

Oregon Counseling Association (ORCA)



Board Meeting Minutes
January 30, 2016

Board Members Present:

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|------------------------------------|-------------------------------------|
| X Ryan Melton—President | |
| X Marney Hoffman—Past President | Vacant—Graduate Students |
| X Raina Hassan—President Elect | X Chad Ernest—Public Policy and Adv |
| X Iris Haugen—Treasurer | Emily Kolibaba—Technology |
| X Suzy Elton— Secretary | Joel Lane—OACES President |
| X Gianna Russo-Mitma—Communication | X Adry Clark—OCDA President |
| X Susan Zall—Program Admin, NBCC | X CJ Straus---Membership Mgmt. |
| X Lynne Coon—Practice Dev & Edu | Catherine Cooney—Networking |
| X Chalaina Connors—Human Rights | X Candice Elliot—Fall Conference |

Non-Board Members Present:

- Sasha Palecek---ORCA Member
Kathleen Coleman—Human Rights

- I. Call to Order
 - A. RM called the meeting to order.
- II. Approval of Agenda
 - A. MH moved to approve the agenda. SZ 2nd. No discussion. Passed.
- III. Approval of Minutes
 - A. CC moved to approve the minutes. IH 2nd. No Discussion. Passed.
- IV. Words of Wisdom
 - A. Chad offered that sometimes it is better to say “Thank You” rather than “I’m sorry”.
 - B. Ryan reminded the board that we are taking the association in a different direction and that there is risk involved.
- V. Updates and Strategic Topics
 - A. Treasurer’s Report (Iris)
 1. Iris updated board members on current financial status.
 2. Treasurer’s report is located on Google Drive.
 3. She will speak with committees individually regarding their budget.
 - B. Hiring Administrative Assistant (Ryan)
 1. Ryan opened a discussion regarding hiring administrative support.
 2. Administrative support will allow committees to focus on their jobs and

- assist with getting new systems in place.
 - 3. Titles other than “administrative assistant” will be considered as the role will potentially go beyond that of an assistant.
 - 4. It was determined that the assistant will report to the Executive Council.
 - 5. SZ moved to authorize the Executive Council to write a job description. RH 2nd the move. Passed.
 - 6. Ryan will compose a draft of the job description based on feedback from each committee to present to the Executive Council.
 - 7. Board members agreed that the budget can support the decision.
 - 8. After discussion by the board, G R-M moved to authorize moving \$10,000 of the budget to allow hiring an assistant. CE 2nd. Passed.
- C. ORCA Member Survey (Ryan)
- 1. Ryan announced that the Member Survey is complete and results have been charted.
 - 2. Approximately 300 members/non-members responded to the survey.
 - 3. Ryan will place the results in a document on Google Drive, with an individual link for each committees, as well as a link for the entire document.
 - 4. Ryan will e-mail links to board members in the near future.
- D. Vacant Committee Chair positions (Ryan)
- 1. Ryan announced that the board is in need of a Graduate Student Chair.
 - 2. Active recruitment is in progress. This includes providing information for faculty members of counseling programs to pass on to students.
 - 3. CJ is stepping down as Chair of the Membership Committee. She will support the transition of the new chair.
 - 4. The Communications Committee is also looking for a newsletter editor.
 - 5. Gianna noted that ads for the vacant positions will be placed in the upcoming newsletter.
- E. Elections (Marney)
- 1. A letter announcing this year’s Executive Council elections will be placed in the upcoming newsletter and sent to ORCA members.
 - 2. The two positions to be filled are President-Elect and Treasurer.
 - 3. Voting will take place in March, and newly elected candidates will attend the May Board Meeting.
- F. ORCA Expenditure Policy (Ryan)
- 1. Ryan provided a draft of the proposed policy for committee expenditures.
 - 2. Board members discussed the policy which is meant to give guidelines for expenditures and provided feedback.
 - 3. Ryan will continue to “fine tune” the policy.

