

2014 ICA Conference Budget - Boise, Idaho

Income

	estimated numbers	actual numbers	estimated cost per person	actual cost per person
Registration				
Pre-Conference				
Supervision	15	41	\$150.00	\$150.00
New Perspectives	20	16	\$110.00	\$110.00
Telecounseling	50	43	\$110.00	\$110.00
Income Streams	20	32	\$60.00	\$60.00
Play Therapy with Truama Victim	15	41	\$60.00	\$60.00
Sand Tray	15	16	\$60.00	\$60.00
Play Therpay in a Box	15	19	\$60.00	\$60.00
		208		
Conference				
Comp Registrations	15	9	\$0.00	\$0.00
SUPER Duper Early Bird 2014	0	6	\$99.00	\$125.00
Spring Super Early Bird	20	19	\$130.00	\$130.00
Summer Early Bird - Member	5	13	\$150.00	\$150.00
Summer Early Bird - Non Membe	0	1	\$200.00	\$200.00
Summer Early Bird - Student Mer	5	9	\$100.00	\$100.00
Summer Early Bird - Student Non	0	0	\$125.00	\$125.00
Fall Early - Member	150	37	\$150.00	\$150.00
Fall Early - Non Member	30	3	\$200.00	\$200.00
Fall Early - Student Member	60	19	\$100.00	\$100.00
Fall Early - Student Non Member	10	3	\$125.00	\$125.00
Winter - Member	10	35	\$200.00	\$200.00
Winter - Non Member	10	4	\$250.00	\$250.00
Winter - Student	10	35	\$150.00	\$150.00
Winter - Student Non Member	10	2	\$175.00	\$175.00
FRIDAY - Member	0	2	\$125.00	\$125.00
FRIDAY - Non Member	0	4	\$175.00	\$150.00
FRIDAY - Student	0	22	\$90.00	\$75.00
FRIDAY - Student Non Member	0	2	\$100.00	\$100.00
SATURDAY - Member	0	3	\$125.00	\$125.00
SATURDAY - Non Member	0	5	\$175.00	\$150.00
SATURDAY - Student	0	4	\$90.00	\$75.00
SATURDAY - Student Non Membe	0	9	\$100.00	\$100.00
ONSITE - Member	2	7	\$225.00	\$225.00
ONSITE - Non Member	2	1	\$275.00	\$275.00
ONSITE - Student	2	8	\$175.00	\$175.00
ONSITE - Student Non Member	2	1	\$200.00	\$200.00
ONSITE FRIDAY - Member	0	1	\$150.00	\$150.00
ONSITE FRIDAY - Non Member	0	0	\$175.00	\$175.00
ONSITE FRIDAY - Student	0	8	\$100.00	\$100.00
ONSITE FRIDAY - Student Non Me	0	0	\$125.00	\$125.00

ONSITE SATURDAY - Member	0	1	\$150.00	\$150.00
ONSITE SATURDAY - Non Member	0	1	\$175.00	\$175.00
ONSITE SATURDAY - Student	0	0	\$100.00	\$100.00
ONSITE SATURDAY - Student Non	0	2	\$125.00	\$125.00
	320	276		

Registration Refunds

Special Events

Awards Luncheon	200	250	\$0.00	\$0.00
Lunch with Keynotes	30	27	\$15.00	\$15.00
Friday Social	30	29	\$20.00	\$30.00
Friday Social Companion	5	11	\$20.00	\$20.00
Extra Lunches	5	9	\$20.00	\$20.00

Subtotal Registration and Special Events

Sponsorships

Priciple	1		\$5,000.00	
Platinum	2		\$2,500.00	
Gold	5	2	\$1,000.00	\$1,000.00
Silver	5	6	\$500.00	\$500.00

Exhibitors

Regular	25	12	\$250.00	\$250.00
NonProfit	5	1	\$125.00	\$125.00
Divisions	5	4	\$50.00	\$50.00

Silent Auction

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Total Income

Expenses	estimated numbers	estimated cost per person		
Presenters				
Pre-Conference				
1/2 Day	4	3	\$200.00	\$200.00
Full Day	1	0	\$800.00	\$0.00
2 Day	1	1	\$800.00	\$800.00
Keynotes				
Fee	1	1	\$4,000.00	\$4,000.00
Airfare	2	1	\$600.00	\$219.60
Meals, Misc	2		\$200.00	
Division Distinguished Presenters	5	5	\$200.00	\$200.00
Site				
Keynotes/Executive Director Rooms	16	17	\$125.00	\$112.00

