



COUNCIL OF LEADERS REPORT

Office/Committee: Awards Chair
Date: January 20, 2016
Officer/Committee Chair: Lori Fairgrieve

Type of Committee Report:

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

Current Conference Report:

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

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

Brief Statement of Issues and/or Report of Activities:

- Due to travel and conference schedules, I was not able to meet regularly with the Conference Committee to plan and to prepare for the annual conference.
- Applications for conference scholarships were collected using a new form and submission process. Did not have access to the applicants who submitted their applications on line.
- Same method was used to call for professional award nominations from the membership according to the pre-established award categories, rules, and regulations established by the conference committee. Collected nominations and presented nominees for review by the same new methods scholarships and poster presentations were collected this year. Award recipients were decided at the conference committee meeting in January. Award recipients were notified by nominators and individualized awards were ordered and inscribed according to the appropriate category by President.
- Worked with NNU Department of Counselor Education to secure a silent auction basket to be donated for the silent auction.
- Worked with NNU students and faculty to establish the winner for this year's NNU Supervisor of the Year Award. Worked with the Program Coordinator to order and then transport the award in order to be able to grant the award to the well-deserved recipient at the conference.
- Worked with NNU students presenting poster presentations with poster layout and presentation collaboration.

- Poster Presentation judging procedures and scoring notebooks were sent to Conference Chair for assembly and securing process for this year's conference.
- Scholarships, Poster Recognition, and Awards will be divided between two days, using an alternative schedule created by Conference Chair and President.
- Optum is sponsoring the Awards Ceremony this year and will have representatives to speak and present awards during both ceremonies.

Recommendations for Board Action:

N/A

Recommendations for Policy Change:

N/A



COUNCIL OF LEADERS REPORT

Office/Committee: Conference Chair
Date: January 15, 2016
Officer/Committee Chair: Michelle Hopkins

Type of Committee Report:

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

Committee Report:

Attended Leadership Development Institute in Cascade, Idaho and conducted a conference planning meeting with committee chairs. Established committee chairs from volunteers.

Attended the ACA Institute of Leadership Training in Washington, D.C. and attended interest sessions pertaining to leadership development as well as conference planning. Sought out Western Region attendees to talk about how they run their conferences.

Researched surrounding states conference registration fees to make sure Idaho's was similar and not too low. Researched surrounding state's procurement of sponsorship and developed a conference sponsorship prospectus with Sponsorship Chair, Kate Wallace.

Planned and conducted monthly conference planning meetings to organize volunteers and work with conference committee chairs.

Met individually with past conference chair, and conference committee chairs to support and direct conference duties

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

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

Recommendations for Board Action:

Recommendations for Policy Change:



COUNCIL OF LEADERS REPORT

Office/Committee: Executive Director

Date: January, 2016

Officer/Committee Chair: Sue Holmes

Type of Committee Report:

- Report for Board Meeting
 Recommending Board Action
 Recommending Policy Change

Committee Report:

- Answered telephone calls, emails and faxes
- Processed mail
- Processed memberships
- Sent out emails on listserv
- Made bank deposits
- Processed pay pal/authorize.net
- Answered questions via phone and email
- Secured contract with Trinity Pines for LDI 2016
- Helped in the transition to a new bank.
- Worked with Heather Tustison to transition to new website.
- Collaborated with Chandra on financial issues
- Worked with other associations to put together conference in November sponsored by Optum
- Working with Riverside Hotel to secure contract for 2017 ICA conference in Boise

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:

I move that the ICA membership dues be increased by \$10 in each membership category.

Recommendations for Policy Change:



COUNCIL OF LEADERS REPORT

Office/Committee: Graduate Student Rep
Date: January 11, 2016
Officer/Committee Chair: Jordan Chesler

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

Comment [SNP2]: Your name here.

Type of Committee Report:

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

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

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

Current Conference Report:

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

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

Brief Statement of Issues and/or Report of Activities:

Leadership Development Institute

- I have been invited to speak at graduate level classes at NNU and BSU to gain relationships with those programs.
- I have worked with the Idaho Steelheads to host a ICA graduate student social.
- I have used email to stay in contact with current grad students who are members of ICA to promote events and opportunities to be involved.
- I have teamed up with Maddison Vincent (conference volunteer coordinator) to speak with classes at BSU/NNU to invite students to get involved as well as explain why our involvement in ICA has been beneficial to us.

Comment [SNP5]: This is a brief narrative of your activities since the previous Board Report (6 months). If your division or committee has experienced situations that are important to note, include that here.

I organized my activities into groups. You can use whatever organization or format works best for you.

Recommendations for Board Action:

I recommended that ICA create a sub category of Graduate Reps. For example have the one main grad rep but then have mini grad reps from and within each of the universities programs. I found that my schedule did not allow for me to be at all the schools when I needed to be. So by creating a sub team the main grad rep could direct the reps at each school on what message is needed to be given. It would also allow the reps from each school to get together and plan socials and make sure that each school was involved. I had a really hard time getting in contact/getting responses from ISU and UofI.

Comment [SNP6]: Describe recommendations and reasons here. You don't need to go in depth, but enough explanation for other leaders to be prepared for discussion is helpful.



COUNCIL OF LEADERS REPORT

Office/Committee: Human Rights

Date: January 28, 2016

Officer/Committee Chair: Jaime Johnson

Type of Committee Report:

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

Committee Report:

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

Brief Statement of Issues and/or Report of Activities:

- Met with committee chair Jamie Jensen who works closely with Dr. Aida Midgett to discuss transfer of committee chair to Jaime Johnson. Transfer was completed and Jamie Jensen is no longer going to chair the human rights committee but will participate as a committee member.
- Discussed potential “empty plate” recipient, including both highly funded and deficit funded organizations in the Valley. Discussion to nominate an organization that does not receive regular grant or federal funding, but provides invaluable services in the Valley.
- Discussed volunteer opportunities for counselors on a quarterly basis; compiled a list of potential volunteer opportunities to offer.
- E-mailed media chair Heather Tustison about incorporating volunteer opportunities in to the newsletter.

