Oregon Counseling Association  
Board Meeting Minutes  
Saturday, November 19, 2016

Board Members Present:

X Raina Hassan—President  
X Ryan Melton—Past President  
X Joel Lane—President Elect  
X Kara Eads—Treasurer  
Suzy Elton—Secretary  
X Gianna Russo-Mitma—Communications  
Susan Zall—Admin, NBCC  
X Taylor Wolf—Professional Dev & Ed  
X Caity Morgan—Professional Dev & Ed  
X Kathleen Coleman—Human Rights  
X Taylor Wolf—Professional Dev & Ed  
X Kathleen Coleman—Human Rights  
X Caity Morgan—Professional Dev & Ed  
X Kathleen Coleman—Human Rights  
X Taylor Wolf—Professional Dev & Ed  

I. Call to Order (Raina)  
   a. One new face—Doug Querin, Ethics Chair

II. Approval of Agenda (Raina)  
   a. Gianna motioned; Kara seconds

III. Approval of Minutes (Raina)  
   a. No longer printing minutes  
   b. Gianna approved; Sue seconds

IV. Words of Wisdom (Sue U.)  
   a. Creativity can solve almost any problem. The creative act, the defeat of habit by originality, overcomes everything. George Lowls

V. Updates/Strategic Topics  
   a. Treasurer’s Report (Kara)  
      i. Bank Balance is $53,000.
ii. Kara explained outstanding income, mostly from conference and reg-on-line to be paid in Dec.

iii. Oregon Counseling Foundation exists as our tax deductible arm.

iv. All outstanding checks paid

v. Logo funds added to this year’s budget ($3000)

vi. Taxes signed for ORCA with accountant

vii. Feedback is requested for big budget desires of board members.

viii. Held on line discussion held regarding two additional budget items.

1. Kara moved to increase our Bookkeeping/Accounting expense budget to $600 in order to pay for our taxes ($310) and to continue to pay for Quickbooks online. Currently budget is at $384.

2. Kara moved to increase our Leadership expense budget for the ACA ILT Conference to $918. Current budget amount of $600 does not cover actual expenses


b. ORCA Services Coordinator update (Evan)

i. Transition with google will occur the week after Thanksgiving.

ii. Wild Apricot training to be held in May

1. Question was raised about Business Associates Agreement (BAA) with Wild Apricot.

2. HIPPA compliance also questioned

3. Evan to follow up

c. ORCA Video for Western Oregon Univ. (WOU) (Ryan/Raina)

i. Current request for professional orientation of ORCA for online class

ii. Raina recommended opportunity to have materials on hand

1. Joel suggested possible solutions: Skype? Recorded or live?

2. Chad has recorded material.

3. Great to post on new website!

iii. Kim Pogue is contact at WOU.

d. Conference Recap (Candice)
i. All around great conference—great attendance!

ii. Complaints include parking issues, expensive hotel, temperature, mic issues

iii. Response to mixed group was positive, a strategic move
   1. Recommended continue next year
   2. Attendees like being next to different disciplines

iv. Ryan offered that EASA has positive feedback.

v. Webinars optional for next year, as well as partnership opportunities

vi. Next year’s conference suggestions offered
   1. Signing would be helpful for accessibility
   2. Importance of diversity and inclusion
   3. Utilize more marketing/emails
   4. More breakouts sessions
   5. Lower costs for registration
      a. Double number of attendees and exhibitors
   6. Suggestion of “Double Tree” for next year’s conference as more exhibit space and accommodates more people
   7. Looking for speakers for next year

vii. Candice is stepping down as Chair and nominates Brenda Hanson, a current member of the conference committee.

VI. Division/Committees

*Each report is given 5 mins. Or less, otherwise tabled for future discussion.*

a. Divisions
   i. OCDA President (Joel Hernandez)—See report
   ii. OACES President—(Joel Lane)
      1. Working with PD & E for PSU to be a host site for training re Trans Clients
      2. Updates from ACA Western Region from July
         a. ACA is auditing each state branch over the next year.
         b. Regions are working with ACA advocacy arm to get advocacy support at the national level.
         c. ACA is working to reestablish inactive branches with in Montana, Utah, and Alaska.
3. Joel is looking for recommendations for his replacement as OACES President.