Exhibit Hall Room Rental			\$0.00	
Exhibit Tables	30	30	\$50.00	\$0.00
Socials	2		\$1,250.00	
Equipment				
Wednesday Interest Session	2	0	\$60.00	\$75.00
Wednesday A/V	0	1	\$0.00	\$145.00
Thursday Interest Session	4	4	\$60.00	\$75.00
Thursday A/V	0	1	\$0.00	\$145.00
Friday Interest Session	6	6	\$60.00	\$75.00
Friday Plenary	1	1	\$175.00	\$1,180.00
Friday Posters	6	6	\$50.00	\$0.00
Saturday Interest Session	6	6	\$60.00	\$75.00
Saturday Plenary	1	1	\$175.00	\$1,180.00
Catering				
Wednesda Continental Breakfast	10		\$15.00	\$15.18
Luncheon	15	45	\$20.00	\$20.26
Thursday Continental Breakfast	50	60	\$15.00	\$15.18
Luncheon	50	80	\$20.00	\$20.26
Coffee	2	5	\$30.00	\$35.00
COL Meeting	24	20	\$40.00	\$40.00
Opening Social	30	0	\$15.00	\$0.00
Friday Breakfast	150	175	\$18.00	\$17.75
Lunch with Keynotes	30	20	\$20.00	\$19.01
Coffee	5	5	\$30.00	\$35.00
Break	150	200	\$18.00	\$5.62
Evening Social	30	45	\$15.00	\$21.56
Saturday Breakfast	150	175	\$18.00	\$17.75
Coffee	5	5	\$30.00	\$35.00
Luncheon	200	200	\$30.00	\$26.65
Printing				
Program Committee				
Save the Date Postcards	5000	5000	\$0.20	\$0.20
Brochure	2500	5000	\$0.50	\$0.24
Second Post Card	2000	2000		
Program	450	350	\$3.50	\$2.50
Signage/Graphics	25		\$10.00	
Sponsor/Exhibitor Committee				
Proposal Letters/Envelopes	200	350	\$1.00	\$1.39
Miscellaneous				
Postage				
Program Committee				
Save the Date Postcards	5000	5000	\$0.35	\$0.36
Brochure	2500	5000	\$0.35	\$0.36
Second Post Card	2000	2000		
Graphics				

Sponsor/Exhibitor Committee			
Proposal Letters	350		\$0.46
Supplies			
Sponsorship Committee			
Silent Auction			
Thank You Cards			
Printer Cartridges			
Miscellaneous			
Gifts			
Membership			
Bags/Pens	300		
Gift - to Membership	200		
Coordinators			
Keynotes			
Presenters/Volunteers	100		
Awards			
Awards and Engraving	6		
Program Printing			
Committee Administration			
Committee Breakfasts/Meals			
Copies, Office Supplies			
Paypal Fees			
Travel Expenses			
Conference Chair Stipend			
Social			
Shirts			
Entertainment			
Miscellaneous			
Equipment Purchases			
Website Updates			
Total Expenses			

BALANCE

AVERAGE COST PER ATTENDEE	\$191.59
AVERAGE INCOME PER ATTENDEE	\$211.04
AVERAGE PROFIT PER ATTENDEE	\$19.44
TOTAL PROFIT FROM ATTENDEE	\$5,444.14

estimated budget actual budget

\$2,250.00	\$6,150.00
\$2,200.00	\$1,760.00
\$5,500.00	\$4,730.00
\$1,200.00	\$1,920.00
\$900.00	\$2,460.00
\$900.00	\$960.00
\$900.00	\$1,140.00

