



**November 7, 2019
COUNCIL OF LEADERS MEETING**

Meeting Minutes

1. Call to Order and Roll Call

Members Present

Executive Director – Jacq Landa Herring

Voting Members

President - Lori Lodge

President Elect – Steve Moody

Past President – Brian Smith

Secretary – Michelle Hopkins

Division Presidents and/or Representatives

IACES- Jessica Henderson

IDASERVIC – Stephanie Alvarez

IDAMFC – Jenny Lamb

IMHCA – Jillian Winters

ISCA – Randi Bratten

Non-voting Positions (Committee Chairs)

Awards Chair - Brian Smith

Bylaws Chair - Dean Allen

Conference Chair - Anne Siron

Media Chair - Anne Siron

Strategic Planning Chair - Stephanie Breitenstein & Sean Nixon

Nominations & Elections Chair - Brian Smith

Brian Smith motioned to call the meeting to order, Jillian Winters seconded at 6:57pm, ayes have it.

2. Adoption of Agenda

Brian Smith moves to adopt the agenda, Steve Moody seconds, ayes have it.

3. Approve minutes from last board meeting

Brian Smith moves to approve the minutes from the last board meeting, Jessica Henderson seconds, ayes have it.

4. Executive Committee Reports

a. Executive Director's Report (*Jacq Landa Herring*)

Jacq reports she had been busy with the conference registration working with wild apricot to make things smoother. Jacq reports meeting with Conference Chair and Treasurer to assess processes. Jacq reports wanting to talk about changing our cancellation policy after the conference is over. She reports we have lost \$6,000 in cancellations and we can't get what we've already paid for back (rooms, food, etc). Jacq stated people need to plan their schedules around the conference. Anne Siron clarifies we don't have history from previous years (money lost on cancellations) but wanted to make others aware that we have lost money due to cancellations this year. Jacq says she wants to work on creating sponsor contracts and holding people accountable. Jacq also reports on new accounting forms working with the Treasurer for the last 2 months. Jacq states in the future accounting will be done once a month for the previous month's expenses. Jacq states new expense forms will go out, forms will be loaded into a folder for treasurer to go through and pay. Jacq requests if you have a class you need to give her a roster for who you expect to be coming if you need a check for people who paid for their class through the website, she needs to know what you're expecting and from who. Jacq reports checks to be written by the middle of the month. Jacq states talks of insurance for the divisions is tabled until after the conference due to needed information from all the divisions. Jacq reports we will start talking with ACA about what we need to do to cover the divisions. Randi Brattin asks what insurance would cover. Jacq states insurance would cover if the Executive Director embezzled. Brian Smith asked if ICA would be on the hook if one of the divisions did something with Lori reporting possibly. Jacq reports the division would be the first one responsible if something happened and then ICA. Jacq reports we are not a 501(c)3 which means email is not free we are a 501 C(6) and did not qualify for free email. Jacq received an NBCC audit which we will be completing. Jacq states if you look at my report I have 20 goals for the upcoming year. Dean Allen asks if there is any discussion about the 501(c)3 with Jacq reporting that they will be talking to the accountant. Sean reports he will send emails from 4 years ago. Sean reports the issue was raised by ACA and ICA argued we were a 501(c)3 with his concern being taxes. Jacq reports the old Executive Director reported that our accountant said it was okay to file taxes as an 501(c)3. Jacq reports 1st of December they will make an appointment with the accountant. Lori requests that if you have classes to please send them to Will and if he requests information to please send it. Jacq asks if anyone is aware of a division running workshops with a private practice with no response.

b. President's Report (*Lori Lodge*)

Lori reports it's been a busy Fall with IBOL Steve met with Kelly Packard IBOL Director in an effort to build rapport between IBOL and ICA/divisions. Lori reports she extended an invitation to them and will be featuring a Q & A tomorrow at 7am. Lori reports working towards putting them in a better spot for the next time (pertaining to the time of the Q & A session). Brian Smith states he sat in at the IBOL meeting and we were asked to help taskforce two topics Informed Consent and Impaired Counselor Programs figuring out how to proceed with a couple of other

organizations and then get together documents and present them to IBOL going to Steven Lanzet and Regina Moro who will be our contacts. Lori reports ACA once offered an opportunity for members to call and ask questions for any legal concerns and that person is now retired. She states talking to the Executive Director from Georgia and she said it would be a benefit to find a retired lawyer that members could call, half an hour consultation more than that they would have to hire an attorney. Lori states it seems like we are getting more legal questions and this is a need that needs to be filled. Lori offers it would be a great benefit and set it at a certain (dollar) amount. Sean recommends that they contact Texas chapter as they have had this set up in the form of a legal EAP. Sean reports this was looked at and the cost was prohibitive but Texas may have ironed out the kinks. Jacq reports that we are not voting on it tonight but wanted to gauge interest. Stephanie Breitenstein reports she thinks this is a great idea and a good opportunity. Lori has also talked to an attorney about giving a workshop on legal issues for counselors. Lori reports getting the backside of the website locked down so there is only 1 person for each division who has access. Lori reports telehealth list of counselors we need to see if that is still a need and do we need to put out an inquiry across the state. Jacq reports that we had talked about putting out a survey.

