

**NHSCA Board Meeting  
NHTI Grappone Hall  
Trulson Conference Room  
Concord, NH  
September 22, 2014 4:30-7:00pm  
Minutes**

**1. Board Business: 4:30-5:30pm**

**2. Call to order**

- a. Welcome and introductions
  - i. Charles Langille- President
  - ii. Gary Gleckel- Internship instructor Keene State
  - iii. Tim McClelland- VP Secondary
  - iv. Kathleen McDonald- Secretary
  - v. Betsy Oswald- Student Intern Liaison
  - vi. Karen Collins- NHHEAF Liaison
  - vii. Annette Blake- President Elect
  - viii. Jonathan Cheney- Treasurer
  - ix. Paula Frank- White Mountains Regional Rep
  - x. Maryanne McDonough- Seacoast Regional Rep
  - xi. Sharon Nix- Administrative Assistant
  - xii. Alicia Langille- Scholarship Committee
  - xiii. Robin Gregg- Greater Monadnock Regional Rep
  - xiv. Celia Slason- Past President
- b. Approval of agenda (revised 8/6/2014)

**3. Meeting Ground Rules (from NHSCA governing policies)**

- a. Board member expectations: attend board meetings, submit reports online in advance, write an article for 3 out of the 4 issues, mentor incoming board members, *do what you're good at*, and contribute in a positive manner.
  - i. Subcommittees: do not overextend yourself with board commitments. Consider what you do well and what you are passionate about if you know you have the time.
- b. Working for our membership
- c. Working toward an end result
- d. Make a commitment to having a consensus- one voice**
- e. Disputes resolved directly, person to person
- f. Goal is to maintain the viability of the association
- g. Vision is “advocacy, leadership, collaboration, and systemic change” and **empowers professional school counselors** with the knowledge, skills, linkages, and resources to promote student success...”
  - i. School counselors empower through advocacy, example, and leadership

**4. Secretary’s report: Kathleen McDonald**

- a. August secretary report to be updated and approved at November board meeting

**5. Treasurer's report: Jonathan Cheney**

- a. North Atlantic regional meeting- Universal technical institute- Sign up if interested.
- b. Have not started to take in registration for fall conference. People have inquired.
- c. Email blast of fall conference brochure
- d. RAMP was booked through NHHEAF
- e. Approval of Treasurer's report
  - i. Motion- Gary
  - ii. Second- Annette
  - iii. All in favor

**6. Administrative Assistant Report: Sharon Nix**

- a. Conference brochure went to printer on Friday
- b. Next year goal is for the brochure to come out first before newsletter
- c. 277 members of NHSCA as of 2:00pm 8/22/14
- d. Last year NHSCA had approximately 400 members by time of fall conference
- e. 1000 people usually get renewal notice in June- a lot of people didn't get the first one but they didn't get the second one
- f. Monitor membership numbers after conference and determine whether or not there is a need for more advertising
- g. Membership committee- new folks to chair and partner with Sharon- tie in with new member packet
- h. 20 names new counselors new to state of NH
- i. New to the organization, state, counseling- board members to contact them
- j. Each board member takes 1 or 2 names to contact

**7. President's Report: Charles Langille**

- a. Cleaned up agenda... see below
  - i. Goals and vision at the top of all meetings- focus as president
  - ii. Building sub committees off of goals and vision
  - iii. Ad Hoc committees (see Charles' report online)
    - 1. Crisis response
    - 2. A job description
    - 3. Social media
    - 4. 501c6 professional membership, we don't lobby
    - 5. 501c3 education use a gmail account
    - 6. Annette call accountant
    - 7. 501c3 visits to the state house could be considered lobbying, advocacy for school counselors at state level with
    - 8. Legal advice from ASCA
- b. Update and review of board roster-open seats
- c. Fall conference
  - i. Four potential sponsors, paying for tables at conference
  - ii. Authors want to advertise leave books on table for free, other vendors pay for a table

1. This year, answer no.
- iii. What's the difference between vendor and someone who puts down a flyer?
  1. Vendors \$100- table, lunch, submit raffle prize, entire table to yourself
- iv. Associate member to having access to directory
  1. What is our policy about mailing things out to our entire directory?
    - a. They would physically have to take copy and copy and paste every directory we would not provide or email or solicit
  2. Affiliate members- got the directory, affiliate member not an individual school counselor
    - a. Individuals who are interested in counseling who are not eligible for any other type of membership
- d. Ad hoc committees for the year
- e. Review of the 2014-2015 proposed calendar
- f. Unemployed counselor- waive fee of membership and fall conference. If they paid for membership, we would offer them the same scholarship possibility as graduate student otherwise only standing practice to say no. Scholarship application income level- 3 people verify on behalf of the board. Apply for graduate student membership. 1 time scholarship opportunity. Articulate this in the governing policies because it can be changed as things evolve-under budget or conference committee.

