



COUNCIL OF LEADERS (COL)  
Wednesday, August 28, 2019  
8:00 – 9:00 PM

## MEETING MINUTES

1. Call to Order at 8:04pm

### 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  
Treasurer – Kalin Morley  
Graduate Student Representative – Megan Brewer

#### Division Presidents and/or Representatives

IACES- Jessica Henderson  
IALGBTIC – Jen Moore  
ICDA – Christopher (CD) Breshears  
IDASERVIC – Stephanie Alvarez  
IDAMFC – vacant  
IMHCA – Jillian Winters  
ISCA – Randi Bratten

#### Non-voting Positions (Committee Chairs)

Awards Chair - Brian Smith  
Bylaws Chair - Dean Allen  
Conference Chair - Anne Siron  
IBOL Representative - Darla Trent  
Professional Development Chair - William Lane  
Leadership Development Chair - Denise Jensen  
Media Chair - Anne Siron  
Membership Chair - Kelsi Woodburn  
Strategic Planning Chair - Stephanie Breitenstein & Sean Nixon  
Nominations & Elections Chair - Brian Smith  
Professional Standards Chair - William Lane  
Public Policy and Legislation Chair -Kelsey Allen & Cade Kirkhart  
Human Rights Chair - Cathi Jarvis, report attached

2. Adoption of Agenda

Brian moved to adopt the agenda. CD seconded. Motion passed unanimously.

### 3. Approve minutes from last board meeting

Brian moved to report that minutes have been read. CD seconded. Motion passed unanimously.

### 4. Executive Committee Reports (maximum 3 minutes each)

#### a. Treasurer's Report

Kalin referenced her board report saying tax reports are done except from IDMAFC, with a goal of by the end of September to have them to the accountant. Kalin reported a request was sent in June for ICDA, IDASERVIC, and IDMFAC to pay their website fee. Lori reports that IDASERVIC sent a check. Kalin reported she will mark as received. Kalin reported she still needs to access some accounts such as the 2 year CD and scholarship account. Jacq said that Kalin/Lori is the only one who can request that. Kalin reported she sent the first six months of membership dues (Jan 2019-June 2019) to each division along with their conference share. Kalin reported she has been working with Anne concerning the conference budget.

#### b. Executive Director's Report

Jacq reported that the organization has survived really well, and that it is now at a place where new things need to be put in place to ensure other's time is respected and information is secure. Jacq reported she will spend the next 6-9 months building a plan to present to everyone. Jacq reported on transitioning to a new email account due to growth. Jacq reminded everyone that she is managing the leadership email account with a request if you read emails to please mark as unread, and forward the email to yourself if you want to have it. Jacq reported she attended the conference committee meeting in July and afterwards discussed with Anne taking the lead in logistics so that the committee can focus on content. Need to vote on dates for the conference next year. Jacq reported looking at different ways to make the website friendlier while also building security. Jacq reported there are currently a lot of people with a lot of access which makes it not secure for ICA considering there is a lot of financial info. Jacq expressed interest in figuring out how the website is used and for what. Jacq expressed training needs to be done with people who send out emails on the listserv and the content that is being sent out. Lori said she would work on a survey on how divisions are using the website. Jacq reported she had met with Kalin and was working on coming up with forms to consolidate and utilize procedure to be more conscious of Kalin's time.

#### c. President's Report

Lori reported she has been working with advocacy and attended the conference in DC with counselors continuing to work towards Medicare reimbursement. Lori reported she attended the ICA mixer the membership committee put on. Lori reported wanting to transfer \$1500 to membership that will come from exec salary that was not utilized during the transition. Lori reported a goal for the year is to build membership and make ICA meaningful for the membership and believes we need money behind that. She would like to do the same for public relations and to replace all the old logos for the conference coming up. She reported IBOL has been very active this year on a couple of different issues and that ICA has been asked to come to the meeting with other associations to have a discussion to present a sample IC form. Lori reported a joint committee had been formed to talk about changes that were proposed that would potentially affect licensure and CACREP. Steve to work with PP&L committee to make sure we are paying attention and if we need to come up with language or a draft of the bill whether we have time to do so. IBDACC certification wanting to make changes Steve, Chad Yates and Lori discussed concerns and started good dialogue with an ongoing discussion, Chad Yates to lead the effort. Lori said she reached out to the bureau chief to see if she would meet and have coffee with us to establish relationship.

