040.64	
AA. Miscellaneous	107.19 (Hardware)	

ICA INCOME & EXPENSES 2011 & 2012

<u>INCOME</u>	<u>NOVEMBER 2011</u>
A. Beginning Checkbook Balance	\$ 7,581.67
B. Deposits	4,595.84
C. Membership Fees	
D. Donations	
E. Grants	
F. Savings Account Interest	5.81
G. Certificate of Deposit	
H. CD Interest	
I. Conference Registration	
J. Regular Savings Balance	35,353.49
K. Advertisement – Web	
L. Advertisement – List Serve	
M. Advertisement – Newsletter	
 <u>EXPENSES</u>	
A. Checks Written	813.21
B. Charge Card Deductions	2,790.02
C. Office	12.02
D. Travel-Flight	
E. Accommodations-Travel	
F. Food-Travel	
G. Workshop/Ldrship Registration	
H. Web Master/Fees	1,332.00
I. Exec Chair Salary	
J. Membership Stipend	
K. CEU Registration	
L. Board Insurance	
M. Postal Box	
N. Postage Bulk Mailing	51.63
O. Postage Stamps	46.00
P. Tax Preparation	650.00
Q. LDI	
R. National Conf Registrations	
S. Paypal Fees	
T. News Letter	
U. IACES	
V. ICDA	
W. IMHCA	
X. ISCA	
Y. IDAMFC	
Z. Conference 2012	1,400.00
AA. Miscellaneous	

ICA INCOME & EXPENSES 2011 & 2012

INCOME

JANUARY 2012

A. Beginning Checkbook Balance	\$ 9,198.33
B. Deposits	30,721.05 Membership Fees
C. Donations	
D. Grants	
E. Savings Account Interest	6.01
F. Certificate of Deposit	14,566.33
G. CD Interest	
H. Conference Registration	
I. Regular Savings Balance	35,365.50
J. Advertisement – Web	
K. Advertisement – List Serve	
L. Advertisement – Newsletter	

EXPENSES

A. Checks Written	5861.79	
B. Charge Card Deductions	5446.75	
C. Office	203.67	
D. Travel-Flight	1390.80	
E. Accommodations-Travel		
F. Food-Travel	207.95	
G. Workshop/Ldrship Registration		
H. Web Master	300.00	
I. Exec Chair Salary	3800.00	
J. Membership Stipend		
K. CEU Registration		
L. Board Insurance		
M. Postal Box		
N. Postage Bulk Mailing		
O. Postage Stamps		
P. Tax Preparation		
Q. LDI		
R. National Conf Registrations		
S. Paypal Fees		
T. News Letter		
U. IACES		CRESTLINE: \$655.10
V. ICDA		EE. ICA PHONE \$105.00
W. IMHCA		
X. ISCA	200.00	
Y. IDAMFC		
Z. Conference 2012	2459.34	
AA. Miscellaneous	831.72	

ICA INCOME & EXPENSES 2011 & 2012

INCOME

DECEMBER 2011

A. Beginning Checkbook Balance	\$ 8,574.28
B. Deposits	9,295.69
C. Membership Fees	
D. Donations	
E. Grants	
F. Savings Account Interest	6.00
G. Certificate of Deposit	
H. CD Interest	
I. Conference Registration	
J. Regular Savings Balance	35,359.49
K. Advertisement – Web	
L. Advertisement – List Serve	
M. Advertisement – Newsletter	

EXPENSES

A. Checks Written	\$ 2,294.31	DD. Political Liaison	\$2,000.00
B. Charge Card Deductions	6,216.86	EE. ICA Phone	180.00
C. Office	26.50		
D. Travel-Flight			
E. Accommodations-Travel			
F. Food-Travel	66.67		
G. Workshop/Ldrship Registration			
H. Web Master/Fees	1,610.97		
I. Exec Chair Salary			
J. Membership Stipend			
K. CEU Registration			
L. Board Insurance			
M. Postal Box			
N. Postage Bulk Mailing	797.72		
O. Postage Stamps	3.42		
P. Tax Preparation			
Q. LDI			
R. National Conf Registrations			
S. Paypal Fees			
T. News Letter			
U. IACES			
V. ICDA			
W. IMHCA			
X. ISCA			
Y. IDAMFC			
Z. Conference 2012	3,826.89		
AA. Miscellaneous			

