

**Arizona School Counselors Association
Governing Board Meeting Minutes**

August 25, 2012

11:30 am-1:00 pm

ASU at the Downtown Phoenix Campus

University Center Building

411 N. Central, Phoenix, AZ

Call to Order 11:57 a.m.

CALL TO ORDER: President Angela Robinson called the meeting to order and established that there was a quorum of voting board members.

Approval of Agenda

- Motion made by Michelle Powers
- Motion made by Mindy Williard
- Motion: It was moved to approve the agenda with the additional agenda items of: board member polos and where to purchase the polos. items added to operational parameters.

Motion made by: Seconded by

Motion passed: In favor: 7 Opposed: 0 Abstain: 0

Governance Process Policies—The board reviewed the Code of Conduct and each board member signed the policies to confirm they have read the policies.

EXECUTIVE COMMITTEE REPORTS:

President's Report, Angela Robinson

- Approval of Western States Meeting Expenses for President and President Elect-Elect in Rancho Cucamonga, CA Sept. 27-29
- Ordering ASCA books. Books will be ordered for the AzSCA organization. Twenty-five books will be ordered and tracked.
- Article in ASCA journal where Moses was written up.

President Elect Report – Jeanette Gallus

- Bylaw committee is coming together any would encourages anyone else who would like to join. All Bylaw changes need to be updated by January 2013.
- Proposed LDI in July for 2013.

President Elect-Elect Report, Mindy Willard

- Update WIPS and make sure they are submitted by the 15th of each month.
- Webinars need to be submitted to April.

Past President Report, Melissa Beverly

- Board elected to hire Henry and Horne CPA. Quickbooks were viewed. Recommendations were given to how we can proceed. Bank reconciliation form needs to be completed.
- AzSCA would like to take a look at honoring past board members and their years of service
- Consensus building for the AzSCA board members.

Elementary VP Report, Mary Cay Funk (not in attendance)

Middle School VP Report, Jaimie Gosling

No report

High School VP Report, Thom Hughart (not in attendance)

Post-Secondary VP Report, Tabitha Tebo

No report

FINANCIAL REPORT:

- Review YE Financial Reports
- Discuss tax return filing deadlines for 2011-2012
- Approval of 2012-13 Budget

Motion: Michelle Powers

Seconded: Jaime Gosling

Approval: 6 Abstain: 1

Summary: Moving from Savings account to Money Market account to show interest. April will email as she progress through this process.

COMMITTEES REPORTS

Advocacy/Government Relations Committee, Lynda Robinson, Ed.D.

An agenda for Superintendent Meetings "Counselor Day on the Hill" information

Communications Committee, Meg Hughart, Cairsten Beanland

- Discuss process for updating website
- Discuss production procedures for Journals/Newsletters
- Review/approve Newsletter Production Schedule and Themes for 2012-13

Membership Committee, Jim and Roxanne Taylor

- 634 members
 - 479 reg
 - 86 affiliate / 25 Cr
 - 33 students

- 11 retired
- 25 lifetime
- April will work with committee regarding recruitment efforts for 2012-2013

College Relations Committee, Brooke Siefert, Kat Pastor

- Fall Conference Update – Kat provided a review of website content for Conference.
- ADA Compliance at AzSCA Events – Discussion
- Fall Tour Update
- CR Membership

Professional Development Committee, Belinda Stevens

Update on upcoming events and how/where to promote on our website

Research Committee

Journal updates, articles, information

Advocacy Breakfast Committee, Anita Vadis

Spring Conference Committee, Kat Pastor

- Facility Contract status – Has been signed by Cien with Fort McDowell Radisson.
- Financial commitment to facility
- General plans/themes/ideas
- Discuss need for volunteers/committee members

For further information on committees, see the WIPS.

Good of the Order/Meeting Review (discussion only)

NCAN- National Conference (Melissa) Sept. 17-19

Colleges to Host Meetings—(Mindy)

Approval of representative to NCAN conference in Las Vegas Sept 17-19

AzSCA polo shirts – Where does money come from for polo shirts?(Jaime)

Foundation Update (Anna)

Adjournment 1:02 p.m.

On the 25th day of August, 2012, the above reference AzSCA (Arizona School Counselor Association) board minutes were approved by Julie VanDenBerg, Secretary of AzSCA.

Julie VanDenBerg (signature)

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 Board room.

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.

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 2011-2012 work plan by:

Adding items that have been accomplished or initiated

Modifying existing items