#### d. President Elect's Report

Steve reported he is excited to work with everyone and is trying to support with IBOL and joint committee.

e. Past President's Report

Brian reported he had attended LDI and worked with Lori during the transition. He said he found a local supplier for the awards, looking at under \$100 each and have that handled. He reported he needed to get in contact with the universities about their awards.

f. Secretary's Report

5. Division Reports (maximum 3 minutes each)

a. IACES

Jessica reported their biggest news was they had launched a new Facebook page to connect and offer a way to connect with others. She said they are looking at offering supervision consultation groups. She said they are going to take a more active role in monitoring and advocating in certification - try to have a rep at each of the IBOL meetings. She said they are hoping to join with Steve and other division presidents with the proposals sent out by IBOL. She said they are leading the supervision and advanced supervision workshops at the conference. She said they had their distinguished presenters for the conference set. They currently have an opening for president-elect and are drafting a fall newsletter.

b. IALGBTIC (not on the call)

c. ICDA

CD reported they had filled two board positions and had a president-elect - Garrett. They are working on their spring conference and have their keynotes. CD reminded everyone that Nov 6 will be the governor's proclamation for career development month.

d. IDASERVIC

Stephanie reported they are working on their fall workshop and submitting their CE request Oct 8. She said they will have their spring workshop at Cottonwood monastery again focusing on more self care for counselors in the busy profession. Stephanie reported they are preparing for the conference.

e. IAMFC

Steve reported he is meeting with someone to help take over the organization and hoping to reach out to the national organization for help as well. Lori reports maybe she can sit down with Steve and work to get the taxes submitted for the division.

f. IMHCA

Jillian said all of the board positions are full. She said they are hosting a training in N Idaho with PCT Jan 2020 and Mar 2020 and hosting a conference in N Idaho on April 3<sup>rd</sup>. She said they are putting out a newsletter this fall, and continue to do the ethics training with some Zoom only trainings. She said they are also continuing with peer supervision groups. Jillian said they are sponsoring two booths with Out of the Darkness in Meridian and one in Pocatello. Jillian said they are continuing to have a social media presence and have a distinguished presenter for the conference.

g. ISCA

Randi discussed their involvement with the conference and branding themselves pushing for the profession at the conference in the coming year. She stated they are bringing in someone to present on the new ASCA model and will be selling the new model and shirts. Randi discussed using free platforms to strengthen the association and working with the conference chair and ASCA for an app

for the conference, maybe posting a QR code around the conference. Jessica reported they elected a president-elect at their last LDI (Jessica Lister). She mentioned they are discussing a president elect-spot.

## 6. Officer & Committee Reports (maximum 3 minutes each)

### a. Graduate Student Representative (not on the call)

### b. Awards

Brian reported he was working with IACES for their own Counselor Educator of the Year award he said it would be \$50 for their share and once he gets a quote will send it over.

### c. Bylaws

Dean reported a request with counselors in N. Idaho having difficulty finding counselors to serve clients in their region. Dean proposed listing telehealth providers on the ICA website.

### d. Conference

Anne reported the conference committee is still meeting the second Saturday of the month and will just be sending that out to people on the committee and to division presidents. She asked that they please view the agenda and send requests for items to be added to the agenda. Anne thanked the divisions for getting in their presenters. Anne noted they would be extending the summer rate as a special sale since the website is sending error messages while people are trying to register. She said she is sending out a marketing flyer at the end of the week. Stephanie reported IDASERVIC has several members who want to go to the committee meeting. Anne asked for clarification as to who will be attending the meeting and what will be their role. Jacq supports with conference committee needs just a set number of people who are there every time instead of having a lot of people there where it's not as productive. Jacq suggested moving towards just having committee positions filled and those positions attending meetings so that meetings don't turn into 2-3 hour idea sessions. At this point in the conference, meetings need to stay really focused and respect everyone's time. Anne said they are working on good succession planning for the committee with good job descriptions so that people know what they are stepping into. Jacq to update Stephanie's email.

### e. IBOL Representative

Lori noted that the meetings have recently changed with the board moving to executive session during Thursday which has the public having to wait 2-3 hours to go back into general session.

### f. Professional Development

Will reported he had been reviewing proposals for workshops and conference. Will stated he had found someone to take his position - Ramira Nelson.

### g. Leadership Development (not on the call)

### h. Media

Anne stated she is looking to get new swag with the new logo and had made new banners. She said she was going to make one for the divisions and will need everyone's logo and a short description. Jacq recommended we allocate as much as possible (money) since we have a new logo. Anne inquired if \$2,000 is doable, workable and would need to get business cards for PP&L. Jacq recommends a grad rep card with both names and then an executive committee card with all the names on it. Anne asked if we should hold off until the new email address, with Jacq responding, yes. Lori mentioned we will also need to replace PPL banners as well.

i. Membership

Kelsi reported one membership event in July that was attended by a person new to the area. She stated networking events are what members have indicated they want, but historically are poorly attended. She recommended a survey to see what members are looking for. Kelsi is scheduling another networking event targeting graduate students and will have some flyers going out in the next week or two it will be tentatively at Big Al's.

j. Strategic Planning

Stephanie reported the current initiative was sent out to executive committee, broke it down into 1, 3, and 5 year goals. She said it is ongoing and will review in a year to see what was working and what was not. Stephanie mentioned one of the goals was more training for telebehavioral health. Stephanie reported that she would like committees to be a part like Marketing, Professional Standards etc.

k. Nominations & Elections

Brian reported he had spoken with one person who was interested in becoming the next treasurer

l. Professional Standards

Will reported there was nothing new.

m. Public Policy and Legislation

Kelsey reported she had met with Jessica, Steve, and Dean to further the discussion about IBOL changes and was meeting with the IMHCA president for collaboration and communication. She said she is working with Chad Yates about IBDACC statement. Kelsey requested a table at the conference where people can receive info about recent changes. Kelsey also mentioned she has reached out to McCrostie about the conversion therapy ban.

n. Human Rights (not on the call)

7. Old Business

a. **Motion:** Booking Conference location for November 2020 at Boise Centre

Brian motioned that we decide when to have the 2020 conference, Kalin seconded.