ICA INCOME & EXPENSES 2011 & 2012

INCOME

FEBRUARY 2012

A. Beginning Checkbook Balance	\$29,084.65
B. Deposits	\$18,182.05
C. Membership Fees	
D. Donations	
E. Grants	
F. Savings Account Interest	
G. Certificate of Deposit	
H. CD Interest	
I. Conference Registration	
J. Regular Savings Balance	
K. Advertisement – Web	
L. Advertisement – List Serve	
M. Advertisement – Newsletter	

EXPENSES

A. Checks Written	\$4,555.87
B. Charge Card Deductions	970.34
C. Office	365.00
D. Travel-Flight	589.20
E. Accommodations-Travel	
F. Food-Travel	
G. Workshop/Ldrship Registration	
H. Web Master	
I. Exec Chair Salary	
J. Membership Stipend	
K. CEU Registration	
L. Board Insurance	
M. Postal Box	
N. Postage Bulk Mailing	4.14
O. Postage Stamps	
P. Tax Preparation	
Q. LDI	
R. National Conf Registrations	
S. Paypal Fees	
T. News Letter	
U. IACES	
V. ICDA	
W. IMHCA	
X. ISCA	
Y. IDAMFC	
Z. Conference 2012	
AA. Miscellaneous	12.00

ICA INCOME & EXPENSES 2011 & 2012

INCOME

MARCH 2012

A. Beginning Checkbook Balance	\$42,205.61
B. Deposits	1,878.54
C. Membership Fees	
D. Donations	
E. Grants	
F. Savings Account Interest	
G. Certificate of Deposit	
H. CD Interest	
I. Conference Registration	
J. Regular Savings Balance	
K. Advertisement – Web	
L. Advertisement – List Serve	
M. Advertisement – Newsletter	

EXPENSES

A. Checks Written	34,237.38 (Came through)
B. Charge Card Deductions	1,746.99
C. Office	
D. Travel-Flight	114.00
E. Accommodations-Travel	1,268.77
F. Food-Travel	215.29
G. Workshop/Ldrship Registration	
H. Web Master	
I. Exec Chair Salary	
J. Membership Stipend	
K. CEU Registration	
L. Board Insurance	
M. Postal Box	
N. Postage Bulk Mailing	88.93
O. Postage Stamps	
P. Tax Preparation	
Q. LDI	
R. National Conf Registrations	
S. Paypal Fees	
T. News Letter	
U. IACES	
V. ICDA	
W. IMHCA	
X. ISCA	
Y. IDAMFC	
Z. Conference 2012	
AA. Miscellaneous	60.00

ICA INCOME & EXPENSES 2011 & 2012

INCOME

APRIL 2012

A. Beginning Checkbook Balance	\$8,074.78
B. Deposits	1,749.38
C. Membership Fees	
D. Donations	
E. Grants	
F. Savings Account Interest	
G. Certificate of Deposit	
H. CD Interest	
I. Conference Registration	
J. Regular Savings Balance	
K. Advertisement – Web	
L. Advertisement – List Serve	
M. Advertisement – Newsletter	