Recommendations for Board Action:

- None at this time.

Recommendations for Policy Change:

- None at this time.



COUNCIL OF LEADERS REPORT

Office/Committee: IALGBTIC President
Date: January 15, 2016
Officer/Committee Chair: Jennifer Gess

Type of Committee Report:

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

Current Conference Report:

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

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

Brief Statement of Issues and/or Report of Activities:

Safe Space Trainings

- Developed the *IALGBTIC LGBTQ+ Safe Space Training Manual* for facilitators and for participants with Jill Stewart, LCPC.
- Developed and facilitated the *IALGBTIC LGBTQ+ Safe Space Train-the-Trainers Workshop* (4 hours) in November, 2015.
- Applied for the *Pride Foundation Grant* (requested \$13,800 - not granted).
- Applied for the *ALGBTIC Grant* (requested \$250 – granted, but not yet received).

Advocacy Events

- Provided educational information and resources at Boise PrideFest in June 2015.
- Planned the *IALGBTIC Clothing Drive for the Transgender Community* (event will be at The Community Center on 2/11/16).
- Provided education regarding conversion therapy on the IALGBTIC website.
- Prepared to provide education at a conversion therapy workshop, but workshop was canceled due to unethical nature of workshop.

Resources

- Collaborated with a graduate student at Idaho State University (Jordan Wixom) to develop and monitor the extensive *IALGBTIC Resource page* for LGBTQ+ competent resources.
- Provided information for the IALGBTIC website.
- Worked with Secretary (Dominique Avery) as she provided quarterly *IALGBTIC Newsletters*.

Committees

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

- Appointed Fundraising and Marketing Chair (Cathi Jarvis)
- Appointed Social Media Chair (Lisa Butterworth)
- Appointed Website Manager (Woody Sobey)
- Appointed the *IALGBTIC Training Committee*
- Appointed the *IALGBTIC Co-Chairs* (John Condron and Jamie Lange)

ICA Leadership

- Facilitated bimonthly IALGBTIC board meetings.
- Attended and presented at Idaho School Counseling Association's Conference in Boise in November, 2015.
- Attended ICA's Leadership Institute in June 2015.

Recommendations for Board Action:

It has come to IALGBTIC's recent attention that conversion therapy is still being practiced here in Idaho. Conversion therapy is based upon the false assumption that people choose their sexuality. Conversion therapy, also known as reparative therapy, attempts to change someone's sexual orientation to be heterosexual. Research has shown conversion therapy causes harm, including depression, guilt, helplessness, hopelessness, shame, social withdrawal, suicidality, substance abuse, stress, disappointment, self-blame, decreased self-esteem, and more (APA, 2009).

The American Counseling Association (ACA), along with other organizations, has spoken out against conversion therapy. The ACA Governing Council passed a resolution in 1999 stating, "ACA opposes portrayals of lesbian, gay, and bisexual individuals as mentally ill due to their sexual orientation... Oppos[es] the promotion of reparative therapy as a cure for individuals who are homosexual."

I recommend the ICA Executive Board provide a statement for the community supporting IALGBTIC and ACA's stance against conversion therapy. I request ICA post a statement on the ICA website and send an email to ICA members.

Recommendations for Policy Change:

**ByLaws of the
Idaho Counseling Association
A State Branch of the American Counseling Association**

**Article I
NAME AND PURPOSE**

Section 1. **Name.** The name of this Association shall be the Idaho Counseling Association.

Section 2. **Relationship to ACA.** The Idaho Counseling Association (ICA) is organized as a State Branch of the American Counseling Association (ACA), and shall continuously identify itself as a "Branch of the American Counseling Association" ICA shall be autonomous in the conduct of its affairs, consistent with the ByLaws of ACA.

Section 3. **Purposes.** The purposes of the Idaho Counseling Association, in accord with those of ACA, are to enhance human development through the lifespan, to promote the counseling profession, and to enhance public confidence and trust in the counseling profession.

**Article II
MEMBERSHIP**

Section 1. **Eligibility.** Professional members shall hold a master's degree or higher in counseling or a closely related field from a college or university that was accredited when the degree was awarded by one of the regional accrediting bodies recognized by the Council for Higher Education Accreditation.

Section 2. **Special Categories**

(a) **Retired Member:** A retired member is a person who has been and ICA professional member for five (5) consecutive years and who has retired from the counseling profession. Retired members retain their professional status for purposes of voting and holding office.

(b) **Student Member:** A student member is a person who is enrolled half-time or more in a counseling or a closely related field during the current academic year.

(c) **Associate Member:** An associate member is any person who works in a closely related mental health field, but does not hold a masters degree in counseling.

Section 3. **Ethics.** Members must agree to abide by ACA's *Ethical Standards*, as from time to time amended.

Section 4. **ACA Membership.** Members of this Association shall be invited and urged to apply for membership in the American Counseling Association and one or more of its divisions.

Section 5. **Dues.** Annual Association dues for members shall be established by the action of the Council of Leaders. *Retired and Student members pay 50% of the dues that professional and associate members pay.*

Section 6. **Severance of Membership.**

(a) A member may be dropped from membership for any conduct that tends to injure the Association or to affect adversely its reputation, or that is contrary to or destructive of its objectives according to the ByLaws or Ethical Standards of the ACA. Any member charged with engaging in any such conduct shall be given notice of the precise nature of the charge, shall be given the opportunity to confront through witnesses or otherwise before the Association's Professional Preparation and Standards Committee. The Committee shall consider any charges made over the signature of two members in good standing, and shall determine whether the charges should be dropped, or are true, and shall report to the President. The charged member may appeal the decision of the Committee to the Council of Leaders' Executive Committee, whose decision is final.

(b) A member will be dropped from membership for the nonpayment of dues.

Section 7. **Membership shall be individual.**

Section 8. **Professional members in good standing may vote in an election and hold office.** Student and Associate members may also vote in an election. Student and Associate members may not be an officer of ICA.

