

AGLBIC Spring Board Meeting
ACA, Kansas City
March 31, 2004

Attendance: Cyndy Boyd; Colleen C. Connolly; Ned Farley; Reggie Tucker; Joy Whitman; Brian Dew (observer).

- I. Colleen Connolly: Call to Order
- II. Kansas City Conference
 - A. Booth (Joy)
 1. graduate students are covering every hour
 2. information compiled about Mark Pope for booth display
 3. rainbow stickers were purchased for distribution
 4. brochures for mentoring program will be available at booth
 5. Reggie offered to do some hours, and board members are encouraged to meet them & relieve them for breaks
 - B. Opening Party-Friday night, 9-12 at Hyatt
 1. Board members encouraged to attend
 - C. Happy Hours
 1. Thursday, state chapter focus; Friday, mentoring focus
 2. Board members encouraged to attend both
 - D. Brunch
 1. Tickets are held for two grad students
 2. Need to generate a list of people who will show at the door
 3. Colleen C. investigated the possibility of post-it notes or flip charts to post in brunch room so that people can indicate interest in various areas for aglbic. Ned will continue to explore ordering a flip chart for this purpose.
 4. Ned: Let's use the brunch as a way to search for a website liaison.
 5. Ned: brunch ticket sales, at the point of the last count, was at 32 tickets sold. We have a total of 48 tickets available.
 6. Ned: we project a surplus of funds as a result of the brunch, since the cost is less per ticket than the ticket fee.
 7. The strategy that seems to work best is to sell extra tickets at the door, given that there is often enough food to feed extra attendees.
 8. Ned: Last year was our largest brunch at 59 people.
 9. The attendance at the conference is projected to be high, over 3,000 people, so it is likely that our brunch attendees will also be high.
 - E. Solicitation of Journal Submissions
 1. Ned: we should talk to participants in the Day of Learning about submitting articles for the journal

2. Ned: perhaps revisit the special edition topics from the JCD twelve years ago
3. Joy will approach Sunday presenters on GLBT topics about submitting to the journal

F. Day of Learning Presentations

1. Susan Seem is not able to be a part of the panel presentation on working with glbt clients as an ally. Colleen C. asked board for ideas about replacing Susan's role.
2. Joy will contact a colleague who is an ally to see if she can replace Susan and as an alternate, Cyndy will step in to replace Susan.
3. Brian announced that only Pam and Brian will be presenting during his presentation, since their third presenter is not able to attend.

G. Program Review

1. Ned will explore the possibility of getting another Day of Learning for AGLBIC for next year
2. Discussion ensued about the process of program review, explaining that reviewers read proposals in all areas and each division is given specific slots to fill for presentations that meet the particular needs of that division.
3. Brian reported an instance where ACA sent an acceptance letter for a program, which was then followed by a rejection letter. Brian will check into the details of this incident in order to provide feedback to ACA about this.

III. Awards

Joe Norton Award 2004

1. Ned displayed the award to the group
2. It will be presented to Keith Spare, LPC, who has an impressive history of work for the GLBT community and is an ACA/AGLBIC member as well

AGLBIC Service Award

Will go to Kathleen Ritter, an ally and active participant in AGLBIC

IV. Website

- A. Created new format prior to fall board meeting
- B. Password created for members only area
 1. need to make announcements at brunch about password creation
 2. members should be guided to contact membership point person for password
- C. Colleen C.: Rhodes has been great with making updates
- D. Colleen C.: has been dealing with whether to have a general or specific passwords; logistics of different servers.

