

ICA Council of Leaders Report

Office/Committee: Bylaws

Date: 11/6/09

Officer/Committee Chair: Larry Lutz

Type of Committee Report:

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

Nothing to report at this time.

Regards,

Larry W. Lutz II MS LCPC  
Bylaws Chair

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

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

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

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Please submit to the Executive Director at  
sueholmes@idahocounseling.org

ICA Council of Leaders Meeting – Via Conference Call  
November 2009  
Agenda

1. Welcome New Leaders
2. Approve Minutes from LDI
3. 2009 ISCA Conference Update
4. 2009 – 2010 Division Conference Schedule
5. ACA Legislative Institute – Washington, D. C.
  - a. Submit Scholarship Application
  - b. Who do we send?
6. 2009 - ACA Regional Conference Meeting – Alexandria, Virginia
7. 2010 - ICA Conference Update
8. ICA Conference Reimbursement Standards
9. ACA is requesting ICA's Bylaws
  - a. Each division is to be sure bylaws are in order
  - b. Need to submit division bylaws to Sue
10. Database Update
11. Membership Renewals
  - a. How ICA renewals work?
  - b. How division renewals work?
  - c. How is information updated and shared between databases?
  - d. What's not working?
12. Other/New Business

Please be sure to send in your Board Report to Sue Holmes at least one week prior to the meeting.

To dial into the conference call please see the instructions below.

**For Participants:**

Dial - (641) 715-3300

Enter Access Code - 645254#

## 2009 LDI SUMMARY OF DIVISION WORK

### IDAMFC

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Meet with people personally  
Research  
Get organized  
Constant connection with membership  
Update website

Survey Monkey  
Incentive (\$25) for survey completion  
Certificate/welcome letter  
“Get To Know Us” Event  
Guest speaker in M&F college classes  
Gift incentive at conference booth

Better Data Base – Recognizing years in service & division membership  
Leadership manual  
Division communication

Recruitment of leadership – President Elect & President Elect-Elect  
Marketing & Research  
    Public Relations  
    Website  
    Newsletter  
Contact information on webpage – e-mail & phone & address

## IDAHO SCHOOL COUNSELOR ASSOCIATION

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### Networking

Access to member contact info

Title

School

Specialties i.e.

Works w/specific population

On power school, etc.???

Eating disorders, etc.

Numbers

Email

Who are our members

Age

Years experience

School people, etc.

Is there a correlation and can we target non-members with this info

Network - why reinvent the wheel...who has already done this???

Resources – Real world help for real world problems

Member database needs home and work contact info

On the website – a link to all jobs...school counselors in Idaho

Contact all school counselors in state and invite them to join

Meet w/regions constituents more often

PAYDAL! Set up on website.

Business Logo cards as ""Idaho S.C." free with preregistration

Letters to ALL non-member School Counselors – invite to join Membership Benefits

Go To Meeting – The Board can keep in touch – save miles/time

3 – 6 – 9 month contact w/new members -- get the new student counselors connected

Knowledge of Yahoo User group - encourage membership

Facebook & My Space ""Spacebook""

### INITIATIVES

Database of Membership=Key to Communication(This is #1)Without this we fail!

Include all ICA members

Name, credentials, workplace, renewal date

Ninja Anne will you love – she's doing it for ISCA

Empower membership to take part in LDI

Volunteer, etc.

New to members informing them of where they can be plugged in

## **IDAHO MENTAL HEALTH COUNSELORS ASSOCIATION**

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Challenge members to recruit new members  
Match specialties with ?????? and ???????  
More specific follow through  
Involve more people  
Solicit more feedback  
Send out certificates and emails  
Clarify the benefits  
Contact ISU cohorts  
Get representatives from all universities  
Surveys and blogs  
Revisit O??? materials  
More contact with members  
Facebook page/link to website  
“J” log (Journey Blog)  
Community lunches w/invitation and incentive to join  
Educate students and invite them to join  
Improved, enhanced and specific written materials

### **INITIATIVES - WE AGREE!!!**

We like meetings w/divisions  
“Like” positions (president, secretary, etc)  
Keep goals; objectives; strategies, etc. specific and measurable  
Our initiatives this year mirror ?????? We’re moving in the same direction  
(We get samples of job descriptions from ICA for IMHCA ??????)

## **IDAHO ASSOCIATION FOR COUNSELOR EDUCATION AND SUPERVISION**

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Be Present  
Be Visible  
Be Active  
Be Heard  
Be Mentors  
Be Advocates

## **IDAHO COUNSELING ASSOCIATION**

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Better communication between ICA and divisions  
President Initiatives – 100% in agreement!



