

# AzSCA Governing Board Meeting

June 7, 2015

Tempe, AZ

1. Call To Order	10:28
2. Present	Cien Luke, Kat Pastor, Jill Zitt, Joan, Rick Jackson, Roxanne Taylor, Jim Taylor, Mindy Willard, Joan Proft, Jennifer Morgan, Erik Lehmann, Thom Hughart, Meg Hughart, LaShia Scherfeneberger, Erin Woodell, Nerissa Patrone, Anna Cicero, Judy Bowers, Janine Menard, Cadi Angeli, Ivette D'Angelo, Sherry Erling, Stephanie, Andrew, Brittney Griffith, Jaimie Gosling, Troy, Cari Burson, Michelle Powers
3. Absent	Julie Cota
4. Approval of Minutes	Anna moved to approve the minutes Meg seconded
5. Approval of Agenda	Thom moved to approve the agenda Cadi seconded Mindy asked to amend agenda to include an overview of Parliamentary Procedure.
Parliamentary Procedure	Thom Hughart
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 Board Member Roles and Responsibilities Board Dispute Resolution Process Board Member's Code of Conduct
7. President's Report	<p><b>President -</b>            Recognition of Past President            Future Meeting Dates                Satellite August 15th, 2015 9:00 am                In person November 14th, 2015 9:00 am                Satellite January 23rd, 2016 9:00 am                General board meeting March 8th, 7:30 am                April Finance/Committee Chairs TBD</p> <p>Order name badges through badgeman (badgemanaz.com)</p> <p><b>President-Elect –</b>            Code of Ethics</p> <p><b>President Elect-Elect -</b>  <b>Past President – ASCA Conference</b> -need people to man the AzSCA table at ASCA conference. Sign up on google docs.  <b>Reception at ASCA</b> - A suite is provided by ASCA during conference at Hyatt for a reception. Monday 5:30. Appetizers, etc for Western states leaders. Sunday night role call dress up and wear new AzSCA shirt.</p>
8. Executive Board Member Reports	None at this time

9. Financial Report	Checking- 140, 108.71 Savings-150,342.61 CD-N/A <b>Total Current Assets- 290,451.32</b>
10. Membership Update	Regular Members – 457 Affiliate Members – 25 Student Members – 17 Retired Members – 12 Lifetime - 26 <b>Total Active - 537- increase of membership by 35%</b>
11. Ends Policies  Updates on Goals Committee Reports	<b>Advocacy- Day on the Hill</b> <b>Symposiums</b> <b>Electronic for talking points</b> <b>Informed board members on current issues</b> <b>Professional Development- Marketing CAP training</b> <b>Communications- Submission dates for articles to be sent out</b> <b>Research- Template, Professional Development around Research</b> <b>College Relations- College Access Forum</b> <b>Conference- March 7th and 8th at We Ko Pa Resort</b> <b>Graduate credit will be offered again</b> <b>Member \$295 for members</b> <b>Non-members \$395</b> <b>Other prices will stay the same</b>
12. Voting Issues	<b>Voting Issues</b> <b>1. Contracts for Independent Contractors</b> <i>Motion: To Accept the Contracts for Independent Contractors</i> <i>Motion Made by: Mindy</i> <i>Seconded by: Thom</i> <b>2. 2015-2016 Budget</b> <i>Motion: To accept the 2015-2016 budget</i> <i>Motion Made by: Thom (WITHDRAWN)</i> <i>Seconded by: Cadi</i> <i>Discussion: ABEC membership line item under advocacy.</i> <i>Printing costs (shop around for a better quote).</i> <i>Motion: To accept the amended 2015-2016 budget</i> <i>Motion Made by: Thom</i> <i>Seconded by: Meg</i> <b>3. 2015-2016 Strategic Plan</b> <i>Motion: To Accept the 2015-2016 Strategic Plan</i> <i>Motion Made by: Meg</i> <i>Seconded by: Jenny</i> <b>4. 2015-2016 Policies and Procedures</b> <i>Motion: To Accept the proposed 2015-2016 Policies and Procedures</i> <i>Motion Made by: Mindy</i>

	<p><i>Seconded by: Meg</i>  <i>Discussion: P and P Finance number 6.</i>  <b>5. Mindy Willard to continue as Past President</b>  <i>Motion: To approve Mindy Willard to continue as Past President.</i>  <i>Motion Made by: Meg</i>  <i>Seconded by: Jennifer</i></p>
13. Self-Evaluation	Great with discussion especially things regarding finance that may be difficult to discuss. Nice job of not getting personal.
14. Next Meeting	August 15th, 2015 at 9:00 am
15. Adjournment	12:26 pm

## 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

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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