

NHSCA Executive Board Meeting
NHTI Grappone Hall
Trulson Conference Room
Concord, NH
September 10, 2012 4:00-7:00pm
Meeting Minutes

Members in attendance: Celia Slason, Stephanie Collins, Sarah Jo Merriman, Robin Gregg, Michelle Farrar, Lynn Merlone, Tracy Encarnacao, Gloria Eno, Sharon Nix, Robin Hogan, Beth Harrington, Karen Collins, Amy Jo Muscott, Kathy Hoppa, and Mitch Tarrow

Call to Order: 4:15 PM

Welcome and Introductions

Approval of agenda

Review of Meeting Ground Rules

Change made in starting time for upcoming meetings from 4:00 to 4:30

Secretary's Report

Approval of August meeting minutes

Motion: Gloria Second: Robin G. **Approved**

Treasurer's Report

September 10, 2012

- Question of is our non-profit status impacted if we do not conduct an audit:
 - According to the IRS an organization that expends less than \$500,000 a year in total federal awards, audit requirements do not apply
 - According to Citizen's bank, we are not required to conduct an audit
- In regards to reimbursement according to Federal Guidelines the rate is .55.5 for business purposes and .14 in service of a charitable organization.
- July budget is updated and finalized according to the bank statement, however the bank sent August's statement to Annette (former treasurer), and update will be provided after that statement is received by this treasurer.

Need to follow up with with ASCA about their rules for audits

Motion: Mitch Second: Celia **Approved**

President's Report

President's Report

- Administrative Assistant Sharon Nix has consulted with Board Members on Newsletter, Technology, Membership and Directory. Sharon is continuing to learn about NHSCA and her role as Admin. Assistant
- 2012 NHSCA Fall Conference Committee Planning is moving forward towards October 26, 2012.
- Conference Committee Planning meeting will take place online through Google Chat on 9/5/12 @ 4:30pm. Members will pilot this online Google feature to conserve resources.
- Sylinda Banks, ASCA President 2012-2013 has been confirmed to present the ASCA National Model at NHSCA Conference.
- Paul Leather, Deputy Commissioner DOE has been contacted to attend/introduce the NHSCA Fall Conference
- Sponsors/Vendors have been solicited
- NHSCA purchased 200 copies of the ASCA National Model (\$22.50) plus shipping total=\$4950.00
- ASCA mailed Executive Summaries to all members
- Conference Brochure finalized-see Charles Langille report
- See Conference Committee notes posted under other member reports
- North Atlantic Regional Conference dates-TBA

During board meeting:

- NAR 2012 Update, The NAR Representative is not aware of a NAR conference coming up: President will contact Jan from UTI to discuss whether she has information regarding the NAR November conference
- Update of roster
- Conference Planning Update
 - use of google chat to have a conference planning meeting
 - brochures being mailed to school districts
 - discussion of how to replace time in the conference where there was a change in presenters: Amy Jo Muscott and Sarah Jo Merriman will send some ideas to board members for how to fill the time
 - vendors 4 confirmed. October 1 deadline for vendors
 - ASCA model new edition book and bag provided to the board. Members will review book to be ready to discuss with members at the fall conference
 - Celia has information regarding a PowerPoint for the new changes made to the ASCA model
 - See Charles with questions about vendors
 - See level VPs regarding raffle

Administrative Assistant

- Managing newsletter ADs and membership
- 8 Ads totaling revenue of \$1175/\$950 which has been received
- 100 members signed up since July 1st

- Updating membership directory

President-Elect Report

Discussion about DOE Rules of Education committee creation and how the board members can become involved

Need to start considering ideas for 2013 Fall conference: please bring your ideas to **President-Elect**

President Elect- Report

Working on conference committee to prepare for conference. Sent in the MOU to Karen Harrington. One more vendor is Yoga4Kids - and they will donate a raffle item.

Contact with Marianne Groeferer re: the upcoming State Rules revision committee.

Looking for speakers for our Annual Conference 2013-need some ideas and nominations.