## COUNCIL OF LEADERS REPORT

Office/Committee: **Conference Committee**  
Date: **June 10, 2010**  
Officer/Committee Chair: **Heather Tustison**

### Type of Committee Report:

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

### Current Conference Report:

- **Total Profit: \$17,785.87**
  - Total Income: \$59,293.44
  - Total Expenses: \$41,507.57
- **2010 ICA Conference – January 20-23, 2010 – Doubletree Riverside Boise**
  - Lynn Linde, Ed.D. – Keynote Speaker Friday
  - Leslie Greenberg, Ph.D. – Keynote Speaker Saturday
  - Pre-Conference Learning Institutes - January 20 & 21 – **88 Registrants**
    - Ann McCaughan & Lewis Hatcher – Clinical Supervision (15 hour, 2 day Training, 1/20-21) – **22 Registrants**
    - Kristi Shohet –Eating Disorders - **35 Registrants**
    - Richard Craig – Adlerian Concepts - **20 Registrants**
    - Martin Cutler – Counseling American Indians – **11 Registrants**
  - Emotion-Focused Therapy Workshop – Leslie Greenberg, Ph.D. – **60 Registrants**
  - Social Events & Entertainment
    - Thursday Night Chi Sigma Iota Casino Night – **26 Participants**
    - Friday Night Hockey Game and Social – **46 Participants**
    - Friday Lunch with Les and Leslie for Graduate Students – **18 Participants**
    - Saturday Koffee with Keynotes
  - Wellness Room – 8 Vendors - massage therapy, vitamins, yoga and wellness information
  - Silent Auction – **Generated \$1776.00**
  - Bookstore – **Lost \$269.06**
  - Scholarships – **8 given**
  - Conference Webpage
    - Online Registration available
  - Sponsors/Exhibitors
    - 2 - \$500 Sponsors – Intermountain Hospital, Avalon Hills
    - 30 Exhibitors
    - 3 Divisions
  - Program
    - 31 Program Proposals Submitted
    - 27 Interest Sessions composed Program
  - Registrations – Total Registered: **253**
    - Students: **90**
    - Professional: **163**
    - Members: **220**
    - Non-Members: **33**

**Future Conferences:**

**2011 ICA Conference – January 19-22, 2011 – Red Lion, Pocatello**

- *“Charting a Revolutionary Course – Navigational Tools for Counselors”*
- Conference Chair: Heather Tustison
- Site Coordinator: Linwood Vereen

**2012 ICA Conference – January 2012 – Riverside Doubletree, Boise**

- *“Revolutionary Counseling – Innovations in Transformation”*

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: **Conference Committee**  
Date: **November 16, 2009**  
Officer/Committee Chair: **Heather Tustison**

### Type of Committee Report:

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

### Current Conference Report:

- **2010 ICA Conference – January 20-23, 2009 – Doubletree Riverside Boise**
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  - Pre-Conference Learning Institutes - January 20 & 21
    - Ann McCaughan & Lewis Hatcher – Clinical Supervision (15 hour, 2 day Training, 1/20-21)
    - Kristi Shohet – Reshaping Our Approach to Eating Disorders
    - Richard Craig – Adlerian Concepts in Counseling
    - Martin Cutler – Counseling American Indians
  - Emotion-Focused Therapy Intensive Workshop – Leslie Greenberg, Ph.D.
  - Social Events & Entertainment
    - Thursday Night Chi Sigma Iota Opening Social and Casino Night - \$10
    - Friday Night Hockey Game and Social - \$20
    - Friday Lunch with Les and Leslie for Graduate Students - \$15
    - Saturday Koffee with Keynotes
  - Wellness Room – 8 Vendors - massage therapy, vitamins, yoga and wellness information
  - Silent Auction – generates funds for scholarships.
  - Scholarships – 10 available, Deadline December 18<sup>th</sup>, application sent to Linwood Vereen
  - Conference Webpage
    - Online Registration available
  - Sponsors/Exhibitors (goal \$10,000 in sponsorship)
    - 1 - \$500 Sponsor – Intermountain Hospital
    - 7 Exhibitors
    - 2 Divisions
  - Program
    - 31 Program Proposals Submitted, 24 Interest Sessions have been chosen for the Program
  - Registrations – Total Registered: 36
    - Students: 10
    - Professional: 26
  - Pre-Conference Registration:
    - American Indians: 2
    - Clinical Supervision: 3
    - Adlerian Counseling: 2
    - Body Image: 2
  - EFT Intensive Workshop Registration: 14
  - Socials: 13
    - Chi Sigma Iota Opening Social: 7
    - Hockey Game and Social: 6

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:**

- Motion 1  
I propose that funds remaining from the Silent Auction, after scholarships have been given, to be utilized by the Leadership Development Committee to provide a Leadership Development opportunity at the conference.