\$19,120.00

\$0.00	\$0.00
\$0.00	\$750.00
\$2,600.00	\$2,470.00
\$750.00	\$1,950.00
\$0.00	\$200.00
\$500.00	\$900.00
\$0.00	\$0.00
\$22,500.00	\$5,550.00
\$6,000.00	\$600.00
\$6,000.00	\$1,900.00
\$1,250.00	\$375.00
\$2,000.00	\$7,000.00
\$2,500.00	\$1,000.00
\$1,500.00	\$5,250.00
\$1,750.00	\$350.00
\$0.00	\$250.00
\$0.00	\$600.00
\$0.00	\$1,650.00
\$0.00	\$200.00
\$0.00	\$375.00
\$0.00	\$750.00
\$0.00	\$300.00
\$0.00	\$900.00
\$450.00	\$1,575.00
\$550.00	\$275.00
\$350.00	\$1,400.00
\$400.00	\$200.00
\$0.00	\$150.00
\$0.00	\$0.00
\$0.00	\$800.00
\$0.00	\$0.00

\$0.00	\$150.00
\$0.00	\$175.00
\$0.00	\$0.00
\$0.00	\$250.00
	\$0.00

\$38,295.00

\$0.00	\$0.00
\$450.00	\$405.00
\$600.00	\$870.00
\$100.00	\$220.00
\$100.00	\$180.00

\$1,675.00

\$54,250.00	\$59,090.00
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\$5,000.00	\$0.00
\$5,000.00	\$0.00
\$5,000.00	\$2,000.00
\$2,500.00	\$3,000.00
\$6,250.00	\$3,000.00
\$625.00	\$125.00
\$250.00	\$200.00

\$8,325.00

\$3,500.00	\$2,100.00
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\$82,375.00	\$69,515.00
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estimated budget actual budget

\$800.00	\$600.00
\$800.00	\$0.00
\$800.00	\$800.00
\$4,000.00	\$4,000.00
\$1,200.00	\$414.60
\$400.00	\$546.48
\$1,000.00	\$1,000.00
\$2,000.00	\$1,901.79

\$7,361.08

\$0.00	\$1,225.63
\$1,500.00	\$0.00
\$2,500.00	\$0.00
\$120.00	\$0.00
\$0.00	\$190.80
\$240.00	\$0.00
\$0.00	\$540.60
\$360.00	\$0.00
\$175.00	\$1,681.16
\$300.00	\$0.00
\$360.00	\$0.00
\$175.00	\$1,513.68
\$150.00	\$627.73
\$300.00	\$1,115.87
\$750.00	\$912.02
\$1,000.00	\$1,927.40
\$200.00	\$0.00
\$750.00	\$840.10
\$450.00	\$0.00
\$2,700.00	\$3,105.28
\$600.00	\$551.47
\$500.00	\$858.60
\$1,500.00	\$1,261.44
\$450.00	\$970.22
\$2,700.00	\$3,105.28
\$150.00	\$549.50
\$6,000.00	\$6,662.10
\$1,000.00	\$1,000.00
\$1,250.00	\$0.00
	\$289.98
\$1,575.00	\$875.00
\$250.00	\$907.27
\$200.00	\$486.50
	\$364.43
\$1,750.00	\$1,800.00
\$875.00	\$0.00
	\$1,051.57
	\$0.00

\$3,926.24

\$22,487.01

\$0.00	\$161.00
\$200.00	\$64.87
\$100.00	\$42.40
\$100.00	\$45.95
\$100.00	\$93.99
\$250.00	\$399.19
\$1,000.00	\$300.43
\$750.00	\$600.58
\$250.00	\$247.63
\$250.00	\$92.52
\$2,500.00	\$442.65
\$400.00	\$549.81
\$100.00	\$93.09
	\$0.00
\$250.00	\$142.92
\$250.00	\$439.27
\$1,500.00	\$1,772.70
\$500.00	\$178.15
\$1,000.00	\$1,000.00
\$250.00	\$431.27
\$500.00	\$1,500.00
	\$845.94
\$1,000.00	\$525.00
\$53,080.00	\$53,645.86