b. Committees and Executive Council
   i. Public Policy and Advocacy (Chad Ernest)—See report
   ii. Membership—vacant
   iii. Fall Conference (Candice Elliot)
       1. Candice nominated Brenda Hanson for the chair position
          a. Sue motioned; Joel seconds.
          b. Discussion; Voted and approved
       2. Candice has materials to pass on
   iv. GRASS (Meghan Opbroeck)
       1. Reported on event after Friday conference
          a. 20+ people came to the event
       2. A few more members have joined the committee
       3. Requested clarity of committee role to pass on to Student reps
   v. Technology (Emily Kolibaba)—See report
   vi. Communications (Giainna Russo-Mitma)
       1. Evan will be posting jobs on website from now on.
       2. Fall 2016 newsletter distributed
       3. Winter newsletter in progress to be distributed Feb 1, 2017
          a. Articles due Jan 1, 2017
          b. Board members responsible for one submission per year
          c. New style guide online to help craft articles for the newsletter
          d. Content can be varied, from book review to thought piece
          e. New logo to be included in Winter issue
       4. Request from Human Rights that info is needed regarding activities for the winter newsletter
       5. Currently finding out prices for brochures; postcards well received
       6. Creating a forum for newsletter feedback would be great!
vii. Practice and Development (Taylor Wolf and Caity Morgan)
   1. Spring Workshop—April 8 at PSU—Counselor Education Dept.
      a. Workshop on LGBTQ issues in counseling
      b. Covers cultural competency CE requirement
      c. Working with Human Rights committee
      d. Simplifying price structure, $98 for non-member professional; trying overall lowering of price
      e. Planning program: Half day with Transactive training, other half will have speaker set by Jan 1st
         i. Candice sharing speaker proposals from conference
      f. New timelines and checklists for people who move through the committee
      g. Requesting that a board member help with member registration at the event
      h. Requesting; emails, newsletter ads—1/4 page

viii. Ethics (Doug Querin)
   1. Doug is stepping back into this role.
   2. Trying to attend licensing board (OBLCT) public sessions: open to public, available by phone
   3. Current discussion about replacing Oregon ethics code with ACA ethics code
   4. Announced LPC opening on the OBLPCT board
   5. Would like others who are interested to join the committee
   6. Would like an ethics column in the newsletter that will help the membership

ix. Human Rights (Kathleen Coleman)
   1. HR Committee met in October
      a. Talked about human rights education and multicultural competency components and ways to work and be supportive of PD & E
   2. A resource list was developed for October Domestic Violence Awareness month
      a. List posted to Human Rights ORCA webpage
b. Committee will keep lists ongoing/updated on the ORCA website to help counselors “plug in” to their communities and get involved in Oregon and National events

3. NAMI walk again in May/ORCA team to join in
   a. New T-Shirts
   b. Save the date: May 21, 2017

4. No requests

x. Networking (Sue Ujvary)
   1. Next networking event is January 27, 2017, at McMenamins on 15th and Broadway.
      a. Will start at 6:30 pm/20 minute speaker
      b. Eric Singer (EFT tapping talk)
   2. Laptop will be available for member sign up
   3. Evan plans to support the event
   4. Future events proposed:
      a. Spring and Fall on West side of Willamette, unscheduled
      b. Summer event: Picnic in a park with families an dogs, activities, potluck
   5. Duties will be “split up” by committee members.
   6. Budget reservations: $70
   7. Will get signage from Candice to reuse from conference
   8. Venue guarantee: needing extra money in budget for covering any unspent event fees
      a. Bill needs to be tracked to make an argument for future budget

xi. President (Raina Hassan)
   1. Rolled out logo at the conference
      a. Use new logo going forwards for events
      b. Versions available in HD
   2. Susan Zall is heading up the creation of the partnering policy.
      a. Ideal is to have ideas to bring to the next board meeting
      b. Questions regarding what other organizations have done for their policies? ACA?
3. Membership Chair position vacant
   a. Update chair position description on the website
xii. President Elect (Joel Lane)
   1. Developing a strategic vision for ORCA
   2. Staying with values of growth and expansion
       a. Expansion from the ground up, increasing student membership
       b. Enhancing ORCA’s focus on social justice, multiculturalism, inclusiveness
       c. Students want tangible benefits, discount on insurance, student mentor program, study sessions, training for job interview coaching, resume feedback, more useful supervisor registry
   3. ORCA could do a better job as a source of support for marginalized communities
   4. Recommendation to establish an ORCA LGBTQ Division
   5. Suggestion made for potential dual ACA and ORCA discount for combined membership
   6. Next retreat: Suggestion made for brainstorming job descriptions for committee chairs and how to transition smoothly
   7. Raina is open to drafting a support letter, statement about what ORCA is doing to help people cope
       a. Joel to draft Press Release
       b. Raina to draft a letter
       c. Group voiced support
xiii. Past president (Ryan Melton)
   1. Continue to fill role for supporting transition
   2. Committee reports are required by bylaws/send to google drive
   3. Minutes need to be uploaded to website
   4. Current consideration for renting a storage space for ORCA materials
xiv. Secretary (Suzy Elton) see Report
   1. Will work with Evan to load minutes to website

VII. Old Business
   a. Vacant position (Membership)
VIII. New Business
IX. Appreciation and Acknowledgements
   a. Board members acknowledged/All are appreciated!
X. Adjourn
   a. Kara moved to adjourn; Gianna seconds