Discussion: Anne reported the options were Nov.4-7, 2020 or Nov 18-21, 2020. Anne recommends we choose the first dates as school counselors are not able to attend as easily the week before Thanksgiving break.

Motions passes unanimously for Nov 4- 7, 2020 for the next conference. Jacq to let Boise Centre know our dates.

8. New Business

a. **Motion:** Transfer of \$1500.00 to membership committee for membership development/growth/outreach programs and events for 2019 - 20 from four months of Ex. Director salary during interim period when position was vacant.

Steve motioned we transfer \$1500 to the membership committee, Kalin seconded.

Discussion: Kelsey asks if it will be a line item every year, Jacq recommends we reassess at the next LDI.

Motion passes unanimously.

b. **Motion:** Transfer of \$1000.00 to Media Committee for purchase of new ICA logo items such as pens, pads, mug, banners etc. from four months of Ex. Director salary during interim period when position was vacant.

Steve motioned we transfer \$2,000 to the Media Committee for purchase of new ICA logo items from the four months of Ex. Director salary during the interim period when the position was vacant, CD seconds.

No discussion

Motion passes unanimously.

c. Wild Apricot website: Website/member data security

Lori said she wanted to know if divisions are using it and for what. Lori reported that Andrea Thompson had cleaned up the membership database. Lori reported needing help from the divisions cleaning up their membership lists. Jacq stated she wants to protect people's data and it's important that each division is talking about how they are utilizing it and just having one member who is using it on the admin side. Jacq reported she will come up with a form to see which divisions are using it and how they are using it. Jacq reported it would be good to have a Wild Apricot Policy Manual so that everyone knows how it can work. Jacq stated there needs to be training that happens every time a new administrator is added.

d. ICDA request to be added under ICA liability policy

CD requested they be added under the ICA liability policy. Lori says executive committee members are covered, but not division members. CD said he would look into what it would be just for the division to purchase liability insurance. Michelle stated with IBOL wanting more discussion and interactions with the divisions it would be nice to have.

e. Discussion on Future Conferences

i. *Vote Required* on added duties for Executive Director re: Conference Logistics so 2020 planning can commence (see Executive Director's Report)

ii. Discussion of conference location rotation in the future

Michelle shared that it had been space constraints in northern Idaho and southern Idaho as well as losing money in the past that had shaped the decision to keep the conference in Boise.

Jacq shared that there are other ways to open up the conference to people in the north and south such as video, helping people get to the conference, supporting smaller conferences in north and south. CD stated that to ensure equity, we could rotate regions and that it's easier for people to commit and plan for that. Jacq reported that N. Idaho Spokane convention center would be the other place that could host a conference this size with there

not being enough room at the largest spot in southern Idaho. Brian suggested something online would be ideal as national associations use this method. CD stated he also likes the idea of simulcasting. Steve suggested renting space for people to come together and view the conference. Jacq inquired about gauging interest. Steve could send a survey out. Jacq suggested doing just a student group to gauge interest this year. Jacq asks if Steve can send out by September to gauge the interest. Lori said Steve could send out the lists of pre-conferences and see which ones they might be interested in seeing. Jacq recommends a separate registration. Anne voiced concerns with doing it for this year due to time constraints.

f. Telehealth List of Counselors for referral on ICA website discussion

Lori asked how do we go about making that registry and what is the next step? Dean suggested going to the membership committee as something we can provide for our members that if they are a counselor who does telebehavioral health we can put them on a list on our website.

Michelle suggested putting a disclaimer that ICA does not endorse any of the counselors they are listing.

g. Other items

Jacq said she would like to change how we do the CE forms. She suggested we keep them this year and train them this year on how to scan their own CE and they will be available for them electronically. Brian Smith reports this is more of an executive committee discussion and does not need to be voted on. Lori notes everything at the ACA conference was electronic in terms of certificate. Anne recommends we check to see what NBCC needs and IBOL needs when auditing. Lori recommends that Jacq checks in with Will about professional standards.

Jacq asks that everyone makes sure they read her report as those are the things she will be moving to do.

h. Next meeting: Nov. 7, 6:00 – 8:30 pm at Smoky Mountain Pizza, 415 East Parkcenter Blvd, Boise, ID 83706

CD motions to adjourn the meeting, Brian seconds.

Meeting adjourns at 10:07 pm