Past President

no report

LEVEL VP

Elementary

During board meeting: discussion on how to reach out to members through forums, emails, and surveys without sending too many emails

The Technology Chair provided valuable information on how to move forward

Middle School

no report

High School

no report

Post Secondary

no report

REGIONAL CHAIRS

Seacoast-*vacant*

Greater North Woods

no report

Monadnock

Greater Monadnock Region report: Now that staff members and students have returned to school in all of the districts in the Greater Monadnock region. the effort to identify and reach out to new school counselors in the region will begin. Preliminary planning for a regional school counselor/mental health provider breakfast will also begin, starting with the creation of a small task group to begin planning this event.

Lakes-vacant

White Mountains

no report

Capital - vacant

Dartmouth/Sunapee - vacant

Merrimack

Merrimack Representative, Amy Jo Muscott is looking to reach out to counselors in the region. She will have discussions with board members who have done this in the past

COMMITTEE CHAIRS

Technology

During the board meeting:

- Board members reviewed the website board roster and the format that has been used: any changes should be email to Past President Lynn Merlone
- Reviewed process for accessing the website forums and registering for the meeting
- Discussion on how to include treasury report into the meeting minutes and post them on the website in a timely manner, Secretary, Technology Chair and Past President will discuss streamlining this process
- NHSCA Scene will no longer be used: on the website it directs user to use forums
- Discussion about checks and balances for the working relationship with administrative assistant and treasurer: ASCA will be contacted for feedback to this question

Public Relations

Requested a vote on the type of 'goody' handout for the conference options: stress ball, snakes etc.

Professional Recognition

no report

Newsletter Editor

Newsletter Report: The newsletter is going along well and should be printed and mailed early next week(Sept.10th). We have new ads this time. Please be thinking of articles already for the next newsletter. The theme is centered around our conference, but other ideas are welcomed. Write about what programs are working at your school, regional reports, book reviews, tips that work, etc. Any kind of counseling success stories would be great. I will be looking forward to new articles on November 15. Thank you!

Scholarship

no report

LIAISONS

Guidance Director's Liaison

no report

Administrative Liaison-*vacant*

Department of Education Liaison

Student Intern Liaison

Student Representative Report:

- Invited guest, UNH Professor Janet Thompson (Clinical Assistant Professor and Internship coordinator for the Counseling Program) to meeting.
- Wrote an article for the latest newsletter introducing myself and my plans for this year.
- Benefits of NHSCA letter drafted and will be available for viewing at September, 10th meeting
- I would like to have letter either to hand out or for students to view when they attend fall conference (student table).
- In regards to the conference, I have reached out to Target for a raffle prize. Earliest they said they would respond is Monday, September 10th.
- Researched and located a 13 minute video as a possible 'time filler' for conference
- Shared the idea of a student table with conference committee. This was well received.
- Future graduate fair at UNH on October 4, 2012. I will be in contact to see if NHSCA student benefit letter could be distributed to those programs offering school counseling or if I could be present. Another idea is to get a list of attending schools and email the ones that offer school counseling programs.
- Plan to email all school counseling programs NHSCA benefit letter as well.

NHHEAF Liaison

- NHHEAF will have a table at the conference
- NHHEAF has a raffle item for contribution

- NHHEAF has the landiers for the name tags that read:I AM College Bound.
- Administrative Assistant, Sharon Nix will contact former administrative assistant for information on what size the name tags are and what program was use last year to print out the tags
- Liaison wrote a letter to introduce herself to members and has handouts to give out at the fall conference

Old Business

Discussion of Strategic Plan Goal 5 Ethical Standards-Consultation, webinars and increased communication

- Handouts provided at board meeting of the ASCA ethical standards for School Counselors
- Secondary VP wrote a newsletter article regarding ethics.
- ASCA offers webinars around ethical standards

New business

NH Rules for Education Ed306.39 Guidance and Counseling Programs

Contact Marianne Groeffler directly if you have an interest in being involved in the committee

Meeting Evaluation/Debriefing

- Message will be sent out October 1st to have members renew membership, need to have a cancellation date for membership: November 1 will be the cancellation date
- Idea for membership directory: put a star next districts with active members
- Admn. assist. has an artist that can draw the directory cover, samples will be shared with the board members
- Administrative Assistant will find out the details from the printers on the length of time to complete printing for directory project
- Reimbursements need to be turned in within the boards current fiscal year and within 45 days

Adjournment

Next board meeting Wednesday November 14th 4:30-7

Fall Conference October 26th 2012 8-3:30 Grappone Conference Center Concord NH