

Oregon Counseling Association (ORCA)



Board Meeting Minutes  
Saturday, September 20, 2014

Board Members Present:

- |                                   |                                       |
|-----------------------------------|---------------------------------------|
| X Marney Hoffman--President       | X Jenny Pugh - Graduate Students      |
| X Matt Morscheck – Past President | X Larry Conner-Public Policy/Advocacy |
| X Ryan Melton-President Elect     | X Roy Huggins-Technology              |
| X Iris Haugen – Treasurer         | XJoel Lane-OACES President            |
| X Suzy Elton - Secretary          | Greg Flores-OCDA President            |
| X Raina Hassan - Communication    | X Chris Boothby-Membership Mgmt       |
| X Susan Zall - Practice Dev & Edu | X CJ Strauss-Membership Mgmt          |
| Chalaina Connors-Human Rights     | Lynn Coon-Practice Dev & Edu          |
| Vacant--Ethics                    | X Catherine Cooney-Networking         |
| X Sarah Lebo - Fall Conference    |                                       |

Non-Board Members Present: Emily Kolibaba, Technology committee

- I. Call to Order
  - A. MH called the meeting to order.
- II. Approval of Agenda
  - A. SZ moved to approve the agenda. MM 2<sup>nd</sup>. No discussion. Passed.
- III. Approval of Minutes
  - A. SL moved to approve the July minutes. SZ 2<sup>nd</sup>. No discussion. Passed.
- IV. Words of Wisdom
  - A. Marney Hoffman, ORCA President, provided words of encouragement for all board members who are experiencing the stresses of transition: learning new roles on the board, returning to school, job changes, upcoming weddings, as well as others. She wants us to remember the successes that we have accomplished. When we feel less than successful, remember that we are doing the best we can!
- V. Updates and Strategic Topics
  - A. Treasurer's Report (Iris)
    1. Iris provided an update of the treasurer's report. She indicated that in order to maintain transparency, she will be including ORCA bank statements with future reports.
    2. Iris also asked for suggestions regarding a resolution of the outstanding accounts receivable, including outstanding checks from 2009-2012. Marney and Iris will discuss this issue prior to determining a resolution.
    3. For future events, Iris requested that committee representatives create an event in Reg on Line and send her a breakdown of pricing and membership type.

B. Board Position Organization and Openings (Marney)

1. Marney explained that the executive council discussed the advantages of having two chairpersons to head the Ethics and Human Rights Committee. Chalaina Connors has agreed to be the chair for Human Rights. The Ethics chairperson position remains vacant. It was determined that both positions will be considered a part of one committee and will have one vote.
2. Marney also talked about forming a Networking committee. Currently, networking is considered to be part of Practice Development and Education; however, the recommendation is that Networking has its own board position. Catherine Cooney has agreed to act in the capacity of the networking chair. She is willing to organize events in the near future while her role transitions to a board position. She said that there are two ORCA members also willing to help her. Marney indicated that she will assist with writing a Networking job description to be voted on at the next Executive Council meeting.

C. ACA ITL Training: ORCA Award Received (Marney)

1. Marney and Roy both attended the ACA ITL Training in Washington DC. Marney was happy to report that ORCA received a 5 Star Award for Excellence.

D. Western Region Leadership Training (Marney)

1. Marney reported that the Western Region Leadership Training will be held in Seattle “around” November 14 and 15, with specific dates to be determined. She would like for ORCA representatives to be able to attend. Marney requested that approximately \$1200 left over from the amount budgeted for the ACA ITL Training be allocated as scholarship money to send ORCA representatives to the leadership training.
2. SZ moved to approve this request. IH 2<sup>nd</sup>. Request passed.
3. Iris said that she will provide a new line item for this training in the budget.

VI. Division/Committee Reports

*Each report is given 5 mins. or less, otherwise tabled for future discussion.*

A. Divisions

1. OCDA: President, Greg Flores--see attached report
2. OACES: President, Joel Lane--attached report
  1. Joel indicated that he would like to schedule a meeting for Counselor Educators from throughout the state as a way of increasing collegiality.

B. Committees and Executive Council

1. Public Policy & Advocacy: Larry Conner—see attached report
  1. Larry reported that COPACT’s lobbyist, Elizabeth Remley, has represented ORCA this summer on two primary issues: reimbursement parity and panel adequacy.
  2. Larry also discussed a piece of legislation that excludes LPCs and LMFTs from being certified as Forensic Evaluators. COPACT plans to address this issue in 2016.

