****

**Oregon Counseling Association**

Board Meeting Agenda

Saturday, March 10th, 2018

8:30 am (Breakfast hosted by Sue Ujvary and Gianna Russo-Mitma), 9 am - 12 pm (Meeting)

PSU Fourth Ave. Building (1900 SW 4th Avenue)

1. **Call to Order** (Joel) 9:07
2. **Presentation of flowers and card to Past President Raina** (Gianna)
3. **Introductions**
	1. **Joel Lane (president)**
	2. **Raina Hassan (Past President)**
	3. **Gianna**
	4. **Alana (membership)**
	5. **Melissa (tbd)**
	6. **Wendy Curtis (public policy & advocacy chair, COPACT President-Elect)**
	7. **Jess Monte (student)**
	8. **Evan Dumas (support coordinator)**
	9. **Kara (treasurer)**
	10. **Laurie P (Potential treasurer)**
	11. **Sue (Networking chair)**
	12. **Susan Zall (program**
	13. **Sofia Jasani (secretary)**
4. **Approval of Agenda** (Joel) (Raina motion to approve revised agenda, Gianna second- adding vote on ACA/ILT budget)
5. **Approval of Minutes** (Joel) (Strike phrase “voluntold”, Gianna motion to approve revised minutes, Melissa second)
6. **Words of Wisdom** (Sue and Gianna) Gianna teamwork requires some sacrifice up front, Patrick L
7. **Updates/Strategic Topics**
	1. Communications Committee nomination (Gianna) Melissa C has volunteered to be CC chair, has already begun social media. Gianna formally nominate, Raina second, motion passes
	2. ACA/ILT vote (Gianna): Typically finances for 1 person to ACA and 1 to ILT (advocacy to congress). New idea: ILT veteran paired with ILT encumbant. Joel can attend ACA free paid by PSU. Need to attend both, because western region votes at both. Raina: presense at both meetings qualifies us as a 5-star branch. Travel is cheaper if we plan now. Kara financials: We’ve already spent our ILT money for this fiscal year, but we haven’t spent our ACA money ($1,500). Proposing moving to ILT budget line. Proposing to start ILT budget in the prior year (instead of after July 1st and scrambling). This year we budgeted $2,400 for 1 person at last-minute scramble. Gianna: total per person would be $2,000 without scholarships from ACA. Joel: anticipate $1,000 scholarship from ACA. Gianna: potential for western scholarship. Joel: two people at ILT is important. Aspiration that I’d like to support. Susan: registration cost? Gianna: $350 last year per person. $3,900 projected total for 2 this year. Saving money on flight and hotel by booking early. Joel: If we had to fully fund all three positions, our total conference budget would come to $4,500 with grants, and $5,000+ with none. One option to save $380 is to cut per diem for food, Kara confirms it is legal per policy. Susan suggests wise to plan budget without considering scholarships. ACA cost is variable because different location every year. Joel: estimates about $1,500 per person per conference. $5,500 total, no scholarships, with per diem. Melissa: Is it reasonable to budget $4,500? Joel: Let’s move forward to budget $4,500. Kara: Amend 2017/8 budget to allow for two people to attend ILT by reallocating $1,500 from ACA budget line item to ILT budget and add $2,500 to ILT budget. Moved, voted. Will work out 18/19 budget changes at May retreat
	3. Introduction to Treasurer Nominee Joel: Laurie Carriage, opens the floor to questions. Laurie is practicing tax accountant and counselor (splits her time). Opened her private practice last year. Tax clients for over 20 years, home office. Tax seminar for therapists in January very successful. Specialize in small business. First time serving on a board. Joel: benefit of serving on board is connection to counseling community. Sue question: are you licensed? Pre-licensed, about 1.5 years left of hours. Specializes in trauma & suicide. Joel: Do you anticipate any needs/ways we can assist you during those busy tax times (January – April)? Last year Raina and Kara met for 3 hours to work on budget. Laurie: Planning ahead using the calendar helps. President prepares budget by May retreat, meets with individual committee heads between March – April. Gianna: Thoughts on social justice? Equitable reach to rural communities. Next steps? Raina: nomination is already in, nominations close next week, so you’re running unopposed so far. Membership will vote once nominations close. Officially take office June 1st, but typically attend May retreat (May 19th). Susa: Consult by-laws regarding swearing in at May retreat.
	4. Update Regarding Ethics Committee (Joel) Doug Querin resigned earlier this week. Any official protocol? File letter of resignation with Evan. Sofia can forward ethics questions to Raina.
	5. Treasurer’s Report (Kara) Bank account increased $5,000 since last meeting. Jen Vaughn did design work. Susan: Would it be wise to but the $429 for RegOnline into escrow, in case they ever want to collect on past debts in the future.
	6. Support Coordinator’s update (Evan): 1. ORCA rep on OCDA board, yesterday was annual PD event with David Blusty qualitative study on current world of work, hopelessness, systemic oppression, 60+ members attended. OCDA will take a break now that the annual event has passed. 2. Webinar for PD&E event. Due to Go To webinar no overhead cost, but clunky, except for emails/calls beforehand. But participants could not chat with one another. $1,300 could fund a years subscription to a better service. Would need mics, speakers, PA, mixer board, and possible screen for better webinar experience. 3. Storage unit. 4. Google group transition from yahoo list serve, some hiccups, but raised awareness of people who don’t have current memberships, so getting some renewals. Alana: can we automate the process?
8. **Division/Committee Reports:**
*Each report is given 5 mins. or less, otherwise tabled for future discussion. If applicable please request an ask from other committees in your report.*
	1. Divisions
		1. OCDA: President, Shannon Anciete
		2. OACES: President, Lisa Aasheim
	2. Committees and Executive Council
		1. Past President: Raina Hassan: Focusing on elections. Call for nominations process, then afterwards members will vote on nominees. Web form on website. Raina has done social media pushes. Call for nominations closes next Saturday, March 17. We do not have nominees for president elect. In the past have used survey monkey or google form for voting. Voting window will be 1 month. Evan: Can members use a write-in? Gianna: Informally nominate Alana O. Election period will March 18- April 18.
		2. Break 10:20-10:35
		3. Public Policy & Advocacy: Wendy Curtis: 16 bills last month, group took active positions on 6 bills. Melissa: Short session of legislature just occurred. Supported amendment to constitution to name health care as a right, did not pass. Support gov bill to address opioid crisis, passed, task force. Support bill requires police to meet with mental health professional 1x/two years, did not pass. Supported establishing Oregon psychiatric line for adults. Support bill to close the “boyfriend” loophole for gun sales, passed, Oregon first state in the nation to pass. Meet next Wednesday. Susan: OAMFT. Submitted letter asking AAMFT to continue funding COPACT. OBLPCT relationship?
		4. Membership: Alana Ogilvie: Last quarter designed reactivation email campaign, since then manually sent emails to members who had been lapsed for longer. 19/300 people (7%) reactivated. At what point do we stop pursuing lapsed members. Member feedback: helps us understand members’ values and how well they understand what we do and offer, can inform communication strategy. Sofia: Elevator pitch? Alana and Evan have language, can send to Melissa (communications). Susan: Current membership #? 445 active members. 758 total members (including lapsed).
		5. Fall Conference: Brenda Hanson
		6. Graduate Students: Meghan Opbroek
		7. Technology: Vacant
		8. Communications: Vacant
		9. Practice Development & Education: Vacant
		10. Ethics: Doug Querin
		11. Human Rights: Moira Ryan
		12. Networking: Sue Ujvary: Friday night Mid-May or June 1st at Broadway McMenamins event and a picnic on a Sunday, August 12. Neet to recruit more committee members.
		13. President: Joel Lane: 1. Roy Huggins (person-centered tech consultation services) new member benefit, approved by exec council, 20% discount for tech package, plus free 2x/year online q&a consultation. No financial obligation, just increases visibility for his business. Raina: can he recommend and ethics chair? 2. Licensure board update: Lindsey McGrath asked if ORCA would like to provide regular updates to OBLPCT. 3. Met with Larry and James Brown (pres of OAMFT) to discuss future, specifically re financial contributions to COPACT. ORCA contributes much more monthly than OAMFT ($2,000 vs. $800). AAMFT (national) is changing structure of state branches, have asked OAMFT to become an interest group of national, rather than independent group. Would affect ORCA/COPACT/OAMFT structure. OAMFT will cease to be April 1st, have asked national for funding through year, hoping for half budget allocation to COPACT. Sofia: Can we adopt their membership? OAMFT could merge with ORCA, but is lower on their list of preferred outcomes. 3. Shannon Anciete of OCDA wants to build relationship with ORCA. Invited Joel to their event dinner with speaker. 4. ALGBTIC, Ryan M has stepped down, Deanna Cor has stepped up. Consider new membership level dues to be free/or low-cost. ALGBTIC is a division of ACA. Association for LGBT Issues in Counseling. National ALGBTIC conference is in Portland this fall, so that is our timeline for completion. Susan: Make prominent on our website and social media. 5. AMCD (association for multicultural counseling development) still recruiting leadership 6. Budget for 2018/19, Joel will be reaching out to committee heads.
		14. President-Elect: Gianna Russo-Mitma: PD&E event: 50+ attendees, 8 webinar attendees (9 paid). Goal was to break even, but we took in $7,000 gross, net income = $3,500. 14 new members. Evaluations were positive: enjoyed presenters, want more trauma training, parking downtown was challenging. Tever will become PD&E chair. Learning: specify language re CEs. May retreat at Hyatt Place in Cascade Station (near Ikea, free parking). Saturday, May 19th 9am-5pm. Breakfast & lunch provided. Room for 21 people. Certificates (Evan & Joel). Can invite prospective committee members. Marty Hoffman mentorship project off the ground again, especially helpful for reaching rural folks.
		15. Secretary: Sofia Jasani
		16. ACEP Administrator: Susan Zall: PD&E had a few hiccups with NBCC. Workshops and conference are important, consider changing from multi-day conference to single-day workshop. NBCC is going to audit, in order to maintain ACEP status requires 3 events per year, for two years we’ve only offered 2. NBCC membership is off people’s radar, so how much do we value NBCC credentialing? NBCC only costs about $150 per year, but compliance is stringent, allows out of state professionals to earn CEUs. Joel: Optics of annual conference are important.
9. **Old Business:**
	1. Any old business for Board
10. **New Business:**
	1. Any new business for Board
11. **Appreciation & Acknowledgments**
	1. Joel: appreciate Gianna and Tever for PD&E event. Melissa for stepping up to be communications committee chair! Appreciate Alana for volunteering as president. Gianna: appreciate Evan for his work at PD&E event, Tevor, Susan, and Sofia.
12. **Adjourn Alana move to adjourn, Susan second.**