\$15,869.14

2015 ICA Conference Budget - Pocatello, Idaho

Income	estimated numbers	estimated Income per person	estimated budget
Registration			
Pre-Conference			
Supervision	25	\$150.00	\$3,750.00
Full Day	25	\$120.00	\$3,000.00
Full Day	20	\$120.00	\$2,400.00
Half Day	25	\$65.00	\$1,625.00
Half Day	25	\$65.00	\$1,625.00
Half Day	15	\$65.00	\$975.00
Half Day	15	\$65.00	\$975.00
	150		\$14,350.00
Conference			
Comp Registrations	15	\$0.00	\$0.00
Previous Year On-Site Registration	20	\$125.00	\$2,500.00
Summer - Member	25	\$175.00	\$4,375.00
Summer - Non Member	5	\$225.00	\$1,125.00
Summer - Student Member	5	\$100.00	\$500.00
Summer - Student Non Member	5	\$125.00	\$625.00
Fall Early - Member	50	\$225.00	\$11,250.00
Fall Early - Non Member	5	\$275.00	\$1,375.00
Fall Early - Student Member	25	\$125.00	\$3,125.00
Fall Early - Student Non Member	5	\$150.00	\$750.00
Winter - Member	50	\$275.00	\$13,750.00
Winter - Non Member	5	\$325.00	\$1,625.00
Winter - Student	25	\$150.00	\$3,750.00
Winter - Student Non Member	5	\$175.00	\$875.00
ONSITE - Member	10	\$300.00	\$3,000.00
ONSITE - Non Member	5	\$350.00	\$1,750.00
ONSITE - Student	5	\$150.00	\$750.00
ONSITE - Student Non Member	5	\$175.00	\$875.00
FRIDAY - Member	5	\$150.00	\$750.00
FRIDAY - Non Member	5	\$175.00	\$875.00
FRIDAY - Student	5	\$75.00	\$375.00
FRIDAY - Student Non Member	5	\$100.00	\$500.00
SATURDAY - Member	5	\$150.00	\$750.00
SATURDAY - Non Member	5	\$175.00	\$875.00
SATURDAY - Student	5	\$75.00	\$375.00
SATURDAY - Student Non Member	5	\$100.00	\$500.00
	310		
Registration Refunds			
Special Events			
Thursday Night Get Together	20	\$20.00	\$400.00

Lunch with Keynotes	30	\$20.00	\$600.00
Friday Social	40	\$40.00	\$1,600.00
Extra Lunches	10	\$25.00	\$250.00

Subtotal Registration and Special Events	\$74,200.00
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Sponsorships				
Priciple	Full	0	\$5,000.00	\$0.00
Platinum	Half	1	\$2,500.00	\$2,500.00
Gold	Quarter	2	\$1,000.00	\$2,000.00
Silver	Quarter	8	\$500.00	\$4,000.00
Exhibitors				
	Regular	10	\$250.00	\$2,500.00
	Divisions	8	\$0.00	\$0.00

Silent Auction			\$2,000.00
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Total Income	\$87,200.00
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Expenses	estimated numbers	estimated cost per	estimated budget
Presenters			
Pre-Conference			
1/2 Day	4	\$200.00	\$800.00
Full Day	2	\$400.00	\$800.00
2 Day	1	\$800.00	\$800.00
Keynotes			
Fee	2	\$2,500.00	\$5,000.00
Airfare	2	\$750.00	\$1,500.00
Meals, Misc	2	\$500.00	\$1,000.00
Division Distinguished Presenters	5	\$200.00	\$1,000.00
Site			
Keynotes/Executive Director Rooms	16	\$125.00	\$2,000.00
Exhibit Hall Room Rental	16	\$150.00	\$2,400.00
Exhibit Tables	30	\$50.00	\$1,500.00
Socials	2	\$1,250.00	\$2,500.00
Equipment			
Wednesday Interest Session	2	\$75.00	\$150.00
Thursday Interest Session	4	\$75.00	\$300.00
Friday Interest Session	6	\$75.00	\$450.00
Friday Plenary	1	\$1,000.00	\$1,000.00
Friday Posters	6	\$50.00	\$300.00
Saturday Interest Session	6	\$75.00	\$450.00
Saturday Plenary	1	\$1,000.00	\$1,000.00
			\$10,050.00

Catering

Wednesda	Continental Breakfast	25	\$13.70	\$342.41
	Luncheon	50	\$22.45	\$1,122.59
	Coffee Service			\$250.00
Thursday	Continental Breakfast	75	\$13.70	\$1,027.22
	Luncheon	100	\$22.45	\$2,245.19
	Coffee Service			\$500.00
	COL Meeting	20	\$40.00	\$800.00
	Opening Social	25	\$15.00	\$375.00
Friday	Breakfast	150	\$17.45	\$2,617.30
	Leaders Breakfast	25	\$17.45	\$436.22
	Lunch with Keynotes	30	\$18.70	\$560.98
	Q&A Luncheon			
	Coffee Service			\$500.00
	Break	150	\$10.00	\$1,500.00
	Evening Social	50	\$25.00	\$1,250.00
Saturday	Breakfast	175	\$17.45	\$3,053.52
	Coffee Service			\$250.00
	Luncheon	250	\$23.70	\$5,925.67