3. Larry addressed the concern that some mental health providers are being expected to carry 80-120 clients, to do 9+ intakes per week, and to push out follow up sessions 3-4 weeks. He is asking that those who are experiencing this to provide information to COPACT via listserv
2. Membership: Chris Boothby/CJ Strauss---see attached report
  1. CJ and Chris reported that ORCA membership now has three more members and that the committee's focus has been on educating the team.
  2. The committee is working to phase out glitches in on-line member registration system.
  3. CJ said that a key issue is determining what works for member retention. There is an ongoing discussion about changing the dates of registering members for ORCA as a way of alleviating the financial burden of multiple costs that are due at the same time in the year.
  4. CJ requested that board members e-mail her if there are comments or suggestions.
3. Fall Conference: Sarah Lebo---see attached report
  1. Sarah reported that there are 143 registered for the ORCA conference and that this number is higher than usual.
  2. She announced that there would be an informal dinner on Friday night, October 3, with presenter Susan Pollak, MTS, EdD. Multiple board members have volunteered to attend the dinner.
4. Graduate Students: Jenny Pugh—see attached report
  1. Jenny reported that she recently provided a presentation at Corbin University inviting students to join ORCA and to attend the fall conference. A new representative from Corbin has joined the Graduate Student committee,
  2. Jenny said that about 50 students have registered for the ORCA conference to date. She announced that there will be a Graduate Meet-Up during the conference to encourage networking opportunities. The Meet-up will be held on Saturday, Oct 4, in Rogue Hall. She said that about 50 students have registered for the conference to date.
  3. Future goals include sending out ORCA pamphlets to all grad programs.
5. Technology: Roy Huggins—see attached report
  1. Roy introduced Emily Kolibaba who is supporting webinar simulcasts and A/V. She has been recruiting Tech committee members for the Fall Conference A/V.
  2. He indicated that Tony de Cordoba has been meeting with the Membership team to determine how the Tech team can assist them with task management.
6. Communications: Raina Hassan—see attached report
  1. Raina announced that there are four new individuals on the

- Communication committee, making a total of eight members.
2. Raina hosted a Communications Committee gathering in August to determine skill sets, interests, and committee roles.
  3. Raina advised board members to note that roles on the committee are shifting. Board members can communicate with Raina for role clarification.
  4. Raina will continue to edit the fall newsletter. She will be training Natasha Laumei, who will be taking over as editor of the newsletter after the fall issue.
  5. Tony DeCordoba will be providing graphic design.
  6. Board members can now send requests for social media postings to [socialmedia@or-counseling.org](mailto:socialmedia@or-counseling.org).
  7. Those looking for volunteers are advised to make a request in the “Help Wanted” section of the newsletter.
7. Practice Development & Education: Lynne Coon/Susan Zall
1. Susan announced that ORCA is now ASAP renewed.
  2. CEUs are now called CEs. ORCA will no longer co-sponsor CE events.
  3. Susan informed the board that NBCC has been monitoring the ORCA website for compliance. Changes have been made, per NBCC request.
8. Ethics & Human Rights: Vacant---no report
1. The Ethics and Human Rights committee will now have co-chairs. Chalaina Connors will be chairing the Human Rights committee. The Ethics committee chair position is vacant.
9. Networking: Catherine Cooney
1. Catherine has agreed to organize networking events during the process of formalizing the job description for the chairperson position. There are two other persons working with her currently.
  2. Catherine announced that an event is being planned for later in October on the West side and that future events will be alternated between the East and West side.
10. President: Marney Hoffman—see attached report
1. Marney has been meeting with board and committee members regarding board roles/positions. She has also met with individuals interested in involvement with ORCA.
  2. Marney is also working on exploring funding to send ORCA representatives to the Western Region Leadership Conference in Seattle in November.
11. President Elect: Ryan Melton—no report
1. Ryan discussed the option for future ORCA board meetings to be held in a conference room at PSU. Information will be provided for board members prior to the next board meeting.
12. Past President: Matt Morscheck—no report
13. Secretary: Suzy Elton—see attached report
1. Suzy has been assisting with the formation of a Networking board

position and with future events

2. Suzy reported that she responds daily to e-mails that come into the secretary inbox. The board discussed options for streamlining the process for providing an accurate response.

VII. Old Business

- A. There is no old business reported

VIII. New Business

- A. Board Reports (Marney)

1. Marney would like board reports to be saved on Google Docs for the next board meeting.

- B. Shared Board Calendar (Marney)

1. Marney plans to implement a Shared Board Calendar on the ORCA Google Account. Roy has offered to assist with this.

IX. Appreciation & Acknowledgments

- A. Members thanked Catherine Cooney for joining the board.
- B. Susan Zall was acknowledged for her hard work with the NBCC ASAP renewal process.
- C. The board recognized Sarah Lebo for all of the time and effort she has given in organizing the fall conference.

X. Adjournment

- A. There was a move and a 2nd to adjourn meeting. Passed,

Minutes respectively submitted by Suzy Elton, ORCA Secretary.