EXPENSES

A. Checks Written		
B. Charge Card Deductions	1,006.54	
C. Office		
D. Travel-Flight	598.80	
E. Accommodations-Travel		
F. Food-Travel	65.59	
G. Workshop/Ldrship Registration		
H. Web Master	315.00	
I. Exec Chair Salary		
J. Membership Stipend		
K. CEU Registration	100.00	
L. Board Insurance		
M. Postal Box		
N. Postage Bulk Mailing	7.95	
O. Postage Stamps		
P. Tax Preparation		
Q. LDI		
R. National Conf Registrations		
S. Paypal Fees		
T. News Letter		
U. IACES		
V. ICDA		
W. IMHCA	4275.65	
X. ISCA		
Y. IDAMFC		FF. ACA \$518.00
Z. Conference 2012	45.57	
AA. Miscellaneous		

ICA INCOME & EXPENSES 2011 & 2012

INCOME

MAY 2012

A. Beginning Checkbook Balance	\$3897.60
B. Deposits	3026.26
C. Membership Fees	
D. Donations	
E. Grants	
F. Savings Account Interest	
G. Certificate of Deposit	
H. CD Interest	
I. Conference Registration	
J. Regular Savings Balance	
K. Advertisement – Web	
L. Advertisement – List Serve	
M. Advertisement – Newsletter	

EXPENSES

A. Checks Written	
B. Charge Card Deductions	2446.17
C. Office	
D. Travel-Flight	1960.00
E. Accommodations-Travel	
F. Food-Travel	51.77
G. Workshop/Ldrship Registration	
H. Web Master	325.00
I. Exec Chair Salary	
J. Membership Stipend	
K. CEU Registration	
L. Board Insurance	
M. Postal Box	
N. Postage Bulk Mailing	4.00
O. Postage Stamps	
P. Tax Preparation	
Q. LDI	
R. National Conf Registrations	
S. Paypal Fees	
T. News Letter	
U. IACES	
V. ICDA	
W. IMHCA	
X. ISCA	
Y. IDAMFC	
Z. Conference 2012	
AA. Miscellaneous	
	FF. ACA \$350.00

ICA INCOME & EXPENSES 2011 & 2012

INCOME

JUNE 2012

A. Beginning Checkbook Balance	\$4477.69
B. Deposits	583.25
C. Membership Fees	
D. Donations	
E. Grants	
F. Savings Account Interest	
G. Certificate of Deposit	
H. CD Interest	
I. Conference Registration	
J. Regular Savings Balance	
K. Advertisement – Web	
L. Advertisement – List Serve	
M. Advertisement – Newsletter	

EXPENSES

A. Checks Written	701.40	
B. Charge Card Deductions	85.95	
C. Office	30.00	
D. Travel-Flight		
E. Accommodations-Travel		
F. Food-Travel		
G. Workshop/Ldrship Registration		
H. Web Master		
I. Exec Chair Salary		
J. Membership Stipend		
K. CEU Registration		
L. Board Insurance		
M. Postal Box		
N. Postage Bulk Mailing		
O. Postage Stamps		
P. Tax Preparation		
Q. LDI	54.21	
R. National Conf Registrations		
S. Paypal Fees		
T. News Letter		
U. IACES		EE. ICA PHONE \$140.00
V. ICDA		
W. IMHCA		
X. ISCA		
Y. IDAMFC		
Z. Conference 2012	16.67 (Check 3008)	
AA. Miscellaneous	1.73	

ICA Financial Report: July 1, 2011 – May 31, 2012

<i>Checking Balance – July 1, 2011</i>	<i>\$15,472.84</i>
<i>Checking Balance – May 31, 2012</i>	<i>\$4477.69</i>
<i>Business Savings – July 1, 2011</i>	<i>\$35,329.86</i>
<i>Business Savings – May 31, 2012</i>	<i>\$35,388.96</i>
<i>Certificates of Deposit – June 7, 2012</i>	<i>\$ 8074.27</i>
	<i><u>\$ 6658.51</u></i>
	<i>\$14,732.78</i>
<i>Total Balance – May 31, 2012 (Approx.)</i>	<i>\$54,599.43</i>

PRIMARY EXPENSES: JULY 1, 2011 – JANUARY 17, 2012

Expenses during this time period have been in the following categories:

- | | |
|---|-------------------------------------|
| A. Office | O. Webmaster/Fees |
| B. Travel/Flight | P. Donation |
| C. Accommodations/Travel | Q. Political Liaison |
| D. Food/Travel | R. ICA Phone |
| E. Workshop/Ldrship Registration | S. Book Sell |
| F. IACES | T. Membership Stipend/Cancel |
| G. ICDA | U. Postal Box |
| H. IMHCA | V. Postage Bulk Mailing |
| I. ISCA | W. Postage Stamps |
| J. IDAMFC | X. LDI |
| K. CONFERENCE 2012 | Y. Tax Preparation |
| L. Executive Salary | Z. MISC |
| M. CRESTLINE | AA. CEU Registration |
| N. ACA | |

ICA Council of Leaders Report

Office/Committee: Executive Director

Date: June, 2012

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 memberships
- Sent out emails on listserv
- Made bank deposits
- Processed pay pal
- Answered questions via phone and email
- Attended the ACA conference in San Francisco
- Secured contract with Trinity Pines for LDI 2012
- Worked extensively with Web Impakt on membership database

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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LDI June 2012

Amber Dillon ardillon@nnu.edu
Ami Wagner ami.wagner@yahoo.com
Brian Smith smitbr14@isu.edu
Brieann Emfield brieann.emfield@gmail.com
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Charmagne Westcott cw@scboise.com
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Dana Hunt Unruh dunruh@clearwire.net
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Kristen Lister klister@idahomentalhealthcounselor.org
Larry Lutz llutz59@gmail.com
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Lynette Fogg lfogg@nnu.edu
megan michalak mbm79152@hotmail.com

Melissa Syria	melissadc76@hotmail.com
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Nichole Jordan	njordan@scboise.com
Rebecca Carrier	carrrebe@isu.edu
Sean Nixon	seanjnixon@gmail.com
Shahna Paul	shahnagpaul@yahoo.com
Shaunna Bach	sbach@nnu.edu
Stacy Campbell	s-a-campbell@live.com
Stephanie Alvarez	salvarez@q.com
Sue Holmes	idahocounseling@gmail.com
Susan Perkins	sperkins@nnu.edu

Idaho Counseling Association

Division Report July 1, 2011-May 30, 2012

Division Name: Idaho Career Development Association (ICDA)
Treasurer Name: Victoria Coale
Address: 1910 University Drive, Boise, ID 83725-1310
Phone: (208) 426-1744
E-Mail: vcoale@boisestate.edu

Membership Dues:	\$ 827.96
Conference Income:	\$3,870.00
TOTAL DIVISION REVENUE FOR THE YEAR:	\$4,697.96

PayPal Fees:	\$115.24
Printing, Publications, Postage & Shipping:	\$768.14
ICA Conference:	\$610.00
Conference Expenses:	\$2,831.69
Website Expenses:	\$297.74
TOTAL DIVISION EXPENSES FOR THE YEAR:	\$4,622.81

Checking Account Beginning Balance:	\$1,968.94
Checking Account Ending Balance:	\$2,324.54
Savings Account Beginning Balance:	\$3,375.79
Savings Account Ending Balance:	\$3,376.04
CD's Beginning Balance:	\$5,171.18
CD's Ending Balance:	\$5,179.60

Beginning Division Net Worth:	\$10,515.91
Ending Division Net Worth:	\$10,880.18

2012-2013 Idaho Career Development Association Board Members

Past President Jennifer Ross

idahocareerdevelopment@gmail.com

2100 S Tollgate Way

Boise, ID 83709

208-860-5083

President Kay Webb

[lillianwebb\(at\)nnu.edu](mailto:lillianwebb(at)nnu.edu)