\$22,756.08

Printing

Program Committee				
Save the Date Postcards	2500	\$0.25		\$625.00
Brochure	2500	\$1.00		\$2,500.00
Program	450	\$3.75		\$1,687.50
Signage/Graphics				\$1,000.00
Sponsor/Exhibitor Committee				
Proposal Letters/Envelopes	250	\$1.00		\$250.00
Miscellaneous				

Postage

Program Committee				
Save the Date Postcards	2500	\$0.50		\$1,250.00
Brochure	2500	\$0.50		\$1,250.00
Graphics				\$500.00
Sponsor/Exhibitor Committee				
Proposal Letters	250	\$0.50		\$125.00

Supplies

Program Committee				\$250.00
Silent Auction				\$100.00
Thank You Cards				\$200.00
Printer Cartridges				\$200.00
Miscellaneous				\$500.00

Gifts

Membership				
Bags/Pens				\$1,000.00
Gift - to Membership				\$1,000.00

Coordinators		\$250.00
Keynotes		\$250.00
Presenters/Volunteers		\$1,000.00
Awards		
Awards and Engraving		\$750.00
Program Printing		\$100.00
Committee Administration		
Committee Meals		\$1,000.00
Copies, Office Supplies		\$500.00
Paypal Fees		\$2,226.00
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
Total Expenses		\$70,719.58

BALANCE

\$16,480.42

ICA Council of Leaders Report

Office/Committee: Awards Committee

Date: 6-10-14

Officer/Committee Chair: Lori Fairgrieve

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):

- Due to successful awards season last year, the committee will be starting early again with award nominations for ICA 2015. We would like to encourage once again that each division and each university submit a nomination for each category, as this past year was our best pool of candidates to date.
- Committee will also be asking for scholarship nominations early for ICA 2015.
- Continue to work on the "Development Committee," a sub-committee of the Finance Committee, to decide what to do with funds outside of the monies set aside from the Silent Auction for scholarships.
- I would also like to thank the role that IACES took, helping with the on-site poster judging program and financial details of the student poster presentations at the conference. It is my hope that IACES continues to play this important role with poster presentation and evaluation procedures moving forward.

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 idahocounseling@gmail.com



COUNCIL OF LEADERS REPORT

Office/Committee: **Conference Committee**

Date: **June 12, 2014**

Officer/Committee Chair: **Sean Nixon**

Type of Committee Report:

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

Current Conference Report:

- **2014 ICA Conference – January 29-February 1, 2014 – The Riverside Boise**
- **Total Revenue \$69,515.00**
- **Total Expenses \$53,645.86**
- **PROFIT of \$15,869.14**
 - Marlene M Maheu Ph.D – Keynote Speaker Friday
 - Cirecie West-Olatunji, Ph.D. – Keynote Speaker Saturday
 - Pre-Conference Learning Institutes - January 29 & 30
 - \$19,120.00 Revenue
 - Clinical Supervision - 41 Attendees
 - Creating Passive Income Streams – 32 Attendees
 - Play Therapy Techniques with Trauma and Abuse Victims – 41 Attendees
 - Legal and Ethical Strategies For Successful Distance Counseling – 43 Attendees
 - Rethinking and Intervening for Trauma Symptoms among Children and Adolescents – 16 Attendees
 - An Overview of Humanistic Sand Tray – 16 Attendees
 - Play therapy in a box-techniques and materials for small spaces – 19 Attendees
 - Social Events & Entertainment
 - \$1,675.00 Revenue
 - Friday Night “Group Therapy” Improve – 40 Attendees
 - Friday Graduate Student Luncheon with Keynote – 27 Attendees
 - Wellness Room
 - Needs evaluated for effectiveness
 - Silent Auction
 - \$2,100.00 Revenue
 - Sponsors/Exhibitors
 - \$8,325.00 Revenue
 - 2 - \$1,000 Sponsor
 - 6 - \$500 Sponsor
 - 12 - \$250 Exhibitors
 - 1 - \$125 Non Profit
 - 4 - \$50 Divisions
 - Program
 - 31 Sessions were offered over the two day conference
 - Registrations
 - 276 Registrations
 - \$38,295.00 Revenue
 - Member: 126
 - Students Member: 71

