

AGLBIC Fall Board Meeting
October 31, 2003

I. Mentoring

1. Joy: program is still viable
2. Monthly logs from mentors have been difficult to solicit because a mentor has complained
3. Joy is sending emails to mentors periodically in order to oversee the program
4. Mentors wondering: can there be a place on the website for mentors to chat?
Also a place for protégés to talk as well?
Should this be a chat room or message board?
 - a. Rob: chat room and message board are both do-able
 - b. Groups can open their own chat rooms for free, but technology on website might cost something
5. Melissa: If we keep the grad student message board, we can link the protégé listserv to that.
 - a. It is not getting much traffic
 - b. Our paid period is over and now there are advertisements on it (cannot currently control who is on it until we pay again)
 - c. Passwords can be given in order to control who is on which sub-board; Cost is \$70/year
 - d. Name of board will be changed to AGLBIC message board
 - e. New service where when a new message is posted, an email is sent to the list to alert members
 - f. Ned: this is a worthwhile investment and we should advertise it more; this could be another member-only service
6. Ned: Could we do a report in pre-conference newsletter on the mentoring program?
7. **ACTION:** Joy will email mentors to survey them on interest in listserv and ask which vehicle is best if they are interested
8. **Decision:** Protégé/Mentor meeting will happen thirty minutes prior to Happy Hour the first night of the conference (Joy)
 - a. Colleen C.: happy hour list and agenda for conference should be listed on the website
 - b. Mentoring 5-5:30; large happy hour 5:30 – 7:30
9. Joy: will look into creating a more professional brochure for mentor program

- a. Ned: maybe use what we have for membership packets and track the response. If it is successful, create a nicer brochure.
 - b. **Decision:** take current brochure to Kinko's, put it on nicer paper, and include in membership packets
- II. Calendar of events for conference
- 1. Colleen Connolly: Board meeting 1 is on 3/31, 9-4
Board meeting 2 is on 4/1, 11-3
Friday night happy hour
Friday all day, day of learning
 - 2. Colleen Connolly: Idea to have time for people interested in state chapters come together
(there are five: NC, LA, PA, KY, TX)
 - a. Ned: have state chapters theme be focus of the business meeting
 - b. Joy: offer both ideas? State chapter focus for thirty minutes prior to first happy hour and then again at business meeting
 - i. Joy: how about focus on networking at happy hour, including prospective and current chapters?
 - ii. **Decision:** to have state chapter networking meeting thirty minutes before the first happy hour
- III. Graduate student message board
- 1. Melissa: only two postings so far
 - 2. Can advertise the message board in membership packets
 - 3. Listserv is getting activity, so maybe remind those folks about message board
 - a. Question of what level of security should there be?—members only?
 - 4. Reggie: could advertise message board in Counseling Today section
 - 5. Ned: **motion** to pay \$70 for website security service
 - a. Melissa: could observe level of usage and then decide whether to spend the money
 - 6. Colleen C.: put the message board on front page of website and the link will say “members only”, so interested parties will have to go through the members only link
 - 7. Colleen: **motion** to continue the student message board at the free level and determine usage
 - 8. **Decision:** Melissa: change name to AGLBIC message board and then have links from there for separate topics (grad students, mentors, protégés)

IV. Website

1. Colleen C.: problems with new website, overlaying of words on mac
2. **Action:** Rob will put disclaimer from newsletter on the listserv (comments on the listserv are not necessarily reflective of aglbic or aca policy)
3. Reactions to web site design:
 - Like the clean lines, presentation is good (general response)
 - Navigating the website is easy for the non-computer saavy (Colleen)
 - Rob: the old site was easier to navigate because the drop-down menus appeared automatically, but this new design is much simpler, it just requires more clicks. It is fine the way it is.
4. **Action:** Colleen C. will ask Rhodes to make sure there is a link to Rhodes on the website so that people can make comments to the webmaster
5. Report on Meeting with Rhodes (Colleen)
 - a. Very positive and cooperative
 - b. Has agreed to \$100 per month
 - c. Rhodes will inform us when the job becomes more complex and will charge more
 - d. Rhodes felt challenged by multiple documents sent to him, but said that he can make most changes within 48 to 72 hours when there is only one point person communicating with him. Each year's current president will be the point person for their term
 - e. Rhodes can create a members only area with a low-security password
6. Issue of informing members of password necessary to access this members only area.
 - a. Colleen: we'll need list of members' addresses/emails
 - b. We can email only those members who have given us permission to do so, for confidentiality considerations.
 - c. If we want each member to form his/her own password, Rhodes might want to change the server from West Lafayette to Austin because the current server might not have the capabilities we need (Rob)
 - d. Colleen C.: Rhodes has told us that the current server will support one username and one password only
 - e. **Action:** Rob will ask fraternity what it takes to build a website that would allow various passwords—different for different members
 - f. Reggie: there are programs you can buy to allow us to use different passwords
 - g. Rob: we pay \$35 per year for our domain name & \$23 per month for maintenance fee, paid by AGLBIC

