

# AzSCA Governing Board Meeting

June 8, 2014

Glendale, AZ

1. Call To Order	Called to order by M.W. at 10:13AM
2. Present	(Old Board is voting today, since we are in the 2013-2014 year); Nerissa Patrone, Candice Alvarez, Cari Bursen, Belinda Stevens, Sarah Skemp, Roxanne Taylor, Jim Taylor, Brooke Seifert, Meg Hughart, Kat Pastor, Troy Lorents, Julie Cota, Cadi Angeli, Jaimie Gosling, Mindy Willard, Jeanette Gallus, Sue Hennessy, Jill Zitt, Anna Cicero, Cindy Reich, Thom Hughart
3. Absent	No Voting Members Absent
4. Approval of Agenda	Unanimous passed
<b>5. Governance Process Policies</b> Review all policies. Individual members will highlight what “speas” to them in each of the Governance Policies.	ASCA Governing Style Ground Rules for Meetings (read aloud)- Troy highlighted number 8 - no side conversations; Belinda brought up disagreements- do it here, don’t talk about it when you leave Board Member Roles and Responsibilities - Mindy brought up “One Vision, One Voice” - outside of this room, only discuss what was agreed upon at meeting, after decision is made we are united; Julie inquired about a Board welcome packet/toolkit for our new Board member Board Dispute Resolution Process Board Member’s Code of Conduct
6. President’s Report	<p><b>President -</b>            Recognition of Past President - recognized Jeanette Gallus for her past year’s leadership as President; awarded lifetime membership to AZSCA            Future Meeting Dates (Mindy will investigate using WestMEC as a meeting location) - August 23, 2014, 8-10AM Committee work, 10-12 Board Meeting (live with option to attend virtually); October 25, 2014, 9-11AM VIRTUAL; January 24, 2015, 8-10AM Committee work, 10-12AM Board Meeting (live with option to attend virtually); April 25, 2015, 9-11AM State of the Association Meeting (Executive Committee, Finance Committee and Chairs)            Committees need to set up monthly meetings - virtual is best. Put these dates in Calendar, or email to Mindy so she can set up dates. Let Troy and Mindy know if you need to use Go-to Meeting. Also, freeconferencecall.com.            Topics for this year’s newsletters - advocacy, leadership, collaboration and consultation; or technology, resources, etc. Mindy will determine topics and assign dates; all members invited to submit</p> <p><b>President-Elect</b>            Code Ethics - Jaimie had all present Board members sign their AZSCA Code of Ethics.  <b>President Elect-Elect</b> - Nothing to report at this time.  <b>Past President</b> – Jeanette says “thank you!”</p>

7. Executive Board Member Reports	<p>Julie mentioned need to add Conference Coordinator to flow chart. Jaimie will remedy.</p> <p>Troy added that he can do Technology professional development: what does the Board need? I.e. Office 2013, PowerPoint, Twitter, Excel, TED Talks, what are other counselors at our schools doing? Jeanette mentioned that Twitter is very useful for gathering counselor information. Mindy mentioned online school counseling chats - can obtain transcript and read the information provided. Can post questions on Twitter and other counselors can respond. Some groups on Facebook can be utilized as well - although not as helpful as Twitter. Pinterest is gaining 1 or 2 new followers a week (vs. 1 or 2 every two weeks) - link any website posts to Pinterest.</p>
8. Financial Report	<p>Foundation- Ana and Jeanette are investigating and will report out at August meeting. Jeanette asked Cien to investigate a transfer of funds that occurred. Cien reports that she can investigate, but won't find out much because she is not a signer on the account. Ana stated that she will email Cien any information she finds from past minutes. Cien reports paper records about Foundation were purged. She will look into this again.</p> <p>Checking - \$177,846.96  Savings - \$75,186.36  CD - Cien will research possible options for us.  <b>Total Current Assets- \$253,033.32</b></p>
10. Membership Update	<p>Regular Members – 297  Affiliate Members – 39  Student Members – 25  Retired Members – 13  Lifetime - 26  <b>Total Active - 400</b>  <i>Does not include 53 new and 53 renew from Conference (new total active will be 506)</i>  Jim reminds us that not all members are school counselors.  Cien reminds us that 40% of membership's income came from spring conference registration.  140 people who attended this year's conference qualified for membership or membership renewal.</p>