- Non-Member: 9
- Student Non-Member: 6
- Friday Only: 39
- Saturday Only: 25

2015 Conference, Pocatello – January 28-31, 2015

- Contract with Hotel Signed
- Contract Signed with one Keynote
- Still working on second Keynote
- Preliminary planning with Hotel has begun
- Have already received three inquiries regarding possible pre-conferences
- Committee has been meeting monthly, we are still looking to finalize committee 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:

Recommendations for Policy Change:

ICA Council of Leaders Report

Office/Committee: Executive Director

Date: June, 2014

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 Hawaii
- Secured contract with Trinity Pines for LDI 2014
- Continue to work with Web Impakt on membership database and website

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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ICA Council of Leaders Report

Office/Committee: Graduate Student Committee

Date: Jun 12, 2014

Officer/Committee Chair: Brian Smith

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):

Development of internship site directory

Promotion of ICA membership and conference participation to graduate students

Promotion of involvement of graduate students in other ICA events (e.g. Health Beauty and Fitness Fair)

Education of graduate students on mission and vision of ICA

Facilitation of graduate students' interaction with the professional counseling community (e.g. connecting interns with sites/supervisors; social events in which students and professionals interact informally)

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 idahocounseling@gmail.com

ICA Council of Leaders Report

Office/Committee: IACES

Date: January 2014

Officer/Committee Chair: Aida Midgett

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):

- IACES donated money to sponsor the poster presentation competition at ICA
- IACES selected reviewers for poster competition
- Planning spring service project event in collaboration with Human Rights Committee and Chi Sigma Iota
- Updated banner and materials
- Purchased at table to support ICA and display IACES materias
- IACES participated in the 2014 Race for the Cure in Boise. IACES offered to pay for registration in full for 4 ICA members to join the team.

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

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

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

N/A

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



COUNCIL OF LEADERS REPORT

Office/Committee: **IDAMFC Presidents Report**

Date: **June 12, 2014**

Officer/Committee Chair: **Sean Nixon**

Type of Committee Report:

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

Current Conference Report:

In the past year, IDAMFC has focused on:

- 1. continuing to identify and organize leadership (Invited attendees to LDI, President-Elect position current unfilled, monthly meetings for leadership),**
- 2. advocating for members when issues related to licensure and scope of practice are faced by the IBOL,**
- 3. attended IBOL meetings in February and May**
- 4. continued conversation with the Idaho Marriage and Family Therapist Association on how to best serve Marriage and Family Counselors and Therapist in the state.**
- 5. hosting more opportunities for members to be involved (Fall picnic, email newsletter),**
- 6. increasing communication with members via an email newsletter,**
- 7. held workshop in April 2014,**
- 8. creating consistent outlines for IDAMFC activities to be followed throughout the year, and**
- 9. organizing IDAMFC involvement at ICA and division conferences**
- 10. continued development of IDAMFC Bookmarks as a community resource,**
- 11. ongoing involvement in ICA committees and planning,**
- 12. represented IDAMFC at ACA annual conference and attended IAMFC functions and meetings**

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:

Recommendations for Policy Change:

ICA Council of Leaders Report

Office/Committee: IMHCA

Date: June 4, 2014

Officer/Committee Chair: Kristen Lister, 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):