#### **8. President-elect report: Annette Blake**

- a. Fall conference Confirmed location for the fall conference

#### **9. Past President's Report: Celia Slason**

- a. Annual Conference Planning: for Nov. 17, 2014,
  - i. Finalizing the brochure for the annual conference, which should be in the mail soon. Also sent the MOU for our keynote speaker. Contacted Karen Soule (Lead for Educator Effectiveness for the NH Dept of Ed.) She will give an update on how the Educator Effectiveness for Specialists committee work is coming at the end of the conference.
  - ii. Communicating with Keene State College for the one-credit option for attendees. Looking for someone to "read" the written submissions.
  - iii. Specialists sub-committee for Educator Effectiveness:
  - iv. Wrote an article on the Specialists sub-committee's progress. All the state counselors and directors will be receiving the survey by email from the Dept. of Ed. The survey closes on the 22nd. The data will be reviewed at the next meeting in October and hopefully shared at the annual conference.

10. Survey went out to school counselors closed today. Data should be available for the November conference.

#### **11. VP Reports**

- a. Elementary: Rebecca Russell- Abs.
- b. Middle School: Adrienne Backer
  - i. did not submit a report, nothing to report
- c. Secondary: Tim McClelland
  - i. did not submit a report
  - ii. shared a google doc after our August meeting list of questions for a potential survey for NH school counselors- no feedback
  - iii. Tim will reshare it. Eventually create a google survey to share with NH school counselors.
- d. Post-secondary: Gary Gleckel/Paula Stewart-
  - i. Did not submit a report. Wanted to get in touch with the other programs in state. Higher ed report reflects what's going on all programs. Classroom teaching component that is not a component to program.
  - ii. What would be helpful to board as report to higher ed
    - 1. changes internship requirements
    - 2. changes within credits/credit hours as programs change.
    - 3. Trends in employment or student's interests in employment.
  - iii. How can the colleges be helpful other than checking on interns?
    - 1. Helping host regional events.
    - 2. Keep school counselors in region connected to programs that are in that region.
    - 3. Examples of student writing that can go into newsletter.
      - a. student's research and work is valued and important.
    - 4. Outreach other programs to see if interested in presenting poster at conference.

## **12. Regional Chair updates:**

- a. Seacoast: Marianne McDonough
  - i. Nominate Marianne McDonough for seacoast rep
  - ii. Motion: Celia
  - iii. Second: Johnathan
  - iv. All in favor
- b. Greater North Woods: Carrie Glover
  - i. No report
  - ii. Is there a clarification of the regions?
    - 1. Charles will get spreadsheet out to all regional reps
    - 2. Mitch and Lynne can get out all regional reps
    - 3. Sharon send SAUs by region
    - 4. buffers- belong to different region but may be closer to your region to attend a meeting
    - 5. Create list of counselors and contact by region
- c. Greater Monadnock: Robin Gregg