<p>11. Ends Policies</p> <p>Updates on Goals Committee Reports</p>	<p>Mindy describes this as brief - the current work being done to achieve their ends policies.</p> <p><b>Advocacy</b> - Nothing to report at this time.</p> <p><b>Professional Development</b> -Nothing to report at this time.</p> <p><b>Communications</b> -Nothing to report at this time.</p> <p><b>Research</b> -Nothing to report at this time.</p> <p><b>College Relations</b> -Nothing to report at this time.</p> <p><b>Conference</b> -Nothing to report at this time.</p> <p><b>Mindy reminds members to finish updating WIPS and upload to appropriate Google Drive folder.</b></p>
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12. Voting Issues

**Voting Issues**

**Contractors stepped out, with exception of Cari who exempted herself.**

**1. Contracts for Business Manager**

*Motion: Move to accept Business Manager Contract.*

*Motion Made by: Jill*

*Seconded by: Sue*

*Passed*

**2. Contracts for Technology Coordinator**

*Motion: Move to accept Technology Coordinator Contract.*

*Motion Made by: Thom*

*Seconded by: Jeanette*

*Passed*

**3. Contracts for Vendor Coordinator**

*Motion: Move to accept Vendor Coordinator Contract.*

*Motion Made by: Candace*

*Seconded by: Cari*

*Passed*

**4. Contracts for Conference Coordinator**

*Motion: Move to accept Vendor Conference Coordinator Contract.*

*Motion Made by: Julie*

*Seconded by: Jill*

*Passed*

**5. Contracts for College Access Professionals Coordinator**

*Motion: Move to accept College Access Professionals Coordinator Contract.*

*Motion Made by: Jeanette*

*Seconded by: Jaimie*

*Passed*

**6. 2014-2015 Budget**

*Motion: It is moved to accept the 2014-2015 budget as it stands, with the addition of scholarships for Conference attendance (Conference Committee will establish a policy for this process).*

*Discussion: Mindy reminds everyone that all who applied for a scholarship to conference this year received it. Cien highlighted budget predictions for conference this year, including a projected net income for conference at -\$1695.*

*Mindy stated that due to the money made this year, we are able to do much more for our members; focusing on making money at Conference allows us to do more and more for AZSCA members.*

*Motion Made by: Jill*

*Seconded by: Sue*

*Passed*

**7. 2014-2015 Strategic Plan**

*Motion: It is moved to accept the Strategic Plan with proposed changes.*

*Motion Made by: Jill*

*Seconded by: Jaimie*

*Discussion: Ana brings up concern about the E4 End Policy -*

she believes it should be part of Policies & Procedures. Would like to see a goal regarding Government Relations. Jaimie reports no committees used E4 End Policy on their WIP. Mindy struck E4 from Strategic Plan and moved to Policy & Procedures. Board decided that E2 addresses Government Relations. In regards to Position Statements, Mindy suggests this should fall under Advocacy and highlight any that would be specific to Arizona.

*Amended Motion: it is moved to accept the Strategic Plan with changes.*

*Passed.*

**8. 2014-2015 Policies and Procedures**

*Motion: It is moved to accept the Policies & Procedures with proposed changes.*

*Motion Made by: Jaimie*

*Seconded by: Candace*

*Discussion: Add Treasurer to Governing Board, and remove from Executive Committee. Under AZSCA President, duplicate entries of shall create/manage AZSCA Board Listserv; Page 17 under Conference Chair - change to Conference Coordinator; add Business Manager to list of State Conference lodging provided; remove the statement that scholarship coordinator forwards winners to ASCA; Jaimie reminds all that each committee is responsible for monitoring their own section of the website; Ana asks that reference to P-20 Council be removed from Advocacy task list (no longer exists); Delete survey AZSCA Membership of Needs from Professional Development list; Add Executive Committee Discretionary Funds to Policy & Procedures - for unexpected items that have no place in budget, Exec Committee can decide if it may be used or not.*

*Passed.*

**9. Chase Card Transfer of Account Access/Signer**

*Motion: It is moved to change the Account Access/Signer from Jeanette Gallus to Mindy Willard on our Chase Checking and Savings Account (checking account number: 001870972 and savings account number: 01599726666)*

*Motion Made by: Cari*

*Seconded by: Sue*

*Passed*

12. Self-Evaluation	Based upon ASCA’s Meeting Process - evaluation of all of LDI. Meg appreciated homework aspect - save time at the meeting today. Sue reports that she feels as though she is walking away from this LDI feeling rejuvenated. Ana reports this group feels “right.” Julie reports that not taking things personally has been successful so far, and that the Sargeant of Arms/Timekeeper position is helpful.
13. Next Meeting	August 22 & 23, 2014. Location TBD (presumed WestMEC).
14. Adjournment	Meeting adjourned at 11:45AM.

# 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 mediator(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