7. Ned: asked Rhodes if we could have access to ACA's webmaster and found out that we can have access, but it is cost prohibitive
8. **Action plan:** definitely have a members only section
Included:
- a. Newsletter for past year (others can access archived newsletters)
 - b. Message board
 - c. Board minutes
 - d. Budget
 - e. Specific info about board members with regard to research interests or other areas that could be useful to members (Ned: could be included on message board)
 - f. Reference lists
9. We could develop a listserv that is "message only" and that can be used to send reminders to members; the current listserv can and will be used for that purpose (**Action:** Rob will disseminate announcement of the new newsletter on line to those on the listserv)
10. Issue of restricting access of lapsed members to members-only area
- a. Melissa: can I send that info to Rhodes on a monthly basis?; Rob: Could work, depends upon his software; **Action:** Colleen will ask Rhodes if this can be done.
11. Leaders Section on website
- a. Colleen: There is a summary of this info on the website now, but we could have a more extensive summary
 - b. Ned: could call them the Council of Past Presidents, so that they could be an advisory group to aglbic
 - c. **Action:** Colleen will touch base with Bob, asking him for info starting from present going backwards.
 - d. Ned: in the form of an organizational timeline
12. Income generating idea
- a. Melissa: links for books on our website can go to Amazon and aglbic would get a percentage of sales (idea from Jeffrey Masted)

V. Membership

1. Melissa: we don't have a list of our members. Melissa has been manually adding members herself
2. **Action:** Melissa will contact Ray-Ann at ACA membership directly and ask for a membership list on excel; she will convert to Access; hopefully she can send this info to Rhodes and will update monthly to keep up with access to the members-only section of website.

3. **Action:** Melissa will write a summary to the board about what is available and how this was resolved

4. Joy: **motion** to pay for the membership list if it costs money.

Seconded by: Colleen C.

All agreed

5. Membership Numbers:

- a. 719 as of September, making us the 5th smallest division
- b. down 2.4% from August and down 7.9% since last year (not as bad as some of the other divisions)
- c. Looks like we have gained student members
- d. ACA as an organization has lost 12% of membership
- e. Colleen L.: Retention rates: ACA stayed the same, drop in professional members, for students there was a 12% increase in retention rates. We need to focus on students and then keep them once they graduate

6. There was a delay in membership packets for 60 members during this last year; Melissa has since contacted each of them and we are up to date.

7. Letters to members (Melissa): we need to revisit tone and content of the letters. Perhaps a switch from asking members to work for aglbic to what aglbic can provide to them.

Action: Melissa will send the letter out to everyone on board for feedback.

8. Membership packets contents (Melissa):

- a. pre-conference newsletter (now will have url for new newsletter as well);
- b. old brochure for our division;
- d. pin (has near 100);
- e. new item: aglbic ribbons; and
- f. new item: mentoring brochures

9. Colleen Connolly: suggestion to print a small number of newsletters to send to brand new members?

Decision: Board: all agreed to send newsletters and communicate that future newsletters will be on line (and ask them for email address if they would like an email announcing availability of new newsletter)

Action: Melissa will ask Karen about the type of paper she uses for the spring newsletter so that all newsletters will be consistent with each other and will have them printed at Kinko's

