

AzSCA Governing Board Meeting Minutes

August 23, 2014 Glendale, AZ

DeVry Campus at Westgate

Room 315

Directions to Meeting: When you turn down the road to the Hampton Inn off of Glendale Ave, just look to your left and you will see a HUGE DeVry University sign (RED). You will walk into the lobby just to the right under that huge sign on the building of Westgate.

Take the elevator to the 3rd floor and you will see our door when you walk off the elevator.

We can get in at 7:45am

Hotel Accommodations at Hampton Inn-Westgate , 6630 North 95th Ave, Glendale

Saturday, August 23, 2014 Schedule

8:00 - 9:00 Exec Meeting

8:30 - 10:30 Committee Work Time

9:00 - 9:30 Finance Meeting

9:30 - 10:15 Presidents meet with Committee Chairs

10:30 - 12:00 Board Meeting

Board Meeting Agenda

Please Review Prior to Meeting	2015 ASCA LDI Notes Newsletter Themes (be prepared to offer ideas to Communications Committee to amp up our newsletters). Multiview Information
1. Call To Order	10:38 am meeting called to order
2. Present	Sarah Skemp, Jaimie Gosling, Cadi Angelli, Stephanie Kirchheimer, Lindsay Holbrook, Sue Hennesey, Anna Cicero, Kat Pastor, Rick Jackson, Jim Taylor, Mindy Willard, Erik Lehman, Troy Lorents, Cien Luke, Meg Hughart, Michelle Powers, Cindy Ruich, Julie Cota, Nerissa Patron, Jeanette Gallus,
3. Absent	Thom Hughart, Candice Alvarez, Vangee Clark, Brooke Seifert, Cari Burson
4. Approval of Agenda	Meg moves to approve agenda. Sue H. seconds the motion. 6 approved- motion passes.
5. Approval of Minutes from last meeting	Meg moves to accept the minutes from LDI. Sue H. seconds the motion. 6 approved- motion passes.
6. Governance Process Policies Review all policies. Individual members will highlight what "speaks" to them in each of the Governance Policies.	ASCA Governing Style Ground Rules for Meetings- Challenge assumptions #4, #2 Stay open to input and new ideas, Explain process Board Member Roles and Responsibilities Bard Dispute Resolution Process Board Member's Code of Conduct

7. President's Report	<p>President - Multiview- see email notes Ideas from LDI- see notes in drive, Scholarship Essays as Advocacy Tool Chad Campbell suggestion for Conference, UTI/for Profit Phx Union- not for AzSCA to get involved with this issue, CAP- need 3 more people to “make” training module CAP/AzCAN Advisory Committee Meetings, Newsletter Update- our way to communicate with members need to amp up, we need to get on board with supporting the newsletter. Two sections on our AzSCA website- it is membership benefit to view newsletters- there is a teaser newsletter that people can see for free WIPS monthly- we will do WIPS quarterly prior to board meetings President-Elect – Western States Update October 2-4 (Th, Fr, Sat). Discussions with other state leaders, Cadi, Michelle, Mindy, Jaimie, Kat, Sue, Anna, Sarah, Stephanie, Julie, Nerissa President Elect-Elect - Reminder about Google Group Emails going to all board members, respond to emails Past President – Ideas from LDI</p>
8. Executive Board Member Reports	<p>Cari - CAP (Jeanette) All counselors in Sahaurita- need 1 more people- information on website if more info. Each module 4-6 hr time commitment. Mindy, Cari, and Jill will create a FAQ page or flyer regarding CAP training with link next to flyer on page. Need to make sure to include the ‘why’ of why this course is important. Make sure to include the buzz words- reach higher initiative, college and career readiness. Deadline to sign up is September 1st. Candace - not present Thom - not present Cadi - Expect More Table- community outreach as school counselors- talk to community about what school counselors do- valuable event Julie -</p>
9. Financial Report	<p>Checking- \$ 169, 768.62 Savings- \$ 75, 199.08 CD- N/A Total Current Assets- \$244, 967.70</p>
10. Membership Update	<p>Regular Members – 404 Affiliate Members – 30 Student Members – 22 Retired Members – 13 Lifetime- 25 Total Active - 494 Members are emailed automatically before their membership expires.</p>

11. Ends Policies

Updates on Goals
Committee Reports

Advocacy- 4 Breakfasts- North, West, Southern, and East
Getting flyers ready- Day on the Hill: need committee work to
tighten agenda- dates on the website

Professional Development- Working with Kay and setting
up workshops across the state, working on getting technology
for podcasts to record sessions at conference. Talk with Troy
about anything changed on the website and podcasts. ABEC
membership expired. PD/Cari B. will renew our membership.

Communications- Newsletter close to being finished- should
go out in the next few weeks.

Research- Want to push counselors to write about their
promising practices and programs. We also have a \$1000.00
scholarship for a counselor who would like to do research.