Article III ANNUAL ASSOCIATION MEETING

Section 1. **Meetings.** An annual Meeting of the Association shall be convened at the call of the President, Council of Leaders, or its Executive Committee, who may also call additional meetings. Notice of meetings shall be sent to members at least 30 days prior to convening.

Section 2. **Cancellation of a regularly scheduled meeting.** Cancellation of a regularly scheduled annual meeting, in the event of weather or an emergency can be made by the Executive Committee. Members will be notified of the cancellation electronically.

Section 3. **The Executive Committee has the right to reschedule the meeting.**

Article IV CHAPTERS, DIVISION, AND INTEREST GROUPS

Section 1. **Divisions**

(a) A State Division shall consist of members who organize on a statewide basis in accordance with the purposes and ByLaws of an ACA National Division and consistent with the ByLaws of the ACA and ICA.

(b) All officers of a State Division shall be members in good standing of the corresponding National Division, ACA and ICA.

Section 2. **Chapters.** A State Chapter shall consist of members of ICA who organize on the basis of a local geographic unit within the state in accordance with the ByLaws and policies of the ICA.

Section 3. **Interest Section.** A State Interest Section shall consist of members who organize on either a statewide or local basis in accordance with the ByLaws and policies of the ICA to promote a professional interest not otherwise provided for in the ICA Divisional structure.

Section 4. **Duties to ICA.** The presiding officer of each Division, Chapter, and interest Section shall keep the President, President-Elect, and Secretary of ICA informed of its officers and activities. Changes in ByLaws of these units shall not be effective until approved by the ICA Council of Leaders.

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 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 30 Professional 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 approved in accordance with ICA and the corresponding National Division Bylaws.

(c) Completion of Division approval requirements must be submitted 90 days prior to an ICA board meeting. Requirements include the following:

- i. Membership roster indicating at least 30 professional ICA members and division dues-paying members.
- ii. Roster of Officers who are ACA and ICA members including members of National Division.

Article V OFFICERS

Section 1. **Officers and Terms of Office.**

(a) Officers. Officers of this Association shall be the President, President-Elect, immediate Past President, Secretary and Treasurer.

(b) Elected. Officers shall be elected at large from among the professional members of this Association. All Officers shall be members in good standing in ICA and ACA.

(c) Terms. The term of office of any elected officer shall begin on the first day of the official ICA year and each officer shall serve until the successor takes office. The President, President-Elect, and immediate Past President shall serve terms of one year and shall not succeed themselves, except as a result of a vacancy (Section 4). The President-Elect succeeds to the Presidency in the ensuing year and to the Past Presidency the year after the Presidency. The Secretary shall serve a two-year term and shall not be eligible to immediately repeat this office. The Treasurer shall serve a two-year term, and may repeat the office for successive terms if reelected.

Section 2. **Duties of Officers.**

(a) The President shall be the Chief Executive officer of the Association and shall preside at meetings of the Council of Leaders and its Executive Committee, and at general meetings of the Association. The President shall appoint committee members, with the advice and consent of the Executive Committee and shall hold ex-officio membership on all committees. The President shall be responsible for transmitting the Association's Annual Report to the President of the ACA. The President shall serve as a voting representative of ICA at the ACA Western Regional Branch Assembly.

(b) The President-Elect shall act in the place of the President at all Association, Council of Leaders, or Executive Committee meetings which the President is unable to attend, and shall serve as one of the ICA voting representatives in the Western Regional Branch Assembly.

(c) The immediate Past President shall preside in the absence of the President and the President-Elect, and shall chair the Nominations and Elections Committee and serve on the Conference Committee.

(d) The Secretary shall keep the records of the current activities of the Association, Council of Leaders, and its Executive Committee and shall issue all notices of meetings. The Secretary shall report all notices of meetings. The Secretary shall report all amendments to the Association's Articles of Incorporation or ByLaws to the ACA President in writing with 30 days after the date of adoption.

(e) The Treasurer shall collect and disburse funds of the Association, subject to the approval of the President, and shall make a financial report to the Council of Leaders and the Association annually, and as required by the President or Council of Leaders.

Section 3. **Nomination and Election of Officers.**

(a) Nominations. The Nominations and Elections Committee shall invite nominations from Divisions, Chapters, Interest Sections and the general membership. The Committee shall select a slate of candidates.

(b) Elections. The Nominations and Elections Committee shall conduct the election of officers by secret ballot, mailed to the individual members or electronically.

Section 4. **Vacancies.**

(a) Partial terms. Vacancies in the offices of President-Elect, Secretary or Treasurer prior to the completion of the term of office shall be filled by appointment by the remaining members of the Executive Committee. Officers so selected shall serve until the next annual election, when officers shall be elected. Persons completing a partial term shall be eligible for a full term of office, except the President-Elect who becomes eligible to be elected as President

(b) Presidency. Should the Presidency become vacant, the President-Elect shall become President for the remainder of the term, and shall serve a full term as President the next year.

(c) Past Presidency. Should the immediate Past President vacate the office, the next most immediate Past President shall assume it

(d) If an office is unfilled due to no candidate running for the office, the Executive Committee can appoint someone. The candidate with the majority shall take office.

Article VI
COUNCIL OF LEADERS

Section 1. **Composition.** The Council of Leaders shall consist of the Officers of the Association, presiding officer or the appointed representative of each of the Divisions and Chapters of the Association, the Chairpersons of ICA Committees, a graduate student representative (approved 2007) and the Executive Director (if any). A majority shall constitute a quorum.

Section 2. **Powers and Functions.** The Council of Leaders shall:

- (a) Identify issues and establish priorities for the Association;
- (b) Establish policies for Association governance;
- (c) Formulate operational policies for executive action, and evaluate results
- (d) Grant and revoke charters of Divisions, Chapters, and Interest Sections;
- (e) Perform such other duties as are necessary and proper for the orderly and impartial operation of the Association.