10. Colleen L.: new brochures are available and should be sent to Melissa (Melissa will contact Carol to get new brochures)
11. Pins
- a. Colleen L. has the original place from which to order the pins
 - b. New logo needs to be on the pins
 - c. **Action:** Colleen L. will send Melissa the info and Melissa will look into ordering more
 - d. will continue using the old pins until the supply is exhausted
12. Ribbons (Joy)
- a. should we update the shape of ribbon in order to be consistent with the others?
 - b. **Action:** Melissa will include ribbons in new member packets; Joy will continue to distribute the current ribbons at the next convention
13. Non-renewing members:
- Action:** Melissa will contact with a letter; she will begin with the most current members and work backwards; Melissa will send this letter to the board for feedback
14. Ned: Do we want items at our booth for people to purchase?
- Board: agreed
- Action:** Melissa: Jeffrey Masted is willing to help us with this; he can advise us as to what items sell well
14. Membership Costs
- a. Ned: we must increase membership costs because we need to cover cost of journal (likely to be between \$13 and \$15 more).
 - b. Haworth will give us \$1000 at the beginning of every year and they own the journal, meaning that they will pay all costs. They in turn want access to our mailing list (they will ship in covered packages). Our pre-conference newsletter will include insert from them. For every journal over 500 that is sold, we get a percentage more.
 - c. **Action:** Ned will check into the rationale for charging members \$15 more for the journal because it is currently unclear. He will email the board with that info when he receives it.
15. Joy: suggestion to form a membership committee from membership
- a. **Action:** Melissa has begun to build a committee from students at Western
 - b. Ned: sent out emails to the members who attended the business meeting and indicated an interest in committee work.
 - c. Colleen: need to generate ideas for committee work and focus on that at the brunch and business meeting

d. **Action:** Ned willing to be the point person at the conference to make sure that the lists are represented and offered to the membership

e. **Decision:** (Colleen C) space in newsletter—“how to get involved” and advertise the contact person

f. **Decision:** (Ned) include this on web as well

16. Rob: might be able to find someone who can create a program in Access for membership. Melissa will check into this and contact Rob if she needs more help. Reggie can also help with Access.

V. Awards

1. Colleen Connolly: ACA 2004 nomination packet has arrived and November 10 is the deadline.

2. **ACTION** Joy: nominate Melissa for the grad student award; Melissa agreed
Joy: nominate Reggie for research award and Jim Croteau for extended research award

3. Colleen L.: co-nominate Mary Arnold for humanitarian award with CSJ
ACTION- Joy: will email Stuart to inquire about their plans to nominate her

Joe Norton Award

Aglbic service award

Dworkin/Gutierrezaward (separate award or renaming service award?)

4. **ACTION-** Ned: needs ideas for service award and will put a call out to the membership for nominations for this award, and he will look into Kansas City organizations for Joe Norton Award

5. Colleen L: encourage the group to rename the service award with a woman’s name, suggesting Sari Dworkin

Motion (Colleen L) to rename aglbic service award to honor a female pioneer of our organization

Vote: board agreed unanimously

6. Ned: should talk to Sari first before naming it after her

a. Board discussion: explore contribution of Rita to determine whether or not to name award after her

b. we might want to involve the original contributors so that they are not forgotten

c. how do we determine what warrants being honored with an award? Is it longevity? Original contributions?

7. **Decision:** explore more information about Sari and Rita

VI. Newsletter

1. Colleen Connolly: Karen has worked hard to make the newsletter electronic

2. Karen would like help from the board for ideas; she needs submissions by November 8th

3. **ACTION-** Ned: will send something about the awards and proposals for the journal

More Ideas:

a. Colleen L: will send something about governing council for every issue

b. once a year summary of treasury report and membership (either summer or fall)

c. Reggie: A column of what a sampling of members are doing each time?

i. Ned: perhaps a graduate student corner and a membership corner

ii. Colleen: call it aglbic member news and request updates from members on professional or personal news

iii. Rob: will put call out on the listserv for this news

iv. Colleen: should put a link on the web as well

d. Joy: counselor ed ideas for teaching about glbt issues and the other one would be a practitioner piece

i. Headline: current trends in practice

Decisions:

a. Colleen Connolly: we will transition into these standards and do as many consistently as we can

b. Ned: we need to help Karen request this info and seek it from members

c. Rob: will put this out on the listserv as well

d. Joy: for next newsletter, put “new things to come” and solicit articles for the areas we are targeting and focus on these issues for the next newsletter, in order to get this newsletter out quickly

4. Haworth: asked to put their loose insert into our newsletter. What is the extra cost?

a. Rob: around \$200 more

b. Ned: now postage is moving from .80 to 1.29 per issue with Haworth’s insert for the pre-conference newsletter. Since they pay the whole cost of the booth, doing a mailing for them is reasonable

c. When we finalize the journal contract, and they have access to our mailing list, they may send it out themselves in the future. We may consider sending it ourselves anyway, for the promotional advantage of that.