- E. Ned: let's talk about pros and cons around how to handle our members only section. We need to make our website as member-friendly as possible. Suggestion to make it so that members change the password to their own, to prevent others from breaking in, even though there is a cost to this. Proposal to keep it as is for 6 mos. and then move in this direction, if it is affordable. This would allow us to add on extra pieces as we expand and pay Rhodes more to oversee communication from members around technical issues.
- F. Colleen C.: Rhodes is giving AGLBIC a significant discount, so specific fees will need to be negotiated if his duties increase.
- G. Ned: the president's job would be to oversee content on the website and Rhodes would be in charge of the technical component, in order to ensure consistent quality.
- H. Possible additional ideas for expansion of website is to have links to monographs, on-line magazine, research sites.
- I. Colleen C.: we need to make sure that we can afford this, because membership is dropping and we may not have the funds to expand.
- J. Colleen C.: is it necessary to protect the members only section from people breaking in? If there is no confidential info there, it may not be something we into which we need to invest funds.
- K. Ned: there is a concern that members will feel like their member benefit has been diminished if they learn that the members only section is being accessed by non-members. What about the idea of changing the password periodically?
- L. Colleen: Karen reported that incorporating an extra flyer each time would be a lot of work, so it will need to be in the form of a listserv announcement. There needs to be a focus on getting more members on the listserv.
- M. Reggie: if Rhodes begins to maintain a database of who has access to the website, he can send out a mass email with password changes. Colleen: right now, that is under membership and it is up for discussion and investigation to have Rhodes keep such a database.
- N. Joy: in support of keeping a generic members only password for at least a trial period.
- O. Reggie: Can Rhodes provide info to us regarding website traffic? And, where on the website are people going? Colleen will ask Rhodes about getting this kind of report. Brian stated that Rob used to provide such reports regularly.
- P. Ned: suggestion to have a regular schedule for updating the website, rather than updating every time a change occurs. For instance, each time the newsletter comes out. This will help future presidents in maintaining the website.
- Q. Ned: wants to make sure that each time a newsletter comes out, the old one gets archived on the website.
- R. Ned: we need to each submit a job description for all of the job duties on the board. Colleen: Joy has submitted her description for the mentoring program and it needs to be placed on the website.

- S. Joy: what about having a point person on the board to the website? Colleen: This is an important position to have in the organization, especially to take some work away from the president's role.
 - T. Ned: **Action:** We will search for a website liaison at the brunch this year.
 - U. Colleen: will explore an interactive layout with Rhodes for the website, with links to issues that AGLBIC is working on, pulling members in more actively.
 - V. Joy: the liaison will be in charge of collecting updates from various board members about their activities so that this information can be placed on the website.
- V. Board Communication
- Joy: asked if the president will be willing to share more inter-board communications with the board as a whole, in order to keep everyone involved in happenings.
- VI. Newsletter
- A. Brian will get information into the newsletter for next year about gay-owned restaurants, bookstores, and bars in Atlanta for the conference edition.
 - B. Colleen C.: Rhodes sent an announcement to the listserv about the e-newsletter posting; a call went out the listserv requesting newsletter submissions
 - C. Colleen C.: Karen worked extremely hard on this newsletter. Colleen C. summarized information provided by Karen via email: the printed version didn't look as good as the others; Karen wants to canvass for new printers, as she doesn't like the quality of Kinko's work; Kinko's got the kind of paper wrong (used copy paper, not resume paper); there was a black piece at the bottom of the newsletter without it catching their attention; they were not on time. Colleen encouraged her to get quotes from other printers and share the quotes with the board.
 - D. Karen requests board approval to seek grant funding to support her role as AGLBIC Newsletter Editor to include such expenses as paying her way to the conference and allowing her to purchase more equipment and technology. **Decision:** Board agreed to have Karen investigate grants for newsletter funding. There will be discussion about who then will own the technology (AGLBIC or Karen).
 - E. Karen asked if someone would be a contact person to help her through the grant-writing process. **Action:** Ned would be willing to be this contact person. Karen will cc the rest of the board on these emails, in order to solicit feedback from anyone who might have input.
 - F. Colleen C: Karen is gathering content for the newsletter and Ed is assisting her efforts by proof-reading.
- VII. Committees
- A. The board decided that there is need to identify formal committees to assist in the work of the organization.
 - B. The bylaws provide for a **Media Committee**. This committee would be involved in the collection and dissemination of information in newsletter, Counseling Today, the website, monographs, an e-magazine. Karen, as

newsletter editor, would continue to be in charge of the newsletter. In addition, the media committee could do press releases.

- C. Other committees can remain intact, but encourage greater membership on these committees.