- IMHCA sponsored a team and raised money for the annual NAMI Walk in September, 2013.
- IMHCA participated in ICA's PP&L committee meetings and sent IMHCA board members to the Legislative Meet & Greet in February, 2014. IMHCA also donated \$500 to ICA for the Meet & Greet event.
- President Kristen Lister collaborated with ICA in conducting an ICA PP&L workshop in Pocatello in October, 2013.
- IMHCA put on its fall statewide ethics training workshops from October to November, 2013 and a spring statewide ethics training from March to May, 2014.
- IMHCA formed a committee to plan a Professional Development Symposium which was originally slated to take place in August, 2014 and has been tentatively rescheduled for August, 2015 due to individuals on the original committee needing to step down. In the next few months, incoming IMHCA president Jen Browning will be working on putting a new committee together for the 2015 conference.
- IMHCA had a representative involved in assisting ICA with conference planning for its January, 2014 conference.
- Jen Browning was IMHCA's distinguished speaker for the conference.
- IMHCA board members Kristen Lister, Jen Browning, and Adriane Meng presented for IMHCA's divisional track sessions at the ICA conference.
- IMHCA has been coordinating with ICA's graduate student committee chair Brian Smith to host Reel to Real movie nights.
- IMHCA Membership Chair Adriane Meng coordinated our bi-annual Scholarship Essay contest in Fall 2013 and Spring 2014, and we provided 4 winning students with scholarships of \$250 each.
- IMHCA co-sponsored with BPA a 5 part DSM 5 Webinar Series that ran from March to May, 2014.
- IMHCA has been transitioning board members for the 2014-15 service year.
 - o Ayako Champion (Public Awareness Chair), Kris Angstman (Professional Development Chair) Jen Gess (ISU Meridian

Grad Student Rep), and Julie Hambleton (BSU Grad Student Rep) are joining the board.

- o IMHCA board elections are currently taking place and Pamela Fagan is running unopposed and is our presumptive incoming secretary.
- o IMHCA has open board positions for President Elect, PP&L, and Publications at the time of this 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

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

None.

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

ICA Council of Leaders Report

Office/Committee: Leadership Development

Date: June 2, 2014

Officer/Committee Chair: Lynn Bohecker

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):

The results of the survey conducted at the 2014 Conference yielded many people who were interested in contributing to ICA. The leadership development committee has been working towards connecting those interested to areas of service. Additionally, there has been a focus on developing emerging leaders and bringing them into ICA based on their areas of interest and expertise. The Leadership Development Committee has collaborated with ICA leadership to develop this year's Leadership Development Institute at Trinity Pines Campground in Cascade, ID.

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

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



COUNCIL OF LEADERS REPORT

Office/Committee: **ICA Past President**
Date: **January 30, 2014**
Officer/Committee Chair: **Heather Tustison**

Type of Committee Report:

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

Report of Activities:

- Attended ACA Conference in March (via Skype and “Flat Heather”)
- ACA Western Region Chair – Starting July 1
 - Monthly ACA WR Conference Call Meetings – 1st Thursday of the month
 - Monthly ACA Region Chair Conference Call Meetings – 2nd Thursday of the month
- ICA PPL Committee Participation
 - Presentation: Advocating for the Profession: Creating Connections
 - January 31, 2013 – ICA Conference
 - Participation in Event for Legislators – set for February 13, 2014
 - ***Strategic Initiative Goal: Host an event for Legislators and use Political Liaison***
- Attendance and participation in ICA events
 - IBOL meetings

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:

- Permission for Conference Chair to utilize ICA credit card for online purchases
- “Media Committee” to be changed to “Media and Public Relations Committee”. This will eventually call for a Bylaws change.



COUNCIL OF LEADERS REPORT

Office/Committee: **ICA Past President**
Date: **June 2014**
Officer/Committee Chair: **Heather Tustison**

Type of Committee Report:

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

Report of Activities:

- Attended ACA Conference in March (via Skype and “Flat Heather”)
- ACA Western Region Chair – Starting July 1
 - Monthly ACA WR Conference Call Meetings – 1st Thursday of the month
 - Monthly ACA Region Chair Conference Call Meetings – 2nd Thursday of the month
- ICA PPL Committee Participation
 - Presentation: Advocating for the Profession: Creating Connections
 - January 31, 2014 – ICA Conference
 - Participation in Event for Legislators – set for February 13, 2014
 - ***Strategic Initiative Goal: Host an event for Legislators and use Political Liaison***
- Attendance and participation in ICA events
 - IBOL meetings

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:

- Permission for Conference Chair to utilize ICA credit card for online purchases
- “Media Committee” to be changed to “Media and Public Relations Committee”. This will eventually call for a Bylaws change.