5. Notifying members of the newsletter availability:
 - a. members need to check in the members only section of the website to indicate that they want notification of the newsletter availability.
 - b. **ACTION-** Rob: can send an announcement out on the listserv to notify them of newsletter availability
 - c. Joy: we should send a letter to all members saying that the newsletter is on line and ready for viewing
 - i. Cyndy: send the letter and direct them to website. Once on website, they can provide email address for future notifications
 - ii. Colleen C: send a flyer rather than a letter to generate more interest and make it easier to read
 - iii. **ACTION-** Colleen C. will tell Rhodes that we need to have the members-only section so that we can include that on the flyer
6. **Action:** Melissa will determine whether she can get the whole membership list on excel and translate it to Access
 - a. From that point, we can implement the flyer and button on the website for people to click
 - b. Melissa will inform us of a reasonable timeline
 - c. Ned: would Jeffrey be willing to verify membership status and provide password for members-only area?
 - d. Melissa: needs a couple of weeks to communicate with Ray-Ann, then send flyers out, then Rhodes can put the members-only section up, then we can have a link for people to be reminded of the password.
 - e. Reggie: can help with access
 - f. Rhodes should be able to put current membership list on website so that the website can send members notification of the password.
 - g. **Decision** –Colleen C: let's begin with this simple password and find out if we can expand to use multiple passwords later
Rhodes can email Reggie if he has questions

VII. Governing Council – Colleen Logan

Report of GC events:

1. Budget – ACA exceeded revenues (\$334,000); looked at strategic plan in light of decreased budget; discussed international collaboration
2. Decision to restructure ACA was voted down
3. AGLBIC is in accordance with our bylaws
4. Related is discussion of division membership connected to ACA membership; COPARC members interested in meeting a day before COPARC meeting to discuss division status
5. CC: Do we find someone to undertake some of the management tasks other than ACA and do we continue to stay connected to ACA given some of the concerns of divisional status?

- a. **Motion** – Ned moved that we not enter into a fiscal relationship with specialty organizations different than what we have with ACA; Reggie seconded; Unanimous agreement by board was to continue as we have; that is, continue our connection to ACA as it is
6. If there is a movement going before ACA to require members to join a division, how does the board want AGLBIC to respond?
 - a. this may mean that ACA would present it as though members receive one division membership included in their membership and then members would receive discounts if they joined multiple divisions
 - b. this could also be through “bundling” divisions, e.g. share members among several divisions.
 - c. there has been a suggestion in ACA that division leaders get together to discuss ideas about including division membership with ACA membership.
 - d. Melissa: offered that the board support professional and regular status membership also be required to join a division but not tied to student membership of ACA
 - e. Ned: offered that we bring to ACA discussion reducing student membership and require divisional membership
 - f. Ned suggested that CC ask Richard Yep what the arguments are against division required membership
7. Human Rights Committee putting forward a discussion regarding rights of intersexed individuals the right for them to make their own decisions around their gender
8. GC asking divisional boards to put forward financial support for rep to go to ACA convention after ACA financial support is utilized; that AGLBIC financially support remaining time GC rep is at ACA convention; board members decided not to support the conference attendance of the GC rep beyond the \$100 for each board members’ one night stay.

IX. 2004 Conference Kansas City

1. CC: day of learning; booth volunteers; honoring Mark Pope
 - a. For Mark Pope, refer to fall 2002 minutes for ideas to spotlight him; use the booth as way to showcase his contribution and connection to AGLBIC; include history of Mark’s contribution to AGLBIC (academic contribution to this field; was he co-chair and Ned will check with Bob Rhodes to find out); We appreciate the efforts of the current president...including bio of Mark, list of his publications and organizational offices held, and some of his articles – email Mark for bio and list of pubs/offices held (Joy to do that)
2. Haworth Press – Ned working with Haworth to sponsor booth; Thursday April 1 (set up 9-4); opens Friday April 2 10:30-5:30; Saturday April 3, 9-5:30; Sunday April 4, 9-4

- a. ACA pays for 2 grad students for 8 hours each; AGLBIC pays one student 8 hours; 2-3 brunch tickets for 3 hrs – Joy to coordinate students' involvement
3. Day of Learning (Friday):
 - a. CC: programs are coming together; all asked to present responded positively
 - b. A couple of fill-in programs needed

VIII. Treasurer's Report: Rob Mate

1. 2002-2003 budget draft reviewed. There were budget and category discrepancies. Colleen C., Ned, and Rob stayed to review the details. Decision: Rob will research and provide a final 2002-2003 budget for review prior to board approval
2. Reggie asked about whether we can carry revenues over from one year to the next; Rob said that we can
3. Ned asked what does AGLBIC pay for conference brunch? Rob is going to find out what we pay other than for additional brunch tickets AGLBIC buys for guests
4. Motion: Ned moved that we have a balanced budget, Reggie seconded the motion and board agreed unanimously.