c. Past President's Report (*Brian Smith*)

Brian reports that has had conversation with Lori and Jacq and hopes that has been helpful continuing education. Brian reports IBOL changed rules on CE requirement now no requirement for in person credits. Brian reports that he sensed they didn't care if you didn't have any in person interaction for continuing education. Brian reports that the communication between them and us seems minimal and did not appear we had much influence. Brian reports this was his sense.

d. President Elect's Report (*Steve Moody*)

Steve reports he has solidified date and venue for LDI June 6th, 2020 at The Stonehouse with the theme "Why We Lead". Steve reports working to figure out keynotes for conference for 2020 hoping to bring in Richard Yepp (ED) from ACA. Steve reports he will be reaching out to someone from a successful preconference today (Brain Love). Steve states he submitted a letter to IBOL about their changes about 60 hours and did not get a reply. Steve reports he wants to continue with that committee and looking at what rules we should have for our profession. Jessica reports IACES would want to be involved. Steve reports working on elections for IDAMFC and welcomes new President Jenny Lamb and is taking on the role of treasurer. Steve reports he is talking with committee chairs (ICA) to see who wants to continue on. Jillian reports that IBOL wanted to see research and if ICA could prove other states are doing things the way ICA recommends when submitting letters about recent rule changes.

e. Treasurer's Report (*Kalin Amende unable to attend, please read Kalin's report fully*)

f. Secretary's Report (*Michelle Hopkins*)

Michelle reported she had taken the minutes at the last meeting and now that they were approved she would upload them to the website. Michelle reported she had been working with IMHCA on their N. Idaho workshops and N. Idaho conference.

5. Division President's Reports

- a. *IACES (Jessica Henderson)*

Jessica reported they had put out a fall newsletter, new FB page, and hosted advanced supervision and fundamentals of supervision preconferences. Jessica reported she had attended the last IBOL meeting and agreed to be the IACES contact for a task force. Jessica reported the division had a call for nominations and voted in Anna K. as President Elect. Jessica stated they want to put out calls earlier for President Elect, Treasurer and Membership chair. Jessica reported they had created a professional development needs survey what types of training and modality and location. She stated they had used it in workshops today and will use it across the conference.
- b. *IALGBTIC (Jen Moore)*
- c. *ICDA (Christopher Breshears)*
- d. *IDASERVIC (Stephanie Alvarez)*

Stephanie reports they did a fall workshop via zoom throughout Idaho. Stephanie reported they will do a spring workshop in Cottonwood, Idaho focusing on internal self care of the counselor. Stephanie reported they are reaching out to different religious/spiritual communities to let them know they have spiritual and religious counselors.
- e. *IAMFC (Jenny Lamb)*

Jenny reports that she is focusing on membership and recruitment so that next year they can provide trainings and services. She stated they had copies of a questionnaire for the IDAMFC booth of how to best serve IDAMFC counselors. Jenny reported they had a Membership chair (Caroline Brown) and were also looking for people to do marketing and social media and bylaws. Jenny reported they had made a budget.
- f. *IMHCA (Jillian Winters)*

Jillian reported they were putting on a PCT (Person Centered Tech) training in Jan and March 2020 in Moscow and had secured a grant for the speaker fees. Jillian also reported they had submitted a grant request for Optum to offset some food costs for the training. Jillian stated they would be doing a one day conference in CDA on April 3, 2020. Jillian reported their newsletter would be coming out tomorrow. Jillian reported that President Elect Caitlin Hart would represent them on the IBOL taskforce. Jillian stated they had been posting on FB and Twitter. Jillian said they had gotten and email from someone in north Idaho interested in expanding the Peer consultation groups there.
- g. *ISCA (Randi Bratten)*

Randi reports having an app to use at the conference with presenters having their presentations on the app so that attendees can have access. Randi stated their was a possibility for notetaking in the future. Randi requested we make sure that everyone know about the app and to send people to the ISCA booth for info. Randi reported the ISCA booth will be selling the 4th edition ASCA model books and some t-shirts. Randi reported the division had updated marketing materials to attend other events, due to not branding well. Randi reported they were discussing President Elect Elect and voting as a board who to put forward for elections. Randi stated they are determining if they will be continuing with ICA as a combined conference and if they don't making a committee of their own. Randi reports ASCA has a free service of financial services for state chapters voting on Friday to use that and potentially moving website to ASCA's platform. Randi stated they had sent out two newsletters and sending out another one. Jacq reports wanting to see budgets for any

workshops and trainings and to give them to ICA to see if they could help with outreach.

