

Governing Board Meeting Agenda  
Thursday, November 15, 2018  
4:30-7:30 pm  
(VSAC Building, Winooski, VT)

- Welcome & Introductions (5 minutes)
  - Suzanne Francke, Barbara Bloom, Liam Danahar, Amanda Payne, Tara Cariano, Cairsten Keese, Julie Cleary, Lauren Conti
- Approval of minutes from last meeting (5 minutes)  
Suzanne approved minutes
- Norms review and role assignments (5 minutes)

### **Governing Style**

- Be impeccable with your word: Say only what you mean
- Do your best to depersonalize what is being said
- Ask for clarification to check out assumptions
- Always do your best

### **Ground Rules for Meetings**

At the start of each Board meeting assign the following roles:

1. Facilitator: Cairsten
2. Note Taker: Julie
3. Timekeeper: Suzanne
4. Process Observer: Barbara
5. Parking Lot: Tara

### **Agenda Items**

- Committee Reports (4:45-5:45)
  - [Finance Statement](#)
    - Made \$3,263.04 on the conference even though we were over budget.
    - Website 1600.00 needs to be fixed
  - Membership:
    - Conference registration increased memberships this year- Last year we had 138 active and this year we have 216 current active total
  - Public Policy, Advocacy & Legislation:
    - UVM - Partnership with VTSCA board-

- Spoke to UVM about benefits of ASCA membership and what it's like to be on the board
  - Lance can't be the UVM rep but Tara has a connection to someone who may be interested in being the UVM rep. (Katie Tyler) Tara can email Lance to check in about this possibility. Another idea would be Anne Geroski
  - Michelle Rauch from Northern Vermont University is an adjunct faculty meeting and may be interested in joining us for a board meeting. Barbara Bloom had connected to her.
  - Cairsten and Tara will go to Anne Geroski's first year class in the Spring Semester
  - Tara was on WCAX - The article/video can be found here:  
<https://www.wcax.com/content/news/Are-Vt-students-getting-the-mental-health-counseling-they-need-494835211.html>
- Public Relations
    - Cairsten and Suzanne have a meeting with Oscar Aliaga on November 29th, Career Pathways Coordinator AOE
    - Someone reached out to Roger about Burlington High School and he will fill us in about ethical guidelines at the next meeting
  - IT/Website:
    - No updates- conference materials have been updated but we haven't done much more.
    - Possibly getting support