**Recommendations for Policy Change:**



## COUNCIL OF LEADERS REPORT

Office/Committee: **Conference Committee**  
Date: **November 16, 2009**  
Officer/Committee Chair: **Heather Tustison**

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

**Recommendations for Board Action:**

- Motion 1  
I propose that funds remaining from the Silent Auction, after scholarships have been given, to be utilized by the Leadership Development Committee to provide a Leadership Development opportunity at the conference.

**Recommendations for Policy Change:**

ICA Council of Leaders Report

Office/Committee: Executive Director

Date: November 12, 2009

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):

- Processed CEU's
- Answered telephone calls, emails and faxes
- Processed mail
- Processed membership
- Maintained listserv
- Made bank deposits
- Processed pay pal
- Answered questions via phone and email about ICA conference
- Made arrangements for LDI in June 2010
- Negotiated contract for ICA conference 2011
- Attended ACA LDI in Washington DC
- Attended ACA conference in Charlotte, North Carolina

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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Please submit to the Executive Director one week prior to the next scheduled board meeting.



ICA COUNCIL OF LEADERS REPORT

Office/Committee: ICA President  
Officer/Committee Chair: Lori A. Fairgrieve

Date: 11.11.09

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):

- Consulted several times with Past President, Linwood Vereen, to help move forward on the initiatives set forth at LDI for 2009-2010. He also graciously continues to mentor me in conference planning, setting appropriate agendas for COL team, and helping to identify new leadership for purposes of recruitment.
- Ongoing communications with Executive Director, Sue Holmes, around current database issues and possible solutions to improving our system, which in turn improves membership services and customer satisfaction. We talked about what is working and what is not working with renewals and how this is impacting membership.
- Invited Conference Chair, Heather Tustison, and University Liaison, Karin Watson, to NNU to present in classes for the purpose of recruiting students to attend conference and join ICA.
- Met with the new IACES President, Curtis Garner, to update him on the initiatives set forward at LDI, as well as his vision for this division.
- Met with the new IDAMFC President, Susan Perkins, to hear her ideas and vision for this division in the upcoming year. She is very interested in revitalizing this division and helping to make it more available to its members and to be more of a presence in the association. She has some terrific ideas on how she plans to give this division a new voice.
- Met with Conference Chair, Heather Tustison, and the conference committee members for updates on the details for 2010 Annual Conference and to select breakout sessions to be offered during the conference.
- Met with Erin Mackey, new Media Chair, to hear her ideas around creating a very detailed and realistic plan to develop a new publication team that will not only manage and publish the ICA quarterly newsletter, but also take the lead in identifying possible public relations opportunities with key players in the profession and regulatory bodies. She is also currently working to facilitate the seamless transition of the newsletter from Pocatello to Nampa.
- Working on a master calendar in order to better track division conferences, state regulatory/legislative public forums, and license board meetings. By doing this, it is my hope that we, as an association with its divisions, will become more visible in both local and state governing bodies, as well as become a stronger and more effective voice in the affairs of this state around all issues of mental health and counseling services.

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

- X Programs & Services
- X Personnel
- X Policies & Procedures
- X Planning & Evaluation
- X 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):

ICA COUNCIL OF LEADERS REPORT

Office/Committee: ICA President  
Officer/Committee Chair: Lori A. Fairgrieve

Date: 11.11.09

Type of Committee Report:

- Report for Board Meeting
- Recommending Board Action
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- Ongoing communications with Executive Director, Sue Holmes, around current database issues and possible solutions to improving our system, which in turn improves membership services and customer satisfaction. We talked about what is working and what is not working with renewals and how this is impacting membership.
- Invited Conference Chair, Heather Tustison, and University Liaison, Karin Watson, to NNU to present in classes for the purpose of recruiting students to attend conference and join ICA.
- Met with the new IACES President, Curtis Garner, to update him on the initiatives set forward at LDI, as well as his vision for this division.
- Met with the new IDAMFC President, Susan Perkins, to hear her ideas and vision for this division in the upcoming year. She is very interested in revitalizing this division and helping to make it more available to its members and to be more of a presence in the association. She has some terrific ideas on how she plans to give this division a new voice.
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- Met with Erin Mackey, new Media Chair, to hear her ideas around creating a very detailed and realistic plan to develop a new publication team that will not only manage and publish the ICA quarterly newsletter, but also take the lead in identifying possible public relations opportunities with key players in the profession and regulatory bodies. She is also currently working to facilitate the seamless transition of the newsletter from Pocatello to Nampa.
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Please check which section of the action plan your work was tied to:

- X Programs & Services
- X Personnel
- X Policies & Procedures
- X Planning & Evaluation
- X 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):



Leaders Report  
Summary of Activities for 2009

Organization: IMHCA:  
Officer: Janet O. Allen/President

Activities:

1. Attended ICA in Coeur d'Alene, January, 2009
2. Distinguished speaker: taught introduction to sex addiction at ICA
3. Presented workshop on sex addiction in Moscow, spring 2009
4. Presented workshop on sex addiction in Meridian, spring 2009
5. Attended LDI in Cascade Idaho in June, 2009; conducted board meeting
6. Attended AMHCA's leadership training and conference in Washington D.C.; advocated on Capitol Hill
7. Conducted IMHCA's Board meeting via conference call July, 2009
8. Ongoing efforts to stop the IDAPA rule change regarding CADC's from becoming law.
9. 'Message from the president' and book review provided to newsletter
10. Board meeting in Meridian August 2009
11. Ethics training, Meridian August 2009
12. Board meeting in October 2009

**Idaho Counseling Association**  
**Division Reports July 1, 2008 – June 30, 2009**

**Division Name:** Idaho Mental Health Counselors Association  
**Treasure Name:** Nichole Jordan M. Coun., LPC, NCC  
**Address :** 11777 W. Victory Rd. Boise, ID 83709  
**Phone:** 208-867-0463  
**E-mail** nichole\_jordan@msn.com

Membership Dues: \$8,197.31  
Conference Income: \$0  
Workshop Income: \$13,267.42  
Other income: \$1.95  
TOTAL DIVISION REVENUE FOR THE YEAR: \$21,466.68

Professional Fee Expense: \$1,086.58  
Rent, Maintenance, Office Expenses: \$0  
Printing, Publications, Postage & Shipping: \$2,076.87  
Conference Expense: \$0  
Workshop Expenses: \$3,349.76  
Other Expenses: \$5,586.18  
TOTAL DIVISION EXPENSES FOR THE YEAR: \$12,099.39

Checking Account Beginning Balance: \$11,008.88  
Checking Account Ending Balance: \$20,376.17  
Savings Account Beginning Balance: \$0  
Savings Account Ending Balance: \$0  
CD's Beginning Balance: \$15,359.40  
CD's ending Balance: \$15,568.60

**Beginning Division Net Worth:**  
**Ending Division Net Worth: \$24,935.89**

ICA Council of Leaders Report

Office/Committee: ICA Membership Chair

Date: 11.10.09

Officer/Committee Chair: Linwood G. Vereen

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):

- Consulted with ACA Western region Past Chair regarding regional communication, ACA Joint Leadership Development Conference, membership recruitment and retention
- Attended ACA conference in Charlotte, North Carolina
- Exploring options of adding counselor listing to the ICA website as a member service
- Explore feasibility of membership drive for early 2010

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- Personnel
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- 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 Sue Holmes at [sueholmes@idahocounseling.org](mailto:sueholmes@idahocounseling.org)

ICA Leadership Development Institute 2009

Trinity Pines, Cascade, Idaho

June 19<sup>th</sup> – 20<sup>th</sup>

Day 1 – June 19th

1:30 LDI called to order and opened (Linwood G. Vereen, ICA President)

- All members welcomed and allowed time to introduce themselves
- Denise Williams, ACA Introduced as our honored guest

1:40 State of ICA address (Lori Fairgrieve, ICA President-Elect)

- 2009 -2010 vision introduced
- Teamwork stressed

2:00 **Denise Williams Presentation 1** – Hello I am your new member and I am leaving

See attached handout

3:00 **Brainstorm Break** – President-Elect Fairgrieve instructed all present to go to the “Division Boards” and document ideas generated as a result of the D. Williams presentation

3:15 **Oz Principles** (Lori Fairgrieve, ICA President-Elect)