- i. As noted in the report for the last board meeting, plans are underway for the annual School Counselor/Therapist breakfast, to take place in Keene in January 2015. School counselors in the ConVal district suggested structuring the discussion during this breakfast meeting to enable additional information-sharing among all of the participants. In other news, there are at least two "new" school counselors in our region, or school counselors in new jobs within the region. Peggy Brown is now the elementary school counselor at Rindge Memorial School. She worked at Great Brook School and Hillsboro-Deering Middle School in the past. Franklin School in Keene also has a new school counselor: Kristin Lyons-Matte.
- d. Lakes: Wendy Hamill
  - i. absent
- e. White Mountains: Paula Frank
  - i. minutes from May 23rd, 2014 posted online
- f. Capital: vacant
  - i. have not had recent representation
- g. Dartmouth/sunapee: Jackie Creed
  - i. absent
- h. Merrimack: Amy Jo Muscott
  - i. "I continue to enjoy the collaboration of the Merrimack Region of NHSCA and the CHIP Mental Health Workgroup. We're excited about our upcoming event on October 23, 2014, focusing on the topic of suicide prevention. Ann Duckless of NAMI NH, will be discussing an overview of the Connect Suicide Prevention/Intervention Training. Connect's curriculum includes how to identify warning signs with a person at risk and how to work across systems to build a safety net incorporating counselors, nurses and mental health professionals in schools and the community at large. The mission of CHIP includes this crucial multidisciplinary collaboration. In addition, CHIP is working on compiling a list of community resources and agencies to share with school staff. I am hoping that our Spring Meeting will finally be a Meet and Greet between school staff and local mental health providers."

### **13. Committee Chair Updates**

- a. Advocacy: Barbara Geiss
  - i. absent
- b. Finance Propose to move to special ad/hoc
- c. Graduate student: Betsy Oswald
  - i. emails to Plymouth State and Rivier about how to connect to graduate students and what the NHSCA board can do to be of service to them. Rep from each school and have graduate liaison connect with them. Asked classmates to write for newsletter.
  - ii. conflicting information in bylaws about graduate student liaison role

- d. Membership: vacant
- e. Nominations and elections: propose to move to ad hoc
- f. Professional recognition: Kathy Hoppa
- g. Public relations: Propose to change structure- leave vacant for now
- h. Scholarship Committee Report: Alicia Langille
  - i. Information on the scholarship was included in the most recent newsletter as well as emailed to all the NH Colleges/Universities with School Counseling Programs. The NHSCA website has also been updated with the scholarship information.
  - ii. The deadline for all materials need to be postmarked by November 15<sup>th</sup> and submitted to me.
- i. Technology: Mitch Taranow- absent

#### **14. Membership: at large**

- a. Administrator liaison- vacant
- b. Dept of ed liaison- Mariane Gfoerer
- c. Student intern liaison-Betsy Oswald
- d. Newsletter- Robin Hogan
- e. NHSCA Liaison- Monica Jackson
- f. NHHEAF Liaison- Karen Collins
  - i. November is "I'm Going to College Month." PDF will be sent out by grade level. Things you can do at your school. Ex. all faculty wear college sweatshirt/t-shirt.
  - ii. November 17-21: all 50 states college application week. Help 1st generation or low income students to make one college application Concord, Somersworth, Keene, Manchester Central
  - iii. possible follow-up program
  - iv. book financial aid night because filling up
  - v. middle school training 10/10
  - vi. adult ed training Hiset, how impact college admissions 11/7
  - vii. financial aid 201 11/21
  - viii. March 6, 2015 walk high school counselor through award letters
  - ix. New counselor training May 8

Board Business:

#### **15. Old business**

- a. public relations role- vacant position, migrate away from this term due to the definition of public relations.
- b. community college representative at board
  - i. Charles tried to find if there is an organization of community college counselors. There was nothing found at this time. Table this. Encourage people to reach out to their connections.
- c. CTE counselor liaison- nothing found
- d. rations/advocacy for counseling positions in the state
  - i. left out of subcommittee, oversight,

- ii. Ramp advocacy local districts
  - 1. Ramp camp- how effective data can be to stakeholders
  - 2. building level advisory councils- look at that pull one together help influence your program if nothing else use as an advocacy tool
- e. connecting with nurses, psychologists and commissioner
  - i. keep working together on eval team
- f. online newsletter/google
  - i. using social media
- g. non profit status
  - i. discussed previously
- h. committee meetings by internet
  - i. talk to Mitch for subcommittees or use google chat
- i. trademark logo
  - i. Sharon had redone but couldn't find same font
  - ii. will get one and email it out
  - iii. next two board meetings online email it out and take vote online
  - iv. payment logo and recognition
- j. facebook/twitter/gmail

**16. New business**

- a. conference committee meeting at some point

**17. Meeting evaluation/debriefing**

- a. next meeting thursday before the conference log-in 10 minutes before web meeting next time
- b. instructions and ground rules sent out before the meeting

**18. Adjournment: 7:04pm**