VIII. Membership

- A. Colleen C. shared the January and February membership report, as provided by Melissa
- B. Colleen C.: . Since the fall board meeting, Melissa had followed through and contacted Colleen L. about where to get the lapel pins, but Colleen L. no longer had the information. Melissa will follow up to find out where she can order the lapel pins
- C. From Melissa: finding it difficult to take over the membership committee without guidance from the previous membership chair (Nick DiCarlo), continuity, or a sense of history; Melissa wrote to ACA to request the full data base of our membership, but she didn't receive any response; Colleen C. learned that they did send the report, but it was not going to Melissa's aol account; Colleen C. learned that AGLBIC paid for two databases because of this mixup and requested reimbursement; now Melissa is up to date on receiving the documents & she will submit receipts for reimbursement; Melissa said that there is a gap info in that she was getting info on new and lapsed members, but not renewing members; Melissa is in contact with ACA about getting the correct information
- D. Melissa's communication to us: member packets are now up to date; she wonders if we should include pre-conference newsletters in the new member packets (**Decision:** Board decided not to make new newsletters and instead, encourage members to use the website immediately by guiding them to get on line); some of the renewal packets she is sending out are coming back undeliverable.
- E. Melissa's report: largest decrease in membership in professional category and members who have joined in the last few years; loss of membership seems to mirror the loss in the ACA membership.
- F. **Action:** Colleen will email copy of Melissa's membership report to the board
- G. Colleen C.: received a list of ACA members and noted that more members are sharing their email addresses. She asked if we can send an email to those members who have provided their email addresses to ACA. Ned: feels wary of contacting people without their express permission to do so, though there are some good reasons not to give in to the notion that AGLIBIC membership should be hidden.
- H. **Action:** Joy will ask members who come to the AGLBIC booth, whether or not they are willing to share their email addresses and if so, to write it down for our use.
- I. Brian/Joy: can we send an email to members asking if they are willing to receive emails from our division without specifying the exact nature of the organization? Colleen: not comfortable with this idea, given that someone

could possibly lose their job or be uncomfortable with receiving such an email.

- J. Ned: we are able to send emails to the members who do provide their email addresses.
 - K. Brian: would like to brainstorm ways to move forward and use email addresses.
 - L. Colleen: let's continue this conversation via email so as not to take our time in this meeting, and we will include Brian in this discussion. **Decision:** We can include time for this tomorrow and/or on email.
 - M. **Action:** Joy will send an email to the listserv, asking members for ideas about how to contact members who have not provided their email addresses, while taking into account the need for mass communication.
 - N. **Action:** Colleen will begin sending the monthly membership stats to the board.
 - O. **Action:** new members should receive the mentoring brochure in their packets.
 - P. **Action:** Brian will write an article in the next newsletter on how to contact members via email.
 - Q. **Action:** Brian suggested talking to our members at a business meeting on this issue. Colleen: agreed, but wants to limit the conversation so that we can continue the dialogue on email, rather than taking all the time at the business meeting on this topic.
- IX. Mentoring
- A. Joy suggested that in the future, the brochure should be printed on color paper or higher quality paper.
 - B. Joy used the new logo on the brochure
 - C. As a result of newsletters, interest in the program is generated.
 - D. Joy is willing to take this program through to June 30, at the end of her term, but she must turn it over when she becomes President-Elect. She is asking for a new person to take this on.
 - E. **Action:** Cyndy and Reggie will speak at the business meeting about their experiences in the mentoring program.
- X. CACREP
- A. Colleen C. has not been updated this spring on CACREP
 - B. **Action:** Colleen C. will email the fall update to the board & will ask Susan to send her spring report and send that to the board as well.
 - C. **Action:** Joy suggested including reports with the minutes and sending it to ACA with the reports attached.
- XI. Treasurer's Report
- A. Colleen & Ned shared that Rob Mate is not certain that he will be able to continue as Treasurer and Web Liaison. Colleen, Ned, and Rob plan to talk about his interest in continuing in one or both of his roles at this conference.
 - B. Rob has sent an updated budget for this year that has not yet been reviewed. Colleen & Ned plan to review the budget more thoroughly and discuss budget details with Rob after he arrives in Kansas City.