Section 3. **Meetings.** The Council of Leaders shall meet at the call of the President. Notice of a meeting of this Council, with a statement of known business to be transacted, shall be sent to each member of the Board at least ten days prior to the meeting. It is empowered to act by mail or technology between meetings.

Section 4. **Executive Committee.** The Executive Committee shall consist of the Officers of the Association and the ICA Division Presidents or their duly appointed representatives. The committee shall meet at the President's call for assignments by the Council of Leaders, or to meet emergencies. It may act by mail and/or technology. It is responsible to the Council of Leaders for its actions and minutes. Notice of its meetings shall be provided to each Executive Committee member. A majority shall constitute a quorum. The Executive Committee is empowered to act by mail or technology between meetings.

Section 5. **Executive Director.** The Council of leaders may, at its discretion, solicit the assistance of an individual for a continuous term, as Executive Director for advice in ICA administration and to enhance continuity to the leadership. This person shall serve as an ex-officio, non voting member of the Council of Leaders.

Section 6. **Removal from office.** A member of the Council of Leaders may be removed from office for any conduct that tends to injure ICA or to affect adversely its reputation, or that is contrary to or destructive of its mission according to the ICA Bylaws and the ACA Code of Ethics. Removal from office requires a two-thirds vote by the Council of Leaders.

Article VII COMMITTEES

Section 1. **Appointment of Committees.** Committee members shall be appointed by the President, with the advice and consent of the executive committee, except as the ByLaws provide, to conduct necessary activities of the Association. The President is an ex-officio member of each committee.

Section 2. **Standing Committees.**

- (a) The Awards Committee shall select recipients for annual ICA awards, obtain annual awards and special awards, and assist the President in presenting awards.
- (b) The ByLaws Committee shall receive proposals for amendments to ByLaws, assist the President and Council of Leaders with ByLaws, seek consistency between ACA and ICA ByLaws, and between ICA ByLaws and ICA Policies and Procedures Manual.
- (c) The Conference Committee shall organize and provide Association conferences, conventions.
- (d) The Finance Committee shall assist the President, President-Elect, and Treasurer in financial affairs, and annually audit the ICA financial records.
- (e) The Human Rights Committee shall seek to improve human conditions in the Association and in the counseling profession.
- (f) The Leadership Development Committee shall assist the President in identifying and developing competent leaders.
- (g) The Strategic Planning Committee shall suggest plans for future development of the Association to the President and Council of Leaders.
- (h) The Media Committee shall supervise the publications of ICA, the distribution of these, and shall enhance the public understanding of counseling and human development.
- (i) The Membership Committee shall solicit new and continuing members of the Association and ACA.
- (j) The Nominations and Elections Committee shall establish a slate of candidates for Officers and shall conduct an election of officers by secret balloting, as provided for in Article V, Section 3. Members of this Committee shall be the immediate Past President as its chair, and each of the Division Presidents, or their duly appointed representatives.
- (k) The Professional Preparation and Standards Committee shall make suggestions to the President and ICA regarding counselor entry standards shall provide ACA Ethical Standards Workshops, and shall receive and process complaints of the ethical behavior of members.
- (l) The Public Policy and Legislation Committee shall serve as a liaison between ICA and public agencies. The PPLC shall be concerned with matters of public policy at all levels. This committee shall make recommendations to the Council of Leaders concerning public policy and legislative issues.

Section 3. **Special Committees.** The President may appoint any necessary special committees. Special committees have duration of the remainder of the Association year, but may be reinstated the next year if necessary.

Section 4. **Reports.** Each committee shall make an Annual Written Report of its committee activities and status to the President, and shall also report when the President or Council of Leaders require it

Section 5. **Committee Supervision.** Each Standing Committee shall be supervised by the President, President-Elect or immediate Past President, as annually determined by the Council of Leaders.

Article VIII BUSINESS AFFAIRS

Section 1. **Severable or Transferable Interest.** No member shall have any severable or transferable interest in the property of the Association.

Section 2. **Control and Management.** All property of the Association shall be subject to the control and management of the Council of Leaders.

Section 3. **Disposal upon dissolution.** Upon dissolution of the Association, none of its property shall be distributed to any of the members and all of such property shall be transferred to such other nonprofit organization or organizations, as the Council of Leaders shall determine to have purposes and activities most nearly consonant with those of the Association.

Section 4. **Appropriation of Association Funds.** No appropriation of Association funds shall be made except pursuant to the authority of the Council of Leaders.

Section 5. **Association Year.** The fiscal year and the governance year of the Association shall be that of ACA.

Section 6. **Audit.** The Treasurer's accounts shall be examined annually by the Finance Committee.

Article IX NONDISCRMINATION

Section 1. There shall be no discrimination against any individual on the basis of ethnic group, color, creed, gender, sexual orientation, age, record of public offense, and/or disability.

Article X BYLAWS

Section 1. **Amendment.** These ByLaws can be amended at any regular meeting of the Council of Leaders by a two-thirds vote, provided that the amendment has been discussed and submitted in writing at the previous regular meeting.

(a) Proposal. An amendment may be proposed by majority vote of the Council of Leaders, or by the governance body of a Division, Chapter, or an individual member, provided that the individual member's proposed amendment is presented over the signature of at least ten members in good standing. All proposed amendments must be submitted in writing to the ByLaws Committee, who shall transmit it to the Council of Leaders, with or without a recommendation, for the Council of Leaders to adopt or reject.

(b) The Effective Date of an adopted amendment shall be as soon as President is informed that ACA's Governing Council has approved the amendment as consistent with ACA ByLaws.

Article XI
RULES OF ORDER

Robert's Rules of Order, Newly Revised, 1971 Edition (by Henry Martin Robert), as from time to time amended, shall govern the proceedings of all bodies of the Association except where otherwise specified by these ByLaws.

