

## **MSCA Executive Board Meeting October 7, 2011**

### Members Present:

Chris Otto, Dawn Brown, Judy Comstock, Murray Smart, Katie Gerdts, Kelly Booth, Kaia Paquin, Jennifer Pepperell, Dave Thorpe, Jill Engquist, Jaymie Helle, Lea Oelfke, John Paton, Jodi Danielson, Marianna Sullivan, Walter Roberts, Beth Braun, Rachel Karnitz, Bob Stenson, Heather Krause

Meeting officially called to order by Chris Otto

Motion to accept agenda with flexibility by Beth Braun, 2<sup>nd</sup> by Marianna Sullivan

Motion to accept the minutes from the August 2011 meeting by Walter Roberts, 2<sup>nd</sup> by Jennifer Pepperell

### **Governance Process Polices**

Discussed handouts: Governing Style, Ground Rules for MSCA Governing Board Meetings, Board Member Roles, Holding Powerful Conversations, Good-To-Great Framework

### **Ends Policies/Work Plan**

Review of committees and who is chairing each committee

Board members broke out in committees to work on the work plan

#### **Professional Development**

- This committee wishes to support growth of MSCA membership as well as growth of local divisions through the grant, which is close to being ready to submit.
- Divisions can submit a proposal for a presentation that would be free of charge to MSCA members.
- The presenter has to be a member of MSCA.

#### **Legislative Policy**

- Working on setting up meetings with the Department of Education
- Our contract with Lobby Minnesota is settled.
- Committee needs a list of government relations chairs at each division.
- Committee would like each division to poll its members to find out counselor to student ratios at each level.
- Washington, D.C.; should we go again this year to meet with our legislators?
- If there are issues you would like brought up during Day on the Hill, contact Murray Smart.

#### **Research and Evaluation**

- Presenting the SPARC at the next SEMSCA meeting
- Preparing a proposal for the Blue Book to be presented in at the January meeting.

### Professional and Ethical Standards

- Continuing to connect with each division on ethics-related issues.

### Leaders

- Jump drives for all committee chairs
- Committee found leadership websites to be posted on the MSCA website.
- Making progress on the division map.

### Partnerships with Stakeholders

- Committee would like to solicit information via the list serve for counselor testimonials, data, etc. to pass on to our stakeholders.
- Working on having the representative from the ED MN board write an article for Guidelines.
- Each division president needs to submit board member information to the MSCA secretary by December 1.
- Graduate School visits—representatives; Dawn Brown and Nick Jacobs (St. Cloud); Chris Otto (Stout); Shelley Buntjer (SDSU); Marianna Sullivan (Adler); Beth Braun (University of Minnesota).
- Graduate Student Representative—the stakeholders group will refine the roles and responsibilities of this position on the board. Proposal will be submitted and discussed at the January 2012 board meeting.
- Discussion—can the graduate student representative attend a school outside of Minnesota?

### Timely, Relevant Information

- Website—changes have been made.
- Committee will survey MSCA members to get feedback on whether or not to have Guidelines be solely electronic.

### **Operational Parameters**

#### Financial Report Update—Rachel

- Received payment from Naviance for scholarships
- Tax Exempt status—90 days before we hear anything
- Received a copy of the budget

#### 2011 Conference Update—Beth

- Working on finalizing the keynote speakers
- Want to offer registration online; will cost \$3.00 to register online.
- Call for vendors/exhibitors; suggestions can be made to Beth Braun

#### Nominations/Elections—Dawn

- Positions open—VP of Middle School/Jr. High, VP of Post-Secondary, Secretary, Treasurer, President-Elect

- Beth Braun and Kelly Booth will help Dawn with this task

#### Guidelines

- Upcoming issue—Building Relationships

#### Membership Update—John

- As of today, we have 893 members.

#### Technology/Website

- John and Jodi want to know if we want to go forward with the website design—does this website meet our needs?
- The board decided to move forward with the current design.

#### Public Relations

- What as an organization do we want to promote? What is PR in relation to school counseling? Any feedback on these questions is welcome—Contact Lea Oelfke
- We had representation at the State Fair this year, but will not have representation at the MEA conference.

#### Calendar Updates

- Madden's is April 29-May 1
- The board will tentatively meet on April 28 in the afternoon—a decision will be made at the January meeting.

#### New Business

##### Review of Contract Proposals for the 2013/14 Annual Conferences

- Board members reviewed proposals from 7 hotels/resorts

**Motion** to continue our conference at Madden's by Judy Comstock, 2<sup>nd</sup> by Dawn Brown. All in favor, motion passes.

##### SSCEE September Meeting—Chris and Lea

- Idea: "Traveling Board" to educate others on what student support services members can provide to schools. The idea is to promote all of our services in solidarity. This would necessitate a commitment of school counselors to come to the table at these meetings.
- What steps, as an MSCA board, are we willing to take in moving towards a solution?
- Idea: Common Day on the Hill with other student support services personnel.
- The MSCA board agreed to continue to work on building relationships with social workers, psychologists, and nurses
- The purpose of this organization is to work together for the kids we serve, so we need to keep that focus—and "hammer" it home at every meeting.
- The next meeting is November 18, so send suggestions/feedback to Lea Oelfke.

### Scholarships and Awards

- Shelley wants the board to review its process of awarding Counselor of the Year. The process is cumbersome.
- We could ask Shelley to bring a proposal to the January 2011 board meeting.
- If any changes are made, they will go into effect for the 2012-2013 school year.

### Meeting Evaluation

Stop Doing—is there a way to reduce the amount of time spent on work plan activities?

- Suggestion—have a time-keeper, so each committee shares for a specified amount of time.

Start Doing---timing ourselves!

Keep Doing---discussing issues openly

Motion to adjourn the meeting by Walter Roberts, 2<sup>nd</sup> by Beth Braun.

Minutes submitted by Katie Gerdts, MSCA Secretary