- C. Alternate plans for filling Rob's duties were discussed, in the event that Rob chooses not to continue. The board may actively seek a website liaison at the brunch as well as someone who may be willing to fill the treasurer's duties. Reggie may be willing to do this.
- XII. Call for nominations for the board
 - A. The following positions are available: Pres-Elect; Secretary; Trustee; and Governing Council.
 - B. Suggestions were made for nominations for these positions:
 President Elect: Brian Dew
 Governing Council rep: Colleen Logan Susan Seem
 Secretary: Cyndy Boyd
 Trustee: Phyllis Mogielski-Watson & Michael Kocet
- XIII. Mission Statement Progress
 - A. Discussed members not being aware of all that the AGLBIC officers, representatives, and board members provide in service activities. Discussed and began creating a list of all activities and progress achieved that can help to inform members of what they get for their membership fee. These activities will be organized and listed under mission statement points. Additional information will be collected and revised via email correspondence and then put on the website.
 - B. **Decision:** for next year, have committee chairs provide official reports of annual progress.
 - C. **Decision:** share this information with membership at business meeting in form of power point presentation and on website.
 - D. **Decision:** Joy suggested and Board agreed to have a week in which board members receive via email, the committee reports and have that week to respond with ideas and comments.
 - E. Brian suggested phone meetings for one hour every other month.
 - F. Colleen C. suggested that when an issue arises, we pick one of these methods of communicating with each other, depending upon the particular needs at that time.

Agenda for Thursday, April 1, 2004

- I. ACA next year: Atlanta, April 6-10
- II. Treasurer's Report (continued)
- III. Multicultural Consultant Proposal
- IV. Journal
- V. Governing Council/COPARC

Day 2: Thursday, April 1, 2004 (9:00 a.m-5:00 p.m.)

Attendance: Cyndy Boyd; Colleen Connolly; Ned Farley; Colleen Logan; Anneliese Singh; Reggie Tucker; Joy Whitman; Brian Dew (observer)

- VI. Colleen C.: Call to Order

- VII. Fall 2003 Board Meeting Minutes
 - a. **Motion:** Ned motioned to accept the minutes
 - b. **Vote:** The Board voted yes, unanimously
 - c. Minutes accepted
- VIII. Spring 2003 Board Meeting Minutes
 - a. **Motion:** Joy moved that we accept the minutes
 - b. **Vote:** The board agreed unanimously
 - c. Minutes accepted.
- IX. Colleen C. officially turned the meeting over to Ned
- X. Treasurer's Report
 - a. Rob is not arriving until after board meeting ends. Ned & Colleen C. agreed to sit down with Rob when he arrives at the Convention in order to discuss the report with him in greater detail.
 - b. A treasurer's report was sent to ACA for the 2002-2003 budget, but the 2002-2003 budget was not submitted to the Board until the Fall 2003 board meeting, at which point, discrepancies in that budget were noted.
 - c. Rob was asked to make changes in last year's budget after the Fall Board Meeting in order to have the revised version available for the Spring Board Meeting. The requested revisions have not yet been received.
 - d. **Action:** It is expected that the Treasurer's report for 2002-03 and the budget for 2003-04 will be the end products of this meeting. The resultant reports from the meeting with Rob will be shared with the Board via email. Reggie may attend this meeting with Rob.
 - e. Colleen C. clarified that she and Ned have been receiving information regarding our finances on a regular basis, so they are aware of the ongoing balance. The current unmet need is for the budget to reflect our specific financial transactions, so that our particular financial needs are detailed in the budget.
 - f. If Rob decides to officially resign as treasurer, Brian suggested that Rob be thanked publicly, ideally at the brunch, for his work as Treasurer. Board members agreed.
- XI. Multicultural Consultant Proposal
 - a. Anneliese suggested that we add ethnicity/race/culture to the mission statement.
 - B. Anneliese asked about the percentage of AGLBIC members who are from minority backgrounds with regard to ethnicity and race. Reggie and Ned shared that 11% of our members are ethnic and racial minorities.
 - C. shared that it is important to communicate to ACA that this position now exists. She would like to submit an article to ACA about this and perhaps co-author with a heterosexual ally of color.
 - D. suggested an award for a graduate student to recognize excellence in research or work with GLBTQI of color. She feels this should come with money. Perhaps a similar award could be created for professionals, though without a financial component.
 - 1. Ned: we have already considered a research award for grad students.