ICA Council of Leaders Report

Date: June 12, 2014

ICA President - Kendal M. Tucker

- X – Report for Board Meeting
 - Recommending Board Action
- X – 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):

- Continued involvement with Idaho Distance Counseling Committee
- Met with representatives from the Idaho Social Worker's licensure board, a rep from the Idaho Psychology Examiner's Board, a board member from the national Social Worker's Association, and a rep from the Idaho Veteran's Hospital to discuss an interdisciplinary distance counseling team.
- Presented distance counseling update to IBOL
- Submitted ICA's endorsement for the opening on the Idaho Licensing Board of Professional Counselors and Marriage & Family Therapists..
- Submitted application for ACA's 5 Star Leadership Award – and ICA won!!!
- Finalized the proposal for bylaws amendment
- Planned and participated in ICA's first annual Legislative Meet & Greet
- Presented, along with Susan Perkins (ICA President-Elect) to the legislative H/W committee about ICA - "who we are and what we do"
- Idaho's PPL Meet & Greet description was given to the ACA PPL Director in order to publish it on the ACA online newsletter

- Attended ACA Annual conference in Honolulu Hawaii
- Held conference calls for COL and Presidents
- Prepared monthly presidential updates to ICA membership
- Participated in Western Region Conference Calls
- LDI preparation
- Ongoing presidential duties: corresponding with various members and community, networking in community....

X - Programs & Services

X - Personnel

X - Policies & Procedures

X - Planning & Evaluation

 - Physical Plant & Other Resources

X - 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 recommend Policy & procedures addition: consider having each division place ICA logo on all printed material in order to help consistent communication in the community about what ICA does and who we are.

See Proposed Article IV Amendment



ICA Council of Leaders Report

Date: June 12, 2014

ICA President-Elect, Susan Perkins

X – 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):
- Continued involvement with Idaho Distance Counseling Committee
- Reviewed nominations for IBOL's open position and discussed ICA's recommendation with Kendal and Heather
- Submitted application for ACA's Branch Award for Innovation highlighting the legislative meet-and-greet (did not win)
- Planned and participated in ICA's first annual Legislative Meet & Greet
- Presented, along with Kendal Tucker (ICA President) to the legislative H/W committee about ICA - "who we are and what we do"
- Attended ACA Annual conference in Honolulu Hawaii
- Prepared for LDI with Lynn Bohecker (ICA Leadership Development Committee Chair)
- Attended ICDA's workshop

X – Programs & Services

X – Personnel

 – Policies & Procedures

X – Planning & Evaluation

 – Physical Plant & Other Resources

X – 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*



Proposed Article IV Amendment
Chapters, Division, and Interest Groups

Section 5. Starting a New Division

(a). The Council of Leaders shall have the power to grant charters to State Divisions in accordance with policies and procedures established by the Council of Leaders relative to the formation of a new State Division. Two-thirds of the votes cast by members of the Council of Leaders who are present at a meeting where there is a quorum shall be necessary to grant a charter to a new State Division.

(b). Application for New Divisions under ICA should be submitted at least 90 days prior to ICA board meetings. Said application must include the following:

- i. Letter of interest identifying the proposed name of the division and a statement of purpose or mission statement that is in accordance with that of ICA, ACA, and the National Division.
- ii. Membership roster indicating at least 50 ICA Dues-paying members each in good standing with ICA. Initially, a group moving toward Divisional status may be designated as an Interest Group until such time as it qualifies for Division status.
- iii. New Division ByLaws will be established in accordance with ICA ByLaws and the corresponding National Division Bylaws.

It is the goal of the ICA ByLaws Committee to incorporate these additions to the current ByLaws to clearly define the process for all parties interested in becoming a new division under ICA in the future.

Sincerely,

Jennifer Smith
ICA Bylaws Chair
2014

ICA Council of Leaders Report

Office/Committee: Treasurer / Finance Committee

Date: 6-10-14

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):

- Continued to work on accounting bookwork; recording monthly receivables and payables, communication with accountant, filing tax paperwork, 1099s, Committee will also be asking for scholarship nominations early for ICA 2015.
- Work closely with executive committee on board related matters.
- Attended Board Meeting, PP&L Meetings and Conference Committee Meetings
- Attended, presented at and actively participated in 2014 Conference
- Participated in PP&L Function

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 idahocounseling@gmail.com