

Oregon Counseling Association (ORCA)



Board Meeting Minutes  
July 16, 2016

**Board Members Present:**

- |                                     |                                      |
|-------------------------------------|--------------------------------------|
| X Raina Hassan—President            | X Services Coordinator—Evan Duma     |
| X Ryan Melton—Past President        | Vacant—Ethics                        |
| X Joel Lane—President Elect         | X Meghan Opbrock—GRASS               |
| X Kara Eads—Treasurer               | Chad Ernest—Public Policy & Advocacy |
| X Suzy Elton— Secretary             | Emily Kolibaba—Technology            |
| X Gianna Russo-Mitma—Communication  | X Joel Lane—OACES President          |
| Susan Zall— Admin, NBCC             | Adry Clark—OCDA President            |
| X Taylor Wolf—Professional Dev & Ed | X Vacant—Membership                  |
| Caity Morgan—Professional Dev &Ed   | X Sue Ujvary—Networking              |
| X Kathleen Coleman—Human Rights     | X Candice Elliot—Fall Conference     |

**Non-Board Members Present:**

- Vikki Maxson—Networking Committee  
Rachel Hnizdils—ORCA Member/committee volunteer

- I. Call to Order
  - A. Ryan M. called the meeting to order.
- II. Approval of Agenda
  - A. Additions were made to New Business.
  - B. JL moved to approve the agenda. RH 2<sup>nd</sup>. Passed.
- III. Approval of Minutes
  - A. G R-M moved to approve minutes. KE 2<sup>nd</sup>. Passed.
- IV. Words of Wisdom
  - A. Gianna provided words of wisdom from *Ferris Bueller's Day Off*—30<sup>th</sup> Anniversary.
- V. Updates and Strategic Topics
  - A. Treasurer's Report: (Kara) see report
    1. Kara met with Iris Hagen, Past Treasurer. She is currently getting updates and will be updating the board in the near future.
    2. Quick Books is accessible on line.
  - B. ORCA Services Coordinator Update/Wild Apricot Presentation (Evan)
    1. Evan described his role, including taking over the Google Phone, managing the ORCA List Serve, checking the P. O. mailbox, as well as other
    2. Current focus is on membership, implementing the registration software

- system, Wild Apricot, and transitioning data from Reg On Line/importing members
  - 3. Board members received demonstration of the registration process, using Wild Apricot.
  - 4. Board members were asked to send Evan ideas for recruitment of new members.
  - 5. Google Apps for Work will be implemented next.
  - 6. Evan's current email: [orcacounseling.support@gmail.com](mailto:orcacounseling.support@gmail.com) will be emailed to all members
  - 7. Ryan will add Evan to the Executive Council meetings.
- C. Swearing in of New Positions
- 1. The following new Executive Council members were sworn in by Ryan:
    - a. Raina Hassan—President
    - b. Joel Lane—President Elect
    - c. Kara Eads—Treasurer
  - 2. Ryan recognized the departing members
  - 3. The board nominated a member for the Distinguished Service Award for service to ORCA.

## VI. Division/Committee Reports

*Each report is given 5 mins. or less, otherwise tabled for future discussion. All written reports are now located on Google Drive.*

### A. Divisions

- 1. OCDA: President, Adry Clark—see report
- 2. OACES: President, Joel Lane —see report
  - a. Joel reported that he has leads for the OACES president position.
  - b. He will attend the ILT Conference this summer.

### B. Committees and Executive Council

- 1. Public Policy & Advocacy: Chad Ernest—see report
  - a. Chad will meet with Charles Hill, the Executive Director of OBLPCT, this week.
  - b. COPACT will be sending one of our committee members quarterly to the OBLPCT meetings.
  - c. Chad will be attending a hearing on July 21<sup>st</sup> regarding the Rules changes.
  - d. COPACT is also continuing work on creating a bill to change the rules around Forensic Evaluation to include LPCs and LMFTs.
  - e. Coalition of Lobbyists are working with the Oregon Health Authority to address access issues in mental health regarding public and private insurance.
- 2. Membership: Position Vacant
  - a. Active recruiting for Membership Chairperson in process.
  - b. Job description will be published in the summer newsletter.
  - c. Focus of duties will be organizing events for increasing membership.
- 3. Fall Conference: Candice Elliot—see report