6. Officer & Committee Reports

a. Graduate Student Representative (*Megan Brewer*)

b. Awards Chair (*Brian Smith*)

Brian thanks Anne for keeping him on track and organized and Kelsi Woodburn for the awards program. Brian reported wanting to keep (the ceremony) within the time. Brian asks if it's okay if we don't let award recipients give a speech. Sean recommends just letting the lifetime achievement recipient give a speech.

c. Bylaws Chair (*Dean Allen*)

Dean reports no issues to work on and that he is working on some committees.

d. Conference Chair (*Anne Siron*)

Anne reports she needs divisions to have their tables set up before 8am. Anne reports there is a new CE form process, stamping for every session. Anne reports the change in part due to the forms being hard to read when people write it in. Anne states we are moving towards a more electronic process that allows attendees an accountability piece. Anne reminds there will be a lunch business meeting from 11:30-12:15 with division presidents to come up on stage and give a report. Anne reminds there are division business meetings from 5:15-6:15pm, and distinguished presenters from 4-5pm. Anne informs their (divisions) meeting will be in the same room as their distinguished presenter room. Anne requested if there are any questions to try to find the info for yourself online as she will be busy. Anne reports there will be a change to cancellation policies. Jacq reports that members will get their form for free if they lose it whereas non members will be charged a fee.

e. Professional Development Chair (*William Lane*)

f. Leadership Development Chair (*Denise Jensen*)

g. Media Chair (*Anne Siron*)

Anne reports she received new pens, pads, other thing will the new logo. Anne stated to reach out to Jacq or Anne for new logo.

h. Membership Chair (*Kelsi Woodburn*)

i. Strategic Planning Chair (*Stephanie Breitenstein*)

Stephanie reported they are reaching out to the other committees to see how they could be of service to them and how to implement the strategic plan with different committees. Stephanie inquires if there is a way to utilize them more. Anne asked if they could be available to survey guests about what types of benefit they would like to see. Sean reports wanting to get division surveys so they could take the meat of them to create just one survey so people would be more likely to respond. Lori asks if they would be willing to start a survey draft to send out as Sean reports ICA has not had membership survey in 10 years. Jacq says they could do an incentive to do the survey. Sean reports using the strategic planning committee for where they want the conference to go and membership etc 3-10yrs out. Jacq reports wanting to make a 5 year plan. Stephanie reports she will set up a meeting invite to relevant parties.

j. Nominations & Elections Chair (*Brian Smith*)

Brian reports there is advertising on the website and a blurb in the program for interest in getting involved. Brian states the open positions are President Elect and Treasurer. Brian reports he will become familiar with those positions in the policies and procedures manual to make sure the candidates meet the requirements. Brian inquires what policies would we look at changing as part of this process. Brian asks for people to help him judge posters. Sean Nixon volunteers. Jessica volunteers.

- k. Public Policy and Legislation Chair (*Kelsey Allen/Cade Kirkhardt*)
- l. Human Rights Chair (*Cathi Jarvis*)
- m. IBOL Representative (*Darla Trent*)

7. Old Business

8. New Business

TRAINING - New Accounting Forms (*Jacq*)

Jacq reports she has realized there is a lot of work done by COL and not a lot of benefits you get so she would like to vote that each level gets certain benefits. Handout provided with breakdown of benefits and costs to ICA.

Executive Council – ICA membership covered, attendance to 2 preconference workshops (not to exceed \$180), registration to conference covered with requirements being board reports submitted and not missing more than one meeting and giving a certain amount of time to volunteering and networking for new members at the conference. Estimated \$3100 as cost to ICA.

Chairs and Division Presidents – ICA memberships half off, conference registration for \$150 with the requirements of board reports submitted, not missing more than one meeting and giving a certain amount of time to volunteering and networking for new members at the conference. Estimated \$1,760 as cost to ICA.

Steve motions accept the non cash benefits to the executive committee as a change to the policies and procedures manual. Brian Smith seconds. Jacq clarifies who is on the executive committee. Sean states the thing to think about is about the variation of preconferences (4 hour, 15 hour etc). Steve recommends that we change the wording to “not to exceed \$180”. Sean asks when he would like it to go into effect. Jacq reports she would like to apply this to this year. Sean advises that some people may give you feedback that exec council was voting on things for themselves.

Ayes carry the vote.

Steve motions accept the non cash benefits to the division representatives and committee chairs as a change to the policies and procedures manual, Randi seconds. Sean recommends we change the wording to division COL representative. Lori asks for discussion. Anne clarifies that the one hour of volunteer of time is what the conference chair assigns. Jessica asks for clarification as to if you have already paid for the conference will they receive a refund with Jacq responding Kalin will work refunds in December. Sean asks how that will work with co-chairs with Lori and Jacq clarifying that they will both receive the same benefits with Randi mentioning that if they are meeting the requirements. Brian recommended we not have cochairs and we just have members underneath the chair. Randi reports that it depends on the position within ISCA that membership has two chairs and they have their own strengths they are working in. Jacq asks if we can vote whether a position needs a cochair from year to year. Dean recommends this needs to be part of a definition that is added to the policy and procedures manual.

Ayes carry the vote.

Steve makes a motion to make the preconference portion of the non cash benefits to the executive committee retroactive to the 6th of November. Brian Smith seconds. Ayes carry the vote.

Brain Smith moves to adjourn, Jillian seconds. Ayes carry the vote. Meeting adjourns at 8:55pm