2. **Decision:** to discuss further the particular parameters for the criteria for this award and whether a financial award is financially feasible. This will be discussed on the board via email.
- E. Anneliese suggested that we investigate options for jointly sponsored sessions at ACA with other divisions.
- F. Anneliese suggested communicating with AGLBIC listserv and with state chapters about the goals for this position.
- G. Anneliese also suggested adding such information about the multicultural consultant position to the website
- H. Anneliese mentioned the necessity of creating a volunteer job description for this position.
- I. Ned: the overarching goal is for AGLBIC to be reflective of all cultures, but not feeling clear about how to do that. He suggested continuing to identify program reviews of programs for GLBTQI individuals of color. Ned shared that often the GLBT programs often neglect to include issues of race and ethnicity, ability, etc...
- J. Ned: would like to see this person do outreach to the members and to address directly the issue of multiple minority status. Ned suggested that an article in Counseling Today on this position and the efforts involved is a good goal.
- K. Ned: agrees that we should add race/ethnicity/culture to the mission statement.
- L. Ned: there have been discussions with other division presidents about joint programs with other divisions. The difficulty is that when presidential terms end, sometimes the collaborative efforts also end.
- M. Ned: Ron McClean is our AMCD liaison and Stuart Chen-Hayes is our CSJ president
- N. Ned: would like the new journal to have special editions to include other divisions, with guest editors.
- O. Ned: we need to get more on the website about diversity within the community. Especially adding resources to the website for working with glbt individuals of color.
- P. Ned: let's make sure that there are articles for the newsletter in each edition.
- Q. Colleen C. pointed out the AGLBIC-created program in the day of learning on multiculturalism and diversity in the glbt community.
- R. Anneliese pointed out that sometimes coming out within a predominantly white organization and community can feel safe for individuals of color, as an initial stepping stone to coming out in their communities.
- S. Reggie: **Action:** making sure that we have an article in CT stating that we recognize, as a position statement, that our community is highly diverse in all ways.
- T. Brian: suggestion to create a committee, headed by a board member, focused on multicultural issues within the community. Ned: suggested amending the by-laws to include such a committee.
- U. Ned: emphasized the utility of having an outside consultant whose perspective won't be obstructed by being a member of the board.

- V. Ned: shared his vision of the consultant coming back to the board with ideas that then the board can collaborate on implementing. Anneliese agreed that she would like the work to be collaborative.
 - W. Joy: would like Anneliese to look at our by-laws for suggestions. Ned: added that looking at our competencies is also important. And, it is important that this work be shared with the media committee to get the word out.
 - X. Reggie: when will we know that the work of the multicultural consultant is done? We should have specific goals.
 - Y. Colleen C.: looked at by-laws and found that we may add a new committee on a formal basis. Ned: reluctant to section this work off so that it becomes the job of only a smaller segment of the board.
 - Z. Discussion of the importance of being honest about our process and the discoveries we have made, especially negative discoveries, about shortcomings in this area. Board agreed to handle our process of growth openly and honestly. Emphasized the need to talk openly about racism and sexism in the organization.
- XII. Awards
Ned announced that Joe Norton is receiving the Human Rights Award and that this will need to be announced/recognized at the brunch.
- XIII. Media and Mentoring Committee
- a. There is need for a chair for both committees, with the media committee being new and Joy moving from Mentor Committee to President-Elect.
 - b. Brian is willing to chair the committee on media relations and will do so officially.
 - c. Joy and Board members will continue to work on finding a chair for the Mentor committee.
- XIV. Minority Membership Scholarship
- a. This money was donated by: Jeffrey Mostade, previous chair of CSI and supporter of AGLBIC
 - b. Ned: no memory of how much money he donated and how it is being used. We need to set aside this money and use it appropriately, if we have not yet done it.
 - c. **Action:** Will check with Rob about the status of this money.
- XV. List of Past Officers & Chairs
- a. Bob Rohde is currently working on the list of past officers of AGLBIC and has gone back to 1980.
 - b. He will send this list via email to Colleen C. and she will distribute this to the Board.
- XVI. By-Laws Amendment
- a. It was discussed that we will make a change to our mission statement in the by-laws to include a statement including ethnic and racial minorities.
 - b. It was discovered that our by-laws mission statement doesn't match the website statement. **Action:** Colleen C. will send a note to Rhodes asking him to update the website to be consistent with the by-laws mission statement.