- a. Candice clarified rates for committee members who attend the conference. The board agreed that COPACT committee members will get the reduced fee for conference.
  - b. Recruitment is in process for 2017 Fall Conference Chairperson.
  - c. Currently 115 people are registered for conference. Goal is 250-300.
  - d. Postcards and emails announcing the conference to be sent out in the near future.
  - e. Board members encouraged to post fliers in work places.
  - f. 16 presenters have been chosen for breakout sessions. Topics of presentations can be found on-line.
4. GRASS (Graduate Students): Meghan Opbrock and Joel Lane (temporary chair)—see report
    - a. Joel L. nominated Meghan for the position of GRASS Chair. Sue U. 2<sup>nd</sup>. Approved.
    - b. Joel met with Meghan earlier this week regarding committee's role.
    - c. Role of GRASS includes outreach/disseminating information to Counseling Programs throughout the state.
    - d. Joel is checking in with colleagues about finding student reps.
  5. Technology: Emily Kolibaba—see report
  6. Communications: Gianna Russo-Mitma
    - a. Thank you to Evan for “taking over” the List Serve.
    - b. Branding project is currently in progress.
    - c. Summer newsletter will be out in August.
    - d. Gianna asked that Executive Council members approve future newsletters. Board members are encouraged to submit articles.
    - e. Sasha is organizing past newsletters in binders.
    - f. Gianna asked the committees post their own events on the List Serve.
    - g. Evan will post requests for participation in graduate research.
  7. PD & E: Taylor Wolf and Caity Morgan—see report
    - a. Committee is looking for a place to host events that is free of charge. Options provided by some board members.
    - b. Event for the fall is proposed in October. If no venue found, next event will be early in 2017.
    - c. Proposed topics include LGBTQ, navigating insurance boards, and Ethics.
  8. NBCC Program Admin: Susan Zall—see report
  9. Human Rights: Kathleen Coleman--see report
    - a. Human Rights committee currently has two members and looking for more.
    - b. Kathleen plans to write a committee description and will provide it to the Executive Council for approval by the next meeting.
    - c. The current plan for the committee is to network within ORCA.
  10. Networking: Sue Ujvary--See report

- a. Vikki Maxson volunteered to support the Networking committee in Salem.
  - b. The Spring Networking Event at Chevy's in Lake Oswego was well attended.
  - c. The next event will be on the east side of the Willamette on September 16. Venue to be determined. Candice will attend and speak at this event.
  - d. Sue also offered to plan an event for the Fall Conference in November.
  - e. Board members are invited to attend, recruit members, and provide information about ORCA at networking events.
  - f. Evan offered to speak about burn out and compassion fatigue at a future event.
11. President: Raina Hassan—see report
- a. Raina continues to focus on the Rebranding campaign. Committee will build on the feedback from the May retreat.
  - b. She submitted the ACA application for the Five Star Brand Award.
  - c. Raina would like to reschedule the September Board meeting. She will be sending board members an e-mail regarding the change of dates to Sept 10 or Sept 24 using "Doodle".
12. Past President: Ryan Melton—see report
- a. Ryan's primary goal is to support Raina in the transition.
13. Secretary: Suzy Elton—see report
- a. Suzy represented ORCA at the ACA Conference in Montreal, Canada, in the Spring. She submitted an article for the newsletter about her experience.
  - b. Suzy continues to answer inquiries in emails to the secretary on a daily basis. An article in the newsletter will address some of the common questions, providing contacts and information that will be useful to all members.

VII. Old Business (Ryan)

A. Vacant Positions

- 1. Recruitment for a Membership Chair is in process.
- 2. Doug Querin will fill the Ethics Chair position in the fall.

VIII. New Business (Ryan)

A. 8 for Fate

- 1. In order to meet our budget needs, Ryan is asking each board member to help recruit 8 counselors to either become new members and/or attend events including the Fall Conference/PD and E events.

B. New Space for Board Meetings

- 1. Board discussed options for a new meeting space for September. Ryan will let members know the outcome.

C. Relationship with Therapy Sites

- 1. Topic will be discussed by the Executive Council at the next meeting.

IX. Appreciation and Acknowledgements

- A. Multiple board members were recognized for their outstanding work and support:
  1. Evan for his support as Services Coordinator
  2. Ryan for his work as ORCA President
  3. Raina for her efforts as our new President
  4. Catherine Cooney for her job as past Network Chair
  5. Meghan for her agreement to become the new chair of the GRASS committee and to Joel for his support in the process
  6. All board members for outstanding efforts
- X. Adjourn
  - A. Ryan adjourned the meeting.

Minutes respectively submitted by Suzy Elton, ORCA Secretary.