



Oregon Counseling Association

Board Meeting Minutes

Saturday, November 19, 2016

Board Members Present:

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| X Raina Hassan—President | X Evan Dumas—Services Coordinator |
| X Ryan Melton—Past President | X Doug Querin--Ethics |
| X Joel Lane—President Elect | X Meghan Opbroeck--GRASS |
| X Kara Eads—Treasurer | Chad Ernest—PP & A |
| Suzy Elton—Secretary | Emily Kolibaba--Technology |
| X Gianna Russo-Mitma—Communications | X Joel Lane—OACES Pres |
| Susan Zall—Admin, NBCC | Joseph Hernandez—OCDA Pres |
| X Taylor Wolf—Professional Dev & Ed | Vacant--Membership |
| X Caity Morgan—Professional Dev & Ed | X Sue Ujvary--Networking |
| X Kathleen Coleman—Human Rights | X Candice Elliot—Fall Conference |

- 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 expens
 - 3. 10/23//2016 Suzy moved to accept. Ryan seconds. Passed.
- 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 breakout 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 (Gianna 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 and 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