Counselor Education Department

Northwest Nazarene University

623 S. University Boulevard

Nampa, ID 83686

(208) 467-8346

President Elect Amy Brady

brady.amy@jobcorps.org

3201 Ridgecrest Dr.

Nampa, ID 83687

208-442-4576

Secretary Vickie Coale

vcoale@boisestate.edu

Boise State University Career Center

1910 University Dr.

Boise, ID 83709-1310

208-426-1477

Treasurer Lindsy Bennett

bennlind@isu.edu

ISU Career Center

921 S 8th Ave. Stop 8108

Pocatello, ID 83209

208-282-2380

ICA Council of Leaders Report

Office/Committee: Idaho Association of Marriage and Family Counselors

Date: 6-13-2012

Officer/Committee Chair: Susan Perkins, 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):

In the past year, IDAMFC has focused on:

1. continuing to identify and organize leadership (LDI, President-Elect position filled, monthly meetings for leadership),
2. advocating for members when issues related to licensure and scope of practice are faced by the IBOL,
3. hosting more opportunities for members to be involved (summer picnic, email newsletter),
4. increasing communication with members via an email newsletter,
5. presenting a workshop in April 2012,
6. creating consistent outlines for IDAMFC activities to be followed throughout the year, and
7. organizing IDAMFC involvement at ICA and division conferences,
8. and generating ideas and plans for increased community involvement.

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, If any (State in the Form of a Motion(s) to Be Acted Upon by the Full Board):

None at this time.

Financial Statement: Total balance is currently \$450, which does not include revenue generated from the April workshop. Expenses focused on presenting a workshop and involvement at ICA. We also provided gifts to our members this year.

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

ROSTER of IDAMFC Board Members

Past President

Susan Perkins
Home address: 6674 S Solar Ave
Boise, ID 83709
Cell: 540-392-0688
Work address: 623 University Blvd
Nampa, ID 83686
Work phone: 208-467-8184
Work fax: 208-467-8339
Email: sperkins@nnu.edu

President

Larry Lutz
Home address: 585 E 12 N Street
Mountain Home, ID 83647
Cell: 208-284-0959
Work address: New Hope Counseling
210 N. 3rd East
Mountain Home, ID 83647
Work phone: 208-284-0959
Work fax: 208-587-4269
Email: newhopecounselingmh@gmail.com

President-Elect

Sean Nixon
Home address: 738 West Tropical Drive
Nampa, ID 83686
Cell: 208-869-4520
Email: sjnixon@nnu.edu

Secretary

Kay Lisenbe
Home address: 8725 W. Esterbrook Place
Boise, ID 83714
Cell: 208-853-9670
Email: kay@lisenbe.com

Treasurer

Stephanie Alvarez
Home address: 267 E. Snowy Owl
Kuna, ID 83634
Cell: 208-371-3306
Email: salvarez@q.com

Year End Report to ICA: IMHCA 2011 -2012

Report for Board Meeting:

It has been an amazing year for IMHCA with many accomplishments and many changes. It has been a distinct honor and privilege to serve as the President of this organization and to work with such amazing people. I find that I am in constant awe of what these people dedicate themselves to and accomplish. So...

Membership: Lori Farrens has turned the reigns over to Melissa Syria. Our membership went from about 250 members to over 300..right now it looks to be around 304 members. Fantastic job Lori with incentives for students, anniversary discounts, and combinations with Ethics registrations. Well done...

Public Awareness: Erin Garrison has out done herself this year with National Depression Screening week, NAMI participation and sponsorship, several presentations around the state in honor of Mental Health Month and a proclamation from the Governor honoring what IMHCA does in regards to Mental Health Month.

Publications: Kristen Lister has produced a wonderful newsletter for the entire membership and keeps the membership updated weekly on developments around the state and nationally on items of importance that impact the profession. Kristen is handing the duties of publications over to Becky Carrier who is already being trained. We welcome her.