End of ByLaws

Revised 2015



COUNCIL OF LEADERS REPORT

Office/Committee: Media Committee
Date: January 28, 2016
Officer/Committee Chair: Heather Tustison

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

Comment [SNP2]: Your name here.

Type of Committee Report:

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

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

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

Current Conference Report:

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

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

Goals and Progress for 2014-2015

Social Media

- Facebook, twitter and instagram

“Step Up” Campaign

- Slated to start July 2015 – in connection with 2016 conference – work in progress
- The idea is to “Step Up and do your part” – everyone has a gift or talent, and we want to see or hear or experience it

Publications

- Newsletter – On hold last part of 2015 – Back up January 2016
- Counselor Spotlights – Back up February 2016

Conferences and Workshops

- 2017 Conference Theme:

Marketing/Design

- Media Kit Updated and utilized for 2016 Conference

Website

- Move to Wild Apricot in September
 - Collaboration with Executive Director for Membership Management
 - Training of Conference Personnel to set up conference registration
 - ICA News Bulletin
 - Continue to work with Divisions for training and understanding

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

- Working with Treasurer to easily understand reports and financials

Press Releases

- Official ICA Press Release created

Branding

- In process

Networking

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

Recommendations for Board Action:

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

Recommendations for Policy Change:

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

- Silent Auction funds should be distributed at the discretion of the Development Committee and Finance Committee
 - This is for transparency for all the Divisions Treasurers as well to serve as checks and balances
 - January 2012 Board vote for a Development Committee to oversee disbursement of silent action funds
 - January 2013 Board vote for Development Committee to be comprised of Silent Auction Chair and Treasurer
 - Outside of the 10 designated scholarships – for ICA members – monies may be requested by completing the funding request form
- Regular connections via video/conference calls for the Board
 - Calendar set up at the beginning of the fiscal year
 - Opportunity for board to meet in order to take action if necessary



COUNCIL OF LEADERS REPORT

Office/Committee: President
Date: January 22, 2016
Officer/Committee Chair: Sean Nixon

Type of Committee Report:

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

Current Conference Report:

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

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

Brief Statement of Issues and/or Report of Activities:

Leadership Development Institute

- Planned and facilitated Leadership Development Institute in June.

Committees

- Worked with Past President (Susan Perkins) on planning and implementing Public Policy and Legislation Committee items..
- Attended Conference Committee meetings.
- Attended other Committee meetings as called.
- Meet with each Committee chair, either by electronic or face to face.

ICA and Western Region Leadership

- Attended and Participated in Region Business Meetings at Institute of Leadership Training.

ACA

- Attended ILT in July, located in Alexandria, VA
- Advocated for National Counseling Issues on Capitol Hill in July.
- Working with ACA and State Senator Crapo on Access to Medicare for Counselors.
- Working with ACA and State Senator Risch on Counselor access to VA.
- Participated in monthly conference calls regarding Task Force on Professional Identity.

Other Activities

- Made recommendation to Governor for vacant IBOL seat.
- Attended IBOL meetings and spoke on Counseling Issues in October.
- Working to identify a committee to help identify possible rules for new telehealth law.
- Continued progress toward reviewing and updating ICA Bylaws and Policy & Procedures Manual.
- Communicating with other Branches on “Best Practices”

Recommendations for Board Action:

Recommendations for Policy Change:



COUNCIL OF LEADERS REPORT

Office/Committee: IDASERVIC Division

Date: January 17, 2016

Officer/Committee Chair: Lynn Bohecker, President

Type of Committee Report:

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

Committee Report:

- I. Officers: Officers for the current fiscal year were voted into positions as follows:
President: Lynn Bohecker
Secretary: Tiffany Nielson
Treasurer: Amanda Bland
President Elect: Heather Tustison
President Elect Elect: Lianna Erickson Trembath

- II. Operations Summary: IDASERVIC is receiving conflicting operational instructions between national and state organizations and as a result movement forward is stalled. IDASERVIC would like to recommend that ICA take steps to revise the bylaws to clarify that ICA is the legal umbrella organization and each division is to operate under that nonprofit corporation. IDASERVIC is also recommending that ICA develop operational policies for the implementation of new divisions.

Detail: Lynn contacted national ASERVIC to obtain charter ratification for state division as requested by ICA. National ASERVIC president met with national board and ratified IDASERVIC as state division. The ASERVIC President consulted with ACA on division operations and a recommendation was made that since there was nothing specific in ICA bylaws, IDASERVIC should apply for separate nonprofit incorporation and tax id status. A motion was made and unanimously carried at the December 2015 board meeting for IDASERVIC to pursue nonprofit incorporation and apply for a new tax id.

Heather clarified that the historical culture is that ICA acts as the legal umbrella for all of the divisions, that all other divisions use ICA tax id, and that ICA is ultimately responsible for the financial status of divisions. Heather stated that ICA bylaws can be interpreted multiple ways, and ICA interprets it with the expectation that divisions work under ICA's tax id. A motion was made and unanimously carried at the January 2016 board meeting for IDASERVIC to reverse the previous motion and the process for separate incorporation was halted.

Lynn forwarded the minutes from both meetings to ASERVIC president and is waiting for verification from ASERVIC that IDASERVIC should move in this direction.

- III. Website: IDASERVIC is maintaining our portion of the webpage up-to-date with current by-laws, meeting agenda, meeting minutes, workshops, forum, and resources.
- IV. Workshops: IDASERVIC conducted an ethics workshop entitled, “Counselor Know Thy Self: Spiritual Timelines to Facilitate Ethical Competence When Working with Client Spiritual Concerns” November 2015 in Meridian and Pocatello (via satellite).
- V. Membership: Current membership roster is being updated on a monthly basis. Current number of members is 16.

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:

Develop a committee or otherwise revise bylaws to reflect the historical culture that ICA provides the legal umbrella for all divisions and maintains the expectation that divisions of ICA operate under the ICA nonprofit corporation.

Recommendations for Policy Change:

Development of a policies around the operational implementation of new divisions.