- c. **Action:** Board agreed to create a statement to add to the mission statement. The Board worked on creating such statement today, to be revised later.
- d. Ned & Colleen C. noted that this might need to be voted on by the membership in order to add this mission statement change to the by-laws. It was discovered that the board members can vote on the by-law changes by a 2/3 majority vote and then the amendments need to be posted in the newsletter and on the website, using strikeout and underlining functions for the changes.
- e. Draft of new proposed statement: *includes the recognition of both individual and social contexts representing the confluence of race, ethnicity, class, gender, sexual orientation, ability, age, spiritual or religious belief system, indigenous heritage in order:*

XVII. Governing Council/COPARC

A. Report from Colleen L.

- i. The first two days were very productive and positive.
- ii. The ACA *motion to endorse AGLBIC competencies for Counseling Gay, Lesbian, Bisexual, and Transgendered Clients* passed.
 - 1. needs to get out in CT
 - 2. brainstorm with ACA how to get this out in cost-effective ways
 - 3. get it out in our newsletters
 - 4. there was talk yesterday of putting out a book including all competencies
- iii. ACA endorsed the *resolution to protect intersex children from unwanted surgery, secrecy, and shame.*
- iv. The ACA budget is balanced, but there is no room for new programs
- v. ACA has developed a relationship with a new insurance company, which will provide coverage for domestic partnership
- vi. There was a discussion of cutting dues for students, but since the budget already passed, this could not be implemented.
- vii. The idea of a tiered membership fee structure was introduced and it is being considered. This is important because students represent 64% of membership for ACA and student membership is dropping.
- viii. *ACA Governing Council will address socially conscious issues* was a motion that was defeated. Members were concerned that it will offend conservative members and that ACA already does this, so it is unnecessary.
- ix. Suggestion to create an at-large position to represent ethnic minorities. This suggestion was tabled. The motion was voiced by Patricia Arredondo and put forth by Hutchins.
- x. There was a question of what the divisions can do for ACA? There may be some directives coming toward the divisions to outline how we can contribute to ACA. Colleen L. noted that one contribution AGLBIC had made is the creation of the AGLBIC

competencies for counseling GLBT clients. ACA loses \$250,000 a year on divisions through the management agreements.

- xi. The requirement that people have to be a member of a division in order to be a member of ACA did not pass.
- b. **Action:** Colleen L. will send an email out to the Board with more information summarizing the work at Governing Council.

XVIII. Journal

- a. Contract Draft (4th iteration), Ned reported:
 - i. they made our requested changes
 - ii. the final title: Journal of GLBT Issues in Counseling
 - iii. they own the journal, we are responsible for the editorial board, but we cannot have more than 50 people. We then have content freedom.
 - iv. If we terminate the contract, they would own already published materials, we would have rights to future work.
 - v. We have freedom to use materials for AGLBIC-related presentations without copyright permission.
 - vi. They have increased the amt. we get for each volume from: \$1,000 to \$2,000. If they sell more than 500 copies (over and above our membership), we get a percentage (10%) of the sales beyond that number.
 - vii. They take responsibility for marketing the journal and will indirectly help us to get members.
 - viii. If there are blank pages, we can fill them at our discretion with AGLBIC information.
 - ix. We are paying for our members to receive the journal.
 - x. They will publish the first year at no cost to us, with increasing the cost per member for each following year for the next three years.
 - xi. When they offer the journal electronically, we will be able to link to it from our website.
 - xii. Beyond the royalties (minimum of \$2000 per year), we will get \$500 per year for departmental support. We can use this for purposes of convention travel and other expenses.
- b. **ACTION:** Ned will distribute the revised contract to us tonight for a vote on the contract on Saturday.
- c. Deadline for the proposals: 90 days turnaround for Haworth, once they receive the submissions. This would make first deadline in July.
- d. Ned suggested that we celebrate the inception of the journal at the next convention.
- e. Ned suggested having each division of ACA represented on the editorial board by ensuring that editorial board members have expertise in all of the areas represented by the divisions. There will also be a grad student rep.

XIX. Meeting adjourned.