See attachment

- Organizational and Divisional Storms” discussed
- The Destructive force of Victimization:
  - Below the line – excuse making
  - Above the line – being accountable

- See it
  - Own it
  - Solve it
  - Do it
- Stages of the Victim's cycle (below the line)
  - Ignore or deny the problem
  - It's not my job
  - Finger pointing
  - Confusion
  - Cover your tail
  - Wait and see
- Focusing on the Results – what we want to see accomplished
- Moving out of the victim's cycle
  - Work to achieve results rather than explaining them
  - Paradigm shift from reactive to being proactive
- Indicators of accountability
  - Invite feedback
  - Don't hide the truth
  - Acknowledge reality
  - Commit yourself
  - Own your circumstances
  - Recognize proximity to being below the line
  - Make things happen and enjoy them
  - Ask what else can I do to rise above present circumstances

- Individual responsibility
  - Individual responsibility and personal accountability will help us accomplish our goals and meet the needs of our members
- Top ten issues in applying the Oz Principle
  - 1. Poor communication
  - 2. Developing people (leaders)
  - 3. Empowerment
  - 4. Lack of alignment
  - 5. Entitlement
  - 6. Balancing work and personal life
  - 7. Confronting poor performance
  - 8. Coaching senior leaders
  - 9. Cross-functional strife
  - 10. Fascination with Programs

4:00 Heather Thompson Presented video presentation of the Upcoming 2010 conference in Boise, ID at the Riverside Double Tree. Keynote is Les Greenberg

4:30 Lori Fairgrieve presented a dinner plate activity to have members look at all the roles in their life that they must balance see attachment

5:00 Dinner / Division Meeting

- A working Dinner meeting was facilitated by the Division Presidents of ISCA, IMHCA, IDAMFC

### **Saturday June 20<sup>th</sup>**

9:00 Business meeting – See attachment for Minutes of the Meeting

10:30 ICA Policy Manual revision

- Lori Fairgrieve initiated revisions to the strategic plans by way of small workgroups charged with 1) review and 2)update the Strategic Plan, and to 3)develop of 2009-2010

action plans with 4) written documentation of the person/s responsible for implementation

- Manual Distributed to all members who were present at the conclusion of the “Revision Session”

11:30 Denise Williams, ACA

- Each Division and Committee present received individual attention from Denise Williams to assist them in the development of more effective means of recruitment and retention within ICA
  - Members were able to ask questions, develop strategies, apply the knowledge gained while in the presence of Denise

1:00 Leadership Development: Linwood G. Vereen provided a leadership development seminar based on the present LDI experience of leadership in action and building on the Presidential Address from Lori Fairgrieve

1:40 Division Meeting Wrap –Up

- Each division held a final meeting and wrap-up to plan for the coming year
- Each division used the time to actually conduct division business

2:30 2008-2009 Accomplishments

- Linwood G. Vereen, facilitated a discussion of highlights of the past year and a springboard into the new year of carrying out the vision of Lori Fairgrieve, ICA President-Elect

2:45 2009-2010 Goals

- Lori Fairgrieve facilitated a discussion of the 2009-2010 goals and encouraged written and verbal feedback from all in attendance

3:10 2009 LDI Wrap-Up

- Lori Fairgrieve facilitated a culminating activity to have all in attendance reflect on the major accomplishments of the weekend and the depth and intensity of work that was completed over the weekend
- Lori Fairgrieve left us with the charge to “Run the race”
  - Find out what we are passionate about
  - Find out what we could be the best in the world at

- Articulate our definition of success
- Articulate what happens when we fall
- Final activity was a motivational video “The Race”

3:40 LDI Evaluation and Adjournment

- 2009 LDI adjourned
- LDI Evaluations completed
- Goodbye until 2010



ICA Council of Leaders Report

Office/Committee: ICA Past President

Date: 11.10.09

Officer/Committee Chair: Linwood G. Vereen

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):

- Board Meeting Consultation with ICA President
- Begin review process of student scholarship applications for ICA Conference
- Sent Lobby Letters to Idaho Members of Congress regarding Legislative changes
- Consulted with incoming PP&L Chair regarding 2009-2010 vision
- Attended ACA LDI in Washington DC
- Consulted with ACA Western region Past Chair regarding regional communication, ACA Joint Leadership Development Conference, 2009 Summer meeting of Council of Presidents and Regional Chairs
- Attended ACA conference in Charlotte, North Carolina

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

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

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