COUNCIL OF LEADERS REPORT

Office/Committee: IMHCA President
Date: January 8, 2016
Officer/Committee Chair: Brian Smith

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

Comment [SNP2]: Your name here.

Type of Committee Report:

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

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

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

Current Conference Report:

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

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

Brief Statement of Issues and/or Report of Activities:

Programs & Services

- Promoted and attended LDI
- Attended PP&L Meetings and identified IMHCA members to participate in ICA PP&L efforts
- Worked with Ethics Chair, Melanie Twite to arranged and facilitate ethics trainings
- Worked with ICA President, Sean Nixon, and IMHCA board to address ICA membership concerns regarding availability of ethics trainings
- IMHCA board worked with with IBOL for approval of ethics trainings
- Attended conference committee planning meetings and offered services as requested by Conference Chair, Michelle Hopkins

Personnel

- Recruited for necessary IMHCA board committee positions and coordinated with ICA counterparts when possible

Public Relations & Communications

- IMHCA Past President, Jen Browning, coordinated efforts with IACES, served on the Optum Provider Advisory Board, and the Idaho Association of Community Providers; she provided feedback to IMHCA and ICA leadership
- Designated position for IMHCA Webmaster, Amber Dillon, and helped coordinate with ICA media chair, Heather Tustison, to merge IMHCA website with ICA Wild Apricot software (gained advisement from AMHCA regarding this transition to maintain AMHCA compliance)

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- Worked with ICA President, Sean Nixon, to coordinate a plan with ICA for information dissemination and response to Blue Cross regarding 2016 performance based policy changes

Other Activities

- Provided feedback as requested to ICA leadership regarding IBOL positions and policies



COUNCIL OF LEADERS REPORT

Office/Committee: ISCA President

Date: 1/19/16

Officer/Committee Chair: Jennifer Tachell

Type of Committee Report:

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

Committee Report:

A large portion of our ISCA board was able to attend LDI in June 2015. This gave us a good opportunity to further develop our leadership and provided us with the extremely valuable resource of TIME to work together and make plans for developing our organization. I look forward to bringing another big team to LDI in 2016.

I have appointed several new members to our Board. For the first time in a long time, ISCA is now functioning with a full Board. We continue to work to identify and encourage interested school counselors to get involved in ISCA.

The annual ISCA conference was held on October 1-2, 2015 at the West Ada District Training Center. We successfully managed registration and check in through Eventbrite. We will get a final financial report from our Treasurer on Friday night at our Board Meeting on how we did with the conference.

I am working with the President of the Idaho School Psychologist Association to plan a joint 2016 ISCA/ISPA conference. We are in the process of working out details and securing our facility.

I have been meeting with a work group of people from the Department of Labor, Department of Professional Technical Education, State Board of Education, IDLA, and several others to develop an online career and college information and tracking platform that can be used to share information with students as they develop their future plans. This group of stakeholders will continue to meet to develop this tool; we are in the early stages at this point and have just completed the research phase to determine what is already available in cyberspace.

I have met with legislators, a representative from the governor's office, and representatives from the State Departments of Labor and Education to discuss a model for fairly and wisely utilizing the resources allocated to support the legislation passed last session regarding academic advising. Discussions on this issue continue.

At the suggestion of ASCA, our parent organization, ISCA is making some updates and changes to our Bylaws. We are also reviewing and updating our Policies and Procedures. We will be discussing these things further at our Board meeting Friday night.

I have been working with the team at ASCA as they develop web hosting capabilities for the state associations. We expect to transition our website from our current host to ASCA at some point this year.

To build on what we started last year under Roger Holyoak's leadership, I am in the process of securing a date and time to meet with Sherri Ybarra so that she is aware of what ISCA is working on and ways that our organization can support her goals for educating Idaho's children. We expect this meeting to occur after the Legislative session concludes.

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

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

Recommendations for Board Action:

None at this time.

Recommendations for Policy Change:

None at this time.



Council of Leaders Meeting Minutes

June 18, 2015

Present: Heather Davis, Sue Holmes (voting as Financial Committee), Roger Holyoak, Susan Perkins, Lynn Bohecker, Jennifer Gess, Lori Fairgrieve, Stephanie Alvarez, Jordan Chesler, Sean Nixon, Michelle Carda Hopkins, Chandra Salisbury, Jennifer Browning, Kendal Tucker, Heather Tustision, Lawrence Stanciu, Jade Letourneau (via phone)

1. Call to order at 6:30 p.m.
2. Welcome and Introductions (Susan Perkins)
3. Approve minutes from previous meeting (January, 2015)
4. Old business: Reminder of previous decisions
 - a. Conference location decision
 - i. Moving conference to Boise continuously for at least 5 years. Will assess.
 - ii. Will host training workshops in northern and eastern Idaho twice annually.
 1. 12 hours of CEUs will be offered at each
 - b. Statement on advocacy vs. lobbying was adopted
 - c. Create task force to identify the need for each CoL position and the need for CoL positions to be voting members. Consider structure of committees vs. task forces.
5. Old business: Reminder of previous discussions
 - a. Membership committee needs committee members
 - b. Media Chair is looking at other website options
 - c. Idaho Federation of Families, which is a support group for families whose children have been diagnosed with mental illness. They want people to present 1 hour webinars.
 - d. ICA budget will be set on an average of previous years
 - e. Desire for Board representatives to visit each Counselor Ed program to recruit
 - f. Discussed Conference funds—25% of profit divided across divisions based on attendance of members
 - g. Survey of needs for members and counselor non-members
 - h. ICA delegates attending Optum meetings (Jennifer Browning & Dennis Baughman)
 - i. Sean suggests that the ICA rep./committee person request to be able to disseminate the information from the Optum meetings to ICA members. That way the request is coming from ICA, not from the individual.
 - ii. ICA will have a section in the newsletter to disseminate Optum information from their monthly meetings and their provider faxes
 - iii. Heather T. proposed forming a task force to deal with the Optum issue

- iv. Sean recommended finding out how important the Optum issue is to our members via a survey before proceeding with forming a task force.

