



June 28, 2016  
8:00 PM  
PHONE MEETING

Meeting Minutes

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1. Call to Order and Roll Call (8:03 pm)

Sue Holmes – Executive Director  
Jennifer Gess- President Elect  
Susan Perkins- Past President  
Chandra Salisbury- Treasurer  
Raissa Miller- Secretary  
Blaine Reilly- IACES President  
Christie Stoll- ICDA President  
Brian Smith- IMHA President  
Jennifer Tachell- ISCA President  
Michelle Hopkins- Conference Chair  
Heather Tustison- Media Chair  
Jordan Chesler- Graduate Student Rep  
Matt Niece- Leadership Chair  
Lawrence Stanciu- Strategic Planning Chair  
Marissa Rapp- Membership Chair  
Lucus Hooker  
Tessa Price

2. Adoption of Agenda

- Christie moves to approve; Brian seconds; Motion carries (unanimous)

3. Approve minutes from last board meeting for 1/28 and 2/23

- Christie moves to approve (1/28); Jen moves to approve (2/23); seconds (1/28); Jordan Chesler seconds (2/23) ; Motion carries (both unanimous)

4. Officer & Committee Reports

- No one had anything to add to reports. Move on.

5. Old Business

- a. Move of Conference to Boise for 5 years. Assess annually.

- Sue expressed concern that we have not done regional trainings in North and East Idaho.
  - b. Regional Trainings
    - i. Timing
    - ii. Location
  - Regional training ideas and responsibilities were discussed. Heather said she recently put together an ethics training and is willing to do the training in Northern and Eastern Idaho. Jen said she would also be interested in ALGETBTIC hosting a training in these regions. Jen and Heather will coordinate to get these trainings scheduled.
  - c. ICA Budgets based on historical averages
    - Sue mentioned this this line item is just to let people know how the budget was made.
  - d. Disbursement of Conference Profit
    - The remainder of conference profits will be mailed out tomorrow (6/29/16).
  - e. Need for Members/Non Members Survey
    - Lawrence provided an update. Survey will target current, past, and never members to learn from different perspectives and improve what ICA has to offer.
  - f. Telehealth Rules Steering Committee
    - Sean is representing IA on IBOL steering committee. IBOL identified and has published Telehealth Guidelines. (<http://ibol.idaho.gov/ibol/cou/documents/Telehealth%20Guidelines.pdf>) IBOL will be looking at August 2017 as the soonest that Telehealth Rules will be submitted to the Idaho Legislature for Legislative session 2018. Brian expressed concern about some of the guidelines and noted he could express his concerns at a later date or in an email.
  - g. Website
    - Heather noted that every division except one has attended a website training to learn how to use the website on the back in.
  - h. Requests of Association
    - Item not discussed.
  - i. Dues Increase
    - Increasing on July 1<sup>st</sup>. \$10 for professional members; \$5 for student and retired members.
6. New Business
- a. Potential Issues in upcoming year
    - Item not discussed.
  - b. Recommendations for Board Action
    - i. As discussed in the previous board meeting, we would still like ICA to write a statement against conversion therapy, just as ACA, ALGBTIC,

APA, and many other national helping professions have stated. IALGBTIC is happy to help write this statement.

- ii. We have had several folks share with us that they have tried to become an IALGBTIC member but are unable to do so. We would like to see a streamlined process via the ICA website.
- No board action necessary. Jen agreed to give Sue a written statement to send out.
  - iii. I make a motion that ICA fund the travel and lodging of the past ICA president to the ACA Leadership Institute each July, if the past president is available to attend.
    - 1. Rational: The past five years, the ICA past president has attended the ILT in one capacity or another. Having a leader present helps facilitate the transition for new leadership.
- Discussion centered around available funds and purpose of Washington D.C. training. Treasurer reported that additional funds would have to be drawn from money in the bank (there are no funds in next year's operating budget). Members expressed concern about taking funds from the bank. Members also discussed the purpose of the training and the need to focus on supporting emerging leaders.
- Lawrence called for a vote. Motion failed (unanimous)
  - iv. I make a motion that ICA stop recommendations for policy change and motions to policy changes until the time that a Policy and Procedures Manual be ratified.
    - 1. Rational: We currently do not have policies to change.
- Discussion centered around the existence of a Policy and Procedures Manual. Brian noted that as the bylaws subcommittee works on revising bylaws, they will be going through the policy and procedures document to keep them consistent with the bylaws. Heather clarified that a formal policy and procedures manual does not exist in ICA. The current manual being circulated was a 2011 draft that was never finalized. Members expressed continued confusion over the manual.
- Lawrence moved to table; Heather seconds; Motion to table carries.
  - v. I make a motion that the compensation of Executive Director be increased from its current amount of \$7600.00 annually to \$9000.00 to be paid out in 2 installments. First installment by the end of July, and the Second installment by the end of February.
    - 1. Rational: The current compensation has not been increased in more than 3 years and the Executive Director has been tasked with additional duties during this time.

- Jen noted that the increased amount was already in the new budget.
- Christie calls for a vote; Jen seconds; Motion carries (unanimous).

vi. Holding ICA's Leadership Development Institute before June 15th means that many of ISCA's board members cannot attend, as we are still on contract with our school districts. We respectfully request that this be noted and taken into consideration when ICA makes future plans for LDI dates.

- Sue said she will take into consideration when the letter comes in for renewal.

vii. Examining automatic annual renewal for membership

Tessa said she probably put this in the wrong spot on the report. Sue said opt in/opt out for recurring membership.

c. Recommendations For Policy Change

i. The by-laws are not as clear as they could be regarding how to handle vacancies and situations when no one was elected. When the By-Laws Committee meets, it would be helpful for them to reconsider these policies

- Brian said it is his entire mission in life right now. Nothing to add.

d. President Elect

i. Budget for Fiscal Year 2016/2017

- Jen created budget based on the last seven years, plus 3% increase for inflation. No questions.
- Chandra moves that we adopt the budget; motion seconded; Motion carries (unanimous ayes).

ii. Vision for upcoming year

- Jen shared her vision for the year: Increased relationships, improved inclusiveness, and increased multicultural awareness.

Any other business?

Jen will send out dates for next quarterly meeting (Oct.). President will send out a monthly email update to make sure everyone is aware of what is going on.

7. Adjourn

- Susan moves to adjourn; Motion carries
- Meeting adjourned at 9:25 pm.