Public Policy and Legislation: Eric Pettingill has handed the reigns to Ken Dudley who in a few short weeks has impressed us all. He has already provided updates on issues concerning Medicare, the VA and allowing counselors to provide services to the vets, and on items from the Dept of Defense that impact counselors.

Ethics: Megan Michalak has produced wonderful curriculum for our presentations. We now offer presentations in 9 cities throughout Idaho with the addition of Fruitland and Twin Falls. The revenue for Ethics for the year 2011 – 2012 is in excess of 15 thousand dollars...a new record. The topic for the Fall will be an update on HIPAA and the impact of the HITECH Act. We also monitor the licensing bureaus' website for disciplinary actions taken so that if members of IMHCA have been severely sanctioned they are notified that their IMHCA membership has been suspended pending compliance with the IBOL's requirements for reinstatement of their license. Our Policies and Procedures Manual has provision for such action.

Professional Development: This has been a team effort so far this past year as we prepare for our Wellness Symposium which will take place in August on the campus of BSU. We have a new Chair for this committee who is Brienne Emfield. She is already actively engaged in the symposium arrangements. Kristen Lister has spear headed this endeavor and is doing a remarkable job.

We have a new roster of officers and Chair people taking office officially as of July 1. They are:

President: Charmagne Westcott

Pres Elect: Kristen Lister

Treasurer" Nichole Jordan

Secretary Dan Caagby...farewell to Steve Moody

Publications: Becky Carrier

Ethics: Megan Michalak

Public Awareness: Erin Garrison

PP&L: Ken Dudley...farewell to Eric Pettingill
Professional Development: Brieanne Emfield
Membership: Melissa Syria...farewell to Lori Farrens
Student rep: Amanda Lundquist...farewell to Becca Dickinson
Northern Rep: Dean Allen
Web master: Charmagne Wetscott

If I have forgotten anyone please forgive me.

Respectfully submitted,
Dana Hunt Unruh, President 20122 - 2012

COL Board meeting June 2012

Amy Brady brady.amy@jobcorps.org
Amy Curtis-Schaeffer amyschaeffer@gmail.com
Brian Smith smitbr14@isu.edu
Diana Pals dianapals@hotmail.com
gretchen finley gretchen.finley@gmail.com
Heather Tustison bluetriumphtt@yahoo.com
James Drake jarelldrake98@gmail.com
Jennifer Ross idahocareerdevelopment@gmail.com
Michael Pitts mapitts@nnu.edu
Sue Holmes idahocounseling@gmail.com
Susan Perkins sperkins@nnu.edu

ICA Council of Leaders Report

Office/Committee: Bylaws Chair Date: 6-11-12

Officer/Committee Chair: Larry Lutz, 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):

Larry and ICA President Heather Tustison will bring the new manual to the board at the meeting on 6/14/2012.

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 sueholmes@idahocounseling.org



COUNCIL OF LEADERS REPORT

Office/Committee: **Conference Committee**
Date: **June 14, 2012**
Officer/Committee Chair: **Amy K. Curtis-Schaeffer & Gretchen Finley**

Type of Committee Report:

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

Current Conference Report:

- **Total Profit: \$1,416.39**
 - Total Income: \$52,822.00
 - Total Expenses: \$51,405.61
- **2012 ICA Conference – January 25-28, 2012 – The Riverside Boise**
 - **Lynn Stadler, MA, MFT** – Keynote Speaker Friday
 - **Don Locke, Ph.D.** – Keynote Speaker Saturday
 - Pre-Conference Learning Institutes - January 25 & 26 – **77 Registrants**
 - Jared Thiemann & Megan Michalak–Clinical Supervision – **26 Registrants**
 - Lynn Stadler–Children & Emotions—Identification & Expression – **28 Registrants**
 - Dr. Janet O. Allen–Love Your Marriage – **23 Registrants**
 - Dr. Aida Hutz, Dr. Mike Cutler, Dr. Bobbie Birdsall, Dr. April Schottelkorb, Dr. Diana Doumas–Counseling Refugees in Idaho – **0 Registrants (Pre-Conference not held)**
 - Social Events & Entertainment
 - Thursday Night ICA Human Rights Committee & Chi Sigma Iota Opening Social—Idaho Refugee Awareness – **45 Registrants**
 - Friday Night Hockey Game and Social – **34 Registrants**
 - Friday Graduate Student Luncheon with Keynotes – **21 Registrants**
 - Saturday Koffee with Keynotes
 - Wellness Room – 9 Vendors - massage therapy, yoga, chiropractic, etc. – **Generated \$485.00**
 - Silent Auction – **Generated \$1,982.00**
 - Scholarships – **7 given**
 - Conference Webpage—New and reports need some work.
 - Sponsors/Exhibitors
 - 1 - \$1,000 Sponsor – Intermountain Hospital
 - 1 - \$500 Sponsor – Timberline Knolls
 - 13 Exhibitors
 - Divisions – Unclear
 - Program
 - 32 Interest Sessions were chosen for the Program
 - Registrations – Total Registered: **257.5 (includes Single Day Registrants)**
 - Super Early Bird: **30**
 - Early Bird/Regular/Onsite Students: **89**
 - Early Bird/Regular/Onsite Professionals: **138.5**
 - Early Bird/Regular/Onsite Student Non-Members: **15**
 - Early Bird/Regular/Onsite Professional Non-Members: **28.5**

Future Conferences:

2013 ICA Conference – January 23-26, 2013 – Coeur d’Alene Resort, Coeur d’Alene, ID

- **“Expanding Our Creativity: Reinventing Counseling Relationships”**

- **Keynote Speakers**
 - Friday Keynote Speaker – Dr. David Capuzzi
 - Saturday Keynote Speaker – ACA President Dr. Bradley T. Erford
- Pre-Conference Learning Institutes
 - Clinical Supervision
 - ?
 - ?
 - ?
- Conference Chair: ??

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

ICA Council of Leaders Report

Office/Committee: Graduate Students Committee Chair

Date: June 12, 2012

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):

This year I rolled out a new initiative for graduate students as members of ICA. I enlisted a subcommittee member from each of the universities. Each were tasked with finding an activity that they could invite fellow counseling students to get involved in on behalf of our university and ICA. Each representative was able to participate in an activity and showcased the activity as a poster board presentations at the ICA conference.

This was a successful activity that I hope will continue and grow in the upcoming years.

Brian Smith, graduate student from Idaho State University, has accepted the position of Graduate Student Committee Chairperson for the coming term.

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 to include a budget for each of the university graduate student groups to assist in conducting their community service activities and showcasing these activities to the Idaho Counseling Association during our annual conference. The sum will be divided and used by each university group as the Graduate Student Committee Chairperson and President determined. The total requested amount is \$600.00 to be divided between the four universities.

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

ICA Council of Leaders Report

Office/Committee: ICA Membership Chair

Date: June 6, 2012

Officer/Committee Chair: Stacy Roberts

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):

- Drafted Membership Survey: Being input into survey monkey to go out over listserv in addition to having membership committee phone members to complete survey
- A plan was devised to offer free memberships to all newly licensed counselors for their first year of licensure. The goal of this promotion is to connect with new counselors in the field and encourage their participation in their professional organization. During their free membership, the objective is to have members see the value of membership and renew the following year. Promo code has been developed, so new licensees will receive a promo code to enter when joining ICA.
- A plan was created for a 50% off membership sale to be held for new members joining in the month of September. The goal of this promotion is to gain new members who might otherwise not join their professional organization. A postcard will be mailed in August to all LPC, LCPC, and LMFT counselors who are not members of ICA inviting them to join at 50% off for the month of September. This mailing will be coupled with advertising the 2013 conference. A promo code was developed for this promotion also.

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 sueholmes@idahocounseling.org.