6. New business

- a. Applications for two interest groups to become divisions (IALGBTIC and IDASERVIC)
 - Heather D. moves to approve the IALGBTIC and IDASERVIC interest sessions to divisions of ICA, as of July 1st, 2015. Roger seconds.
 - Discussion followed: What are these two divisions offering that other divisions cannot?
 - All in favor. Motion carries
 - b. IBOL requested that ICA provide 2 committee members to help establish laws and rules for telehealth for counselors and marriage and family therapists
 - An invitation will be sent out to all ICA members
 - c. IBOL requested that ICA provide recommendations for new board member
 - d. Optum requested ICA be involved in a CEU event
 - Sue will contact Optum for more information/details and relay to them that we will not participate if it falls on the same date as ISCA
7. Web hosting site: Heather T. moves to change to Wild Apricot for webmaster and Kendal seconds. Motion carries.
8. Update on LDI (Sean Nixon)
9. Initiatives for 2015-2016 (Sean Nixon)
10. Budget for 2015-2016 (Sean Nixon)
11. Overview of ICA (Sean Nixon)
12. Information from the Executive Director (Sue Holmes)
13. Adjourn



COUNCIL OF LEADERS REPORT

Office/Committee: Nominations and Elections Committee, Chair
Date: January, 2016
Officer/Committee Chair: Susan Perkins

Type of Committee Report:

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

Current Conference Report:

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

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

As Nominations and Elections Chair, I will solicit the nominees for open offices in ICA at the ICA conference and through email using ICA's listserv. I will work with the committee to create a ballot which will be presented to the Council of Leaders. Once that ballot is approved, I will create an electronic ballot which will go to all ICA members. In order to ensure that all people voting are ICA members, I will coordinate with the ICA Executive Director and the website designer (if we need to host the election on the ICA website for verification purposes).

Currently, here is where we stand with open positions:

Note that the Secretary and Treasurer are both two-year terms, but they are scheduled to start on different years so there would always be one new person and one person in his or her second year.

1. *Secretary.* Raissa was voted in as secretary because no one ran for this position. She agreed to serve for one year. We decided at that time to hold the election this year for a one-year term. This keeps the Secretary and Treasurer on alternating years. Therefore, we need a nomination for someone to be Secretary for the June 2016-2017 term.
2. *Treasurer.* Chandra's term ends in June, 2016. We need nominations for a Treasurer for the June 2016-June, 2018 term.
3. *President-Elect.* This happens every year. We need nominations.
4. *President.* Technically, the position of President-Elect is currently unfilled. The bylaws say "If an office is unfilled due to no candidate running for the office, the Executive Committee can appoint someone. The candidate with the majority shall take office." A vacated position has a

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succession plan ("Presidency. Should the Presidency become vacant, the President-Elect shall become President for the remainder of the term, and shall serve a full term as President the next year. (c) Past Presidency. Should the immediate Past President vacate the office, the next most immediate Past President shall assume it.") But unfilled positions do not have an automatic succession plan. We do NOT want to have an unfilled Presidency next year, so, according to bylaws, we need to have a vote and put someone in place. We talked about Sean just staying in the President role for two years, but I don't remember when those conversations happened and it was based on the succession plan concept. I checked minutes and there was never a vote or motion made for Sean to fill that role for multiple years. So we technically still have an unfilled position. Please see my motion below to officially vote for Sean Nixon to fill this position. This seems to be the smoothest way for us to move forward in a way that follows the bylaws.

Recommendations for Board Action:

Monthly Council of Leaders meetings and/or communication

The Executive Committee will need to meet sometime in February or March to approve the ballot prior to the election.

Motion

I move that the Executive Committee (officers and Division Presidents) elect Sean Nixon to fill the role of President for the June 2016-June 2017 year, extending his term as President by one year.

Discussion

In June, I technically move out of the Past-President role and Sean moves into it (because he is President this year). Because the Past-President is not a vacated role, there is no succession plan. Therefore, it is not necessarily the case that I would serve as Past-President another year. It might be that Sean would simultaneously be serving in two positions. Nothing in the Bylaws addresses whether this is expected, permitted, or not possible. It would be helpful for the COL to discuss what will happen with the Past-President position—whether they prefer I continue another year or that Sean serves as both President and Past-President.

Recommendations for Policy Change:

Email listserv

As we have changed to the new website, the email list changed. The listserv previously was only current ICA members, but now seems to be a compilation of all people who have provided email addresses to ICA for the past several years. This is a wonderful resource for ICA! At the same time, we might want some information to go only to members and other information to be distributed more broadly. I move that ICA develop two separate listservs, one with only current ICA members and one with all email addresses provided to ICA, and that ICA develop a policy regarding which information goes to which group. From a Nominations and Elections perspective, having an updated listserv with only current ICA members would simplify elections because the email could just go to that list and the ballot could be designed to give each person a unique survey link that could only be used once.



COUNCIL OF LEADERS REPORT

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

Type of Committee Report:

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

Current Conference Report:

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

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

During this past year I attended the annual ACA conference, ICA's LDI, and ACA's ILT. I attended COL and officers meetings as they were called, which was limited to a few meetings. I also communicated with the President as questions occurred. I have also served as the chair of the Public Policy and Legislation Committee and, according to the bylaws, I am the Nominations and Elections Chair.

On my list of responsibilities was the task to create a task force to identify the need for each COL position and the need for COL positions to be voting members. This group was going to consider the structure of committee vs. task force. I started gathering names and a few people expressed interest (i.e., Lynn Bohecker, Christy Stoll, Sue Holmes, Heather Tustison, Jen Gess, Jen Browning, and Sean Nixon). I sent a follow-up email to COL to solicit equally from all COL and received minimal response. Though I did not plan to chair or coordinate this task force, I did not follow up to make sure there was a clear leader and that it was happening. I have not heard any conversation about whether a group was established and whether or not they met.

