

Maine Counseling Association  
Executive Board Meeting Agenda  
January 20, 2017  
Husson University

Welcome & Introductions

Tracy announced that Andrea Hallett has decided to step down as Treasurer. She encouraged the board to consider options for who could be nominated.

Conference Committee meeting summary

Things are looking good. Registrations are in a good place, call to programs is coming together and will be ready for the website by next week, pool will be open till 9, sponsorship letters will be going out soon. Talked about what is entailed for graduate student responsibilities to the board. Stan was hoping we could come up with something a bit more formal. Decided to not do an organized walk/run – it will still be available but not organized as a race. Jill asked the group to give her ideas on who we could get to perform during Monday's lunch to continue on with our tradition of having a cultural event at that time. Rena asked us to be mindful of ensuring that we are looking at cultural diversity that exists here in Maine and has ties to Maine.

Committee Reports

*Secretary - April LeClair-* minutes were sent out via email.

Kevin first

Stan second

All in favor

*Treasurer/Membership- Andrea Hallett*

Andrea sent it out via email. Balance is \$29,000 with Division holdings. We are in great shape financially. Division membership has taken an upswing. Group work has 3 members; student membership is up. Biggest expense to date is board mileage. Clerical is \$1200, which includes the Wild Apricot membership. ACA expenses will be forthcoming.

Kevin first

Stan second

all in favor

*Newsletter – Jill Bouchard Cairns*

Winter newsletter is almost ready – should be going out in the next week to all contacts and it will also be placed on our website.

*Website – Dean Collins*

Taking input as needed. Conference agenda will go up soon. Right now we have about 100 attendees registered for the conference. All the links are live for the conference. Dean encouraged feedback and information from the group. He created an ACA page that includes information and journals.

Admissions counselor list will be going in as contacts soon. He encouraged people to let him know if they had any contacts to add – he'd be happy to get them in as contacts.

*Public Policy - Ben Milster*

Ben sent report via email – see email for details. He will update weekly due to the activity that he anticipates in the coming months.

*Professional Standards/Ethics/Counselor Education – Deb Drew*

Annual NBCC review was due in January – everything is in and most everything has been submitted at this time. Needed documentation on anything related to promotional materials that offered NBCC credits – talked about creating a google folder to add everything to. Need to continuously process evaluations of each event and keep track of blank forms as well as results. Tracy asked if Deb had everything she needed for the upcoming NAMI event.

Reach Hire Initiative – talked about providing professional development for school counselors.

Dean asked about output of graduates of school counselor programs as compared to jobs available – the predication is that there will be a shortage over the next few years.

*Historian - Kevin O'Reilly*

Five retiring, three have passed away. Kevin asked the group about getting a subscription to the Portland Press Herald, which would run about \$120. Group asked that Tracy reach out to them to ask what they would charge or if they would give us a discount.

Talked about a graduate student digitizing all of the historian items such as minutes from all meetings. Tracy will try to get this organized and off the ground.

*ACA/NAR- John Yasenchak (absent)*

John absent. Tracy reports that the next NAR call is in February. Tracy applied for two grants – one leadership grant and one for branch development funds. The branch development funds were approved for the amount of \$300 – will be used for promotional materials such as window clings.

Regional Reports:

*Northern - Erin Benson*

Just met earlier this week at Northern Maine CC – included updates from NMCC and UMFK, conference committee updates, career fair updates. Discussed the upcoming NAMI training as well as the Financial Fitness Fair. Erin will be stepping down as President and Sadie Shaw will be stepping down as Secretary/Treasurer this year so elections will take place this spring. The focus moving forward is to emphasize the inclusion of professional development opportunities throughout the year. Erin will be sending out a survey to the membership to get feedback on what is valued about the meetings so that the new leadership can move forward in a positive way.

*Downeast – Carol Wolf*

Not in attendance

*Eastern - Rena Lolar*

Talking about how they can get people together. Treasurer has just resigned. Members are very busy so it has been difficult to get folks together. Contacted Tracy O'Connell to try to get her looped in. There is an event scheduled tonight so Rena is hoping to see members tonight.

*Central - Lisa Ellrich*

Not in attendance

*Southern – Andrew King*

Received positive responses and support at a regional breakfast at USM with help from Beth Doane. Talked about benefit of professional development and networking within MeCA. This event has set a good base to move forward in coordinating a meeting that will hopefully happen soon. Andrew asked about the structure of the leadership within each region.

Division Reports:

*MeSCA- Jill Davis*

Not in attendance

*MCDA- James Westhoff*

Program for school counselors on March 15 – how to help today’s students make career decisions for 2020. It will be held in 4 to 5 sites throughout Maine – discussion based. Free to MCDA members, \$20 for non-members.

Jim Peacock is doing a winter workshop on February 3 – “Magic of Card Sorts”

*MEASGW- Joel Lavenson*

Not in attendance.

*MeMHCA- Bodhi Simpson*

Not in attendance

*MCAA – Erin Benson*

Have not met – will meet in the summer.

Old Business:

MeCA Table/Event Items

- Things are scattered throughout the state and Tracy would like to see some of these items collected and be in one place. Agreed to gather all the materials and bring them to the Samoset this spring.

New Business:

Institute for Leadership Training

- Tabled until next meeting

Nominations for Offices and Awards

- Discussed during conference committee update. Added the importance of having nominations in advance. Also talked about adding this to the summer leadership agenda.

Membership Categories

- Talked about creating a membership category of affiliates - tabled until next meeting

Regional President’s survey

- Surveyed the presidents to determine what we can do better? Tracy handed out the results to the group. Some of the results were surprising. Discussed how it is important to validate concerns and be OK with not everyone being in agreement. Very important to also be cognizant of ACA guidelines and licensure requirements.

**FYI: Items emailed for your review and feedback**

- Applied for two grants: Branch Development and Leadership Development
- Branch Report for 2016-2017, due January 31<sup>st</sup>
- Update on collaborative effort between NAMI and MeCA to sponsor Suicide Assessment training – training held in Bangor 11/15/16, upcoming in Presque Isle 2/15/17
- Graduate Student project updates
- Next NAR Call Feb 7<sup>th</sup> at 7:30; NAR Meeting at ACA Conference Sat from 2-4
- Maine Association of Physicians Assistants Conference, Feb 8-11, anyone want to cover this? – I think Stan was possibly able to do a day
- Courageous Conversations: A MeCA Executive Board session at the Samoset regarding constructive post-election dialogue and moving forward; Facilitators so far include Tracy, Stan, Kevin, Rena, Jill, and Joel, and maybe Andrew and Erin

**Adjournment            3:30pm**