College Relations- CRC preview days start at NAU and
moving along to others. 47 colleges and universities have
registered and 35 have paid.

Conference- March 9 and 10- Call for programs is up and
running. SCOY nominations due Oct 16th. Need help to
promote this with Administration. Calvin Terrell is a keynote
2 days and breakout sessions, Joyce Brown, and possibly Trish
Hatch as our featured speakers.

<p>13. Voting Issues</p>	<p>A. Revision of Budget with new line item for Post Secondary Sponsorship. Vendors come to both events (College Preview days and Conference) New sponsorship \$4750. 3 of 5 colleges have agreed to participate. This funding will go to conference. CRC has agreed to let conference have 5 institutions. Kat motions that we approve a post secondary sponsorship budget line item in conference. Mindy seconds the motion. 6 yay Jeanette, Julie, Mindy, Jaimie, Cadi, Meg 0 nay 3 abstain- motion passes; Cari, Thom, Candice</p> <p>B. Revised AzCAN Contract (already voted on and passed)</p> <p>C. Amend P and P - All AzSCA Contracts should be reviewed and signed by Business Manager and Exec Member.</p> <p>D. Multiview- Mindy motions we move forward with contract with multiview. Jeanette seconds the motion. We would be competing with the vendors we are already contacting for conference. Our website may not look as clean as it does and clutter up the page. The board has made good decisions with budget and this may have to change if we go with multiview. 0 yay 6 nay Mindy, Jeanette, Jaimie, Cadi, Meg, Julie 3 abstain- motion does not pass. Cari, Thom, Candice</p>
<p>14. Self-Evaluation</p>	<p>Mindy's quick responses appreciated. For the whole board if we can quickly respond to one another that will help to move the organization along.</p> <p>When we have in person board meetings, it is important that we try to make the commitment to attend in person.</p>
<p>15. Next Meeting</p>	<p>October 25th- virtual meeting- on website under events</p>
<p>16. Adjournment</p>	<p>12:27 meeting adjourned.</p>

Governance Process Policies

Board members are asked to discuss the following issues related to Governance Process Policies

- AzSCA Governing Style
- Ground Rules for Meeting
- Board Member Roles and Responsibilities
- Board Dispute Resolution Process
- Board Members' Code of Conduct

Each topic is described in detail on the following pages.

GOVERNANCE PROCESS POLICIES

The purpose of the Board, on behalf of stakeholders, is to see to it that the Arizona School Counselor Association (1) achieves what it should and (2) avoids unacceptable actions and situations.

Governing Style

The Board shall govern with an emphasis on (1) outward vision rather than internal preoccupation, (2) encouragement of diversity in viewpoints, (3) strategic leadership more than administrative detail, (4) collective rather than individual decisions, (5) future rather than past or present, and (6) proactively rather than reactivity.

1. The Board shall cultivate a sense of group responsibility. The Board, shall be responsible for excellence in governing. The Board shall be the initiator of policy, not merely a reactor to staff initiatives. The Board shall use the expertise of individual members to enhance the ability of the Board as a body rather than to substitute individual judgments for the Board's values. The Board shall allow no officer, individual, or committee of the Board to hinder or be an excuse for not fulfilling Board commitments.
2. The Board shall direct, control, and inspire the organization through the careful establishment of broad written policies reflecting the Board's values and perspectives about ends to be achieved and means to be avoided. The Board's major policy focus shall be on the intended long-term effects outside the organization, not on the administrative or programmatic means of attaining those effects.
3. The Board shall enforce upon itself whatever discipline is needed to govern with excellence. Discipline shall apply to matters such as attendees, preparation, policy-making principles, respect of roles, and ensuring continuance of governance capability. Continual Board development shall include orientation of new Board members in the Board's governance process and periodic Board discussion of process improvement.
4. The Board shall monitor and discuss the Board's process and performance at each meeting. Self-monitoring shall include comparison of Board activity and discipline to policies in the Governance Policies.

Action Requested

Board members are asked to review the Governing Style policies to ensure that all members understand the principles.

Ground Rules for Board Meetings

Governing Board Members shall abide to the following rules during Board Meetings:

1. Focus on ends policies.
2. Stay open to input and new ideas; be willing to move your position.
3. Agree on what important words mean and ask for clarification.
4. Challenge assumptions and preconceived notions; encourage the expression of dissent at Board meetings.
5. Listen in order to understand.
6. Bring disagreements to the meeting.
7. Base decisions on parameters that include monitoring data, the Ends Policies and other relevant data.
8. Treat other Board members with respect, courtesy, fairness and good faith.
9. Be brief, no war stories, don't repeat.
10. Focus on *what* is right, not *who* is right.
11. Respect confidentiality of Board meeting discussions, with exceptions agreed upon by the Board.
12. Respect confidentiality of Board decisions until those decisions are formally adopted by the Board, with exceptions agreed upon by the Board.
13. Limit discussions of Board business to the Boardroom.