I was working with the Membership Committee Chair and the Leadership Development Chair to create a survey asking what ICA members value about their membership and what non-members would value about membership. We created a draft, received feedback, made changes, and are waiting on an email list for counselors who are not members of ICA.

Recommendations for Board Action:

Regional workshops

When ICA voted to move the annual conference to Boise for several years in a row, we included the agreement that ICA would host two annual workshops each year in eastern Idaho and northern Idaho. The Conference Committee Chair outlined the plan as follows:

Regional Trainings Outlined Plan

1. Choose a speaker from Northern Idaho and Eastern Idaho willing to present 1 three (3) hour presentation in Northern Idaho and Eastern Idaho.
2. Choose two ICA leaders willing to present 1 three (3) hour presentation in Northern and Eastern Idaho.
3. Choose a location in both locations and book two dates for each. March-May and Sept-Nov.
4. Have the Northern Idaho Speaker and ICA Leadership Present Date 1
5. Have the Eastern Idaho Speaker and ICA Leadership Present Date 2
6. Have the Northern Idaho Speaker and ICA Leadership Present Date 1 Presentation in Eastern Idaho on Date 3
7. Have the Eastern Idaho Speaker and ICA Leadership Present Date 2 Presentation in Northern Idaho on Date 3

This was supported largely because ICA members in those locations would not have the benefit of the annual conference rotating throughout Idaho. ICA leadership wanted to continue supporting all members and did not want members outside the Treasure Valley to have fewer benefits than those near Boise. At the time, we talked about the possibility of the Conference Committee having a sub-committee that would coordinate these workshops. We also planned for the first workshop to happen in Spring, 2016 and to include various ICA leaders. I think it would be good to revisit this idea and plan who will be involved with this so a precedent can start to be established regarding who will coordinate these events and when that work begins.

Monthly Council of Leaders meetings and/or communication

I recommend that the COL discuss whether we want to continue the monthly COL phone meetings or not. These meetings are not required by bylaws or policies and procedures, but did become somewhat of a tradition. Although these tended to be informational and attendance was poor at times, they could be a helpful way to share information among divisions and committees. Even those not in attendance had the opportunity to review minutes and stay updated. Each division is doing exciting things and each committee is tasked with responsibilities, but most do not have formal ways of communicating what they are doing to each other. I am a member of every division and I still do not know what they are all doing. The more we know, the more we can support each other. While I think the monthly phone meetings were worth the time investment, the more important question is whether we want to continue those meetings. If we do continue them, how can we help them be as useful as possible? If not, how can we communicate more frequently and effectively so that divisions and committees know what each other are doing?

ICA Board Representative Meet and Greet Events at counseling programs

Last year, the President-Elect recommended that representatives from the Board attend each counseling program in Idaho with the sole purpose of recruiting new members. These meet and greets would provide opportunities for students to have questions answered, join the association during the event, and provide some sort of food for those attending. The COL endorsed this idea, but as far as I know, no such events have occurred. Could the Board delegate a person to be responsible for coordinating these events?

Recommendations for Policy Change:

Policy & Procedure Manual

The current policy and procedure manual has been described as outdated for awhile. Having a clear guide for who does what, when, and how could help with leadership transitions and ensuring

responsibilities are clear and completed. I move to recommend that either a task force be established to update bylaws or the bylaws committee take on this job.

Email listserv

As we have changed to the new website, the email list changed. The listserv previously was only current ICA members, but now seems to be a compilation of all people who have provided email addresses to ICA for the past several years. This is a wonderful resource for ICA! At the same time, we might want some information to go only to members and other information to be distributed more broadly. I move that ICA develop two separate listservs, one with only current ICA members and one with all email addresses provided to ICA, and that ICA develop a policy regarding which information goes to which group.



COUNCIL OF LEADERS REPORT

Office/Committee: Treasurer/Finance Committee
Date: January 23, 2016
Officer/Committee Chair: Chandra Salisbury

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

Comment [SNP2]: Your name here.

Type of Committee Report:

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

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

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

Current Conference Report:

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

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

Brief Statement of Issues and/or Report of Activities:

- *Regular duties which include financial and accounting duties, and other ICA Board work, working alongside Executive Director, Pres., Past Pres, and secretary.
- *Filed Taxes for 2014/2015 fiscal year
- *Worked with Executive director to move finances primarily to new bank, Idaho Central Credit Union
- *Worked with Media Chair to begin to learn new online system, which includes new online payment system
- *Work with Executive Director to work to make changes as needed through the transitions of banking, online accounting and online payment system.
- *Worked with members of new divisions to answer questions as needed.

Committees – Due to being in the East US for the past 4 months, I was unable to be an active member of the Conference or PP&L committee, but I worked (and work) to plug in and contribute as able. Will be an active participant at ICA conference, working alongside Executive Director

Other Activities – Spoke with and advocated when appropriate with members of Legislature on counselor related concerns.

Recommendations for Board Action:

Through the addition of two new divisions questions have arose which lead to a recommendation:

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

ICA is the 501C-3 entity by which all divisions file their taxes each year. They do not operate individually. We have had a "Finance Committee" but as long as I have been a part of the association it has appeared as if it was in title only and not action. I own my part in that, but I would like to recommend the following to solidify ICA and the divisions, give common purpose and discussion points and bring a unified Finance Committee.

Committee made up of Treasurer, Executive Director, Secretary and Treasurers from all divisions

*Meetings to occur at least quarterly to discuss any questions the treasurer might have, discuss when reports are due, etc.

*ICA Treasurer or Executive Director (my recommendation is Exec. Director due to rotation of Treas) needs visibility into the finances of the divisions. The reason for this is checks and balances. The board can discuss how this is to be accomplished.

If a division were to have financial issues, ICA would be responsible for the divisions actions.

*Pipedream would be to have ICA and all divisions banking at same bank for ease of accounting, taxes and transparency.

---Side note, Divisions file their workshop CEs under ICA's NBCC Provider number as well.

Recommendations for Policy Change:

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