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

- a. Adry announced that the Professional Development Institute (PDI) will be held March 4, 2016, at McMenamins Kennedy School in Portland.
 - b. Key speaker will be Winston McCullough who will speak on “Navigating Career Transitions: Positive Psychology Approaches to Thriving in Times of Change”.
 - c. Flyers will be distributed in the near future.
 - 2. OACES: President, Joel Lane —see report
- B. Committees and Executive Council
 - 1. Public Policy & Advocacy: Chad Ernest—see report
 - a. Chad announced that the PP & A Committee has completed the new mission statement: *COPACT: Advancing access to quality mental health care for all Oregonians*”.
 - b. The committee is in process of completing informational videos, cards, and pamphlets for use at trainings and networking events.
 - c. This year the Oregon legislature will be visiting bills introduced in the past. COPACT will be looking at anything that changes/impacts client access for care or our ability to provide effective counseling.
 - 2. Membership: CJ Strauss---see report
 - a. CJ announced that there are 372 ORCA members.
 - b. The committee continues to work on issues regarding auto renewals.
 - c. The committee continues to need volunteers. A request for volunteers will be included in the upcoming newsletter.
 - 3. Fall Conference: Candice Elliot—see report
 - a. Candice thanked Tony deCordoba for his work on the conference website.
 - b. The Crowne Plaza has been secured as the event site, and Reg on Line is currently on board for registration.
 - c. Members are encouraged to visit the Fall Conference Facebook Page and to share with others.
 - d. Candice plans to place an ad for the conference in “Counseling Today” magazine.
 - e. Post Cards announcing the event are ready for the first mailing.
 - f. Board Members are encouraged to reach out to connections for sponsorship and for attendance at the event.
 - 4. Graduate Students: Position vacant
 - 5. Technology: Emily Kolibaba—see report
 - 6. Communications: Gianna Russo-Mitma—see report
 - a. Gianna announced that Natasha is stepping down as editor and looking for volunteers for this position.
 - b. The Winter 2016 newsletter will be distributed in the next two weeks.
 - c. Gianna noted that the committee is planning for more consistency with newsletter dates in future editions.

- d. Gianna also talked about a possible partnership with Denise at Therapy Sites. This was tabled to be discussed in the future.
- 7. PD & E: Lynne Coon
 - a. Lynne announced an upcoming April 9th PD & E event: *Internet Marketing Bootcamp for Therapists*.
 - b. Lewis and Clark is sponsoring and providing space for the event.
 - c. An ad for the event will be placed in the Winter newsletter.
 - d. Information will be placed on Google Drive.
- 8. NBBC Program Admin: Susan Zall—see report
- 9. Human Rights (Chalaina Connors)--See report
 - a. The Human Rights committee met January 25 and discussed their focus: the upcoming NAMI walk.
 - b. Chalaina proposed having shirts made for members who attend the event.
 - c. Committee members will continue planning for the walk.
- 10. Networking: Catherine Cooney--See report
- 11. President: Ryan Melton—see report
 - a. Ryan reported ORCA receiving a 5 star membership from ACA.
 - b. He is working with Oregon Health Authority regarding sponsorship at the Fall Conference.
 - c. Ryan continues to support board committees.
 - d. Ryan shared the results of the Member Survey with Board Members,
- 12. President Elect: Raina Hassan—see report
 - a. Raina is focusing on ORCA rebranding effort.
 - b. The committee is working on the “look” and the “message” of ORCA.
- 13. Past President: Marney Hoffman—see report
 - a. Marney reported that she has been supporting the Conference Committee in planning the Fall Conference, as well as supporting other committees.
 - b. She has been answering and responding to calls on the Google Phone.
- 14. Secretary: Suzy Elton—see report
 - a. Suzy has continued to receive daily e-mails to ORCA/board, research and respond, as well as forward e-mails to board members as appropriate.
 - b. A draft of the January Board Meeting minutes will be distributed to board members the week of February 1. Revisions will be accepted until February 10, 2016.

VII. Old Business

A. Paul Cooney, attorney (Marney)

- 1. Marney reports that Paul Cooney has received multiple requests from members for support.
- 2. Paul is monitoring the Listserve for legal/ethics questions and concerns. He will respond, as indicated.

3. Paul is willing to write articles for the newsletter and speak at ORCA events. Committee Chairpersons were asked to follow up with Paul.
- B. Relationship with Portland Therapy Center (PTC)
 1. Ryan reported that there is an overlap of ORCA members and membership in PTC.
 2. CJ sent PTC our membership list.
 3. Marney will follow up with PTC regarding the next steps.
- VIII. New Business
 - A. Google Phone Coverage
 1. Susan is answering the Google Phones for February.
 2. Food and Words of Wisdom
 - a. PP & A will provide food and W of W for the next board meeting.
- IX. Appreciation and Acknowledgements
 - A. Ryan acknowledged the amazing work of the committees in making steps forwards
 - B. The technology committee was acknowledged multiple times throughout the meeting for the ongoing efforts to update systems for Reg On Line Google Drive, as well as others.
- X. Adjourn
 - A. Chalaina C moved to adjourn the meeting. RH 2nd. Passed. Meeting adjourned.

Minutes respectively submitted by Suzy Elton, ORCA Secretary.