Action Requested

Board members are asked to review the ground rules for Meetings.

Board Member Roles and Responsibilities

In addition to specific duties of each Board position delineated in the Governance Process Policies, general roles and responsibilities for all Board members were also developed. The following are the current roles and responsibilities of Board Members:

BOARD MEMBER ROLES

- Speak with one vision, one voice
- Ensure we do not lose focus of our mission – to support school counselors
- Give back to AzSCA
- Help future generations of school counselors
- Provide direction to the Association & its leadership
- Bring issues from constituents
- Be knowledgeable about AzSCA's bylaws, policies and board decisions and communicate, clarify and support them to the membership
- Support the continuous improvement of the Association
- Be prepared for meetings
- Advocate for the profession and the Association
- Identify and encourage future leaders

Action Requested

Board members are asked to clarify the roles and responsibilities of Board Members

Board Dispute Resolution Process

The Board is responsible for holding itself accountable for its actions, including actions taken by individuals that may undermine the efforts of the organization, the Board or other individuals. The Board shall use the following process to resolve disputes. A Board member who perceives a problem or concern shall discuss it privately with the individual(s) involved. When a Board member is approached with a problem regarding another Board member, he/she should redirect the conflict to the person involved.

If a private discussion does not yield satisfactory results, an attempt shall be made to secure a mutually agreed-upon Board member(s) to serve as mediators(s)

If the issue is not resolved through mediation, the matter shall be brought before the whole Board and should not be discussed with others.

If an issue is brought to the Board, the disputants shall provide a written explanation that addresses:

- Problem, issue or concern in question
- Behavior by an individual or group of Board members that exhibited the problem or issue
- Consequence of the behavior
- Impact on the organization and to the Board, specifically, does it hurt the organization, does it hinder the effectiveness of the Board or is it a personal issue outside the bounds of the Board.

The Board shall

- Review written explanations
- Offer the disputants an opportunity to state what they are willing to do to resolve the problem
- Make/offer suggestions for possible resolution to problem
- Give disputants further opportunity to resolve the problem.

If a resolution still cannot be reached, the Board shall collectively agree on a course of action to address the problem, issue or concern, using the FRISK model.

Fact: State the facts of the action or event that occurred.

Rule: State the rule or policy that the action or event violated.

Impact: State the impact of the action or event on the Association.

Suggestion: Suggest ways that the person should act to avoid or handle similar issues or situations in the future.

Knowledge: Provide any knowledge, assistance or training the person may need to carry out the suggestions.

After an issue has been resolved, the Board shall collectively agree on measures to prevent the problems from recurring in the future or a course of action to address the problem if it recurs.

The Board shall ensure that due process is afforded to all parties throughout dispute resolution proceedings. The Board shall handle/address disputes in Executive Session.

Action Requested

Board Members are asked to review the Board Dispute Resolution Process.

Board Members' Code of Conduct

Policy Governance recommends policies that the Board may use to exercise the discipline necessary regarding the conduct of individual Board members. The following is the current Board Code of Conduct:

BOARD CODE OF CONDUCT

- Treat each other with respect, courtesy, fairness and good faith
- Focus on the ends
- Stay open to input and new ideas; be willing to change your position
- Challenge assumptions and preconceived notions; encourage the expression of dissent at meetings
- Listen in order to understand
- Bring any disagreements to the meeting
- Be brief, no war stories; don't repeat
- Focus on what is right, not who is right
- Base decisions on parameters that include relevant data and the goals of the organization
- Respect confidentiality of Board meeting discussions, with exceptions agreed upon by the Board
- Respect confidentiality of Board discussions until resulting decisions are formally adopted by the Board.
- Limit discussions of Board business to the Board Room

Action Requested

Board members are asked to review the Board Code of Conduct.

ENDS POLICIES

MISSION STATEMENT

The mission of AzSCA Inc, is to foster professionalism by leading, advocating, and collaborating for Arizona school counselors and the students they serve.

VISION STATEMENT

The Arizona School Counselor Association Inc, supports school counselors through professional development, resources, and advocacy at the state and national level. We empower school counselors to lead systemic change by delivering to all students a comprehensive competency based program, aligned with state standards for academic, personal/social, and career development.

Article I

Provide opportunities for professional development and keep professional school counselors abreast of current school counseling best practices, data and research

Article II

Provide relevant partnerships and strategies for school counselor advocacy that clarify and enhance the professional school counselors' role, skill level and professionalism.

Article III

Collaborate with state and National leaders to establish legislative policy that supports the framework for comprehensive school counseling programs and school counselors' contributing role in student advocacy and academic achievement.

Article IV

Proliferate research in the area of school counseling by fostering partnerships with university professors, national counseling research centers and practicing school counselors to show evidence-based practices in the counseling profession.

Action Requested

Board members are asked to develop the 2010-2011 work plan by:

Adding items that have been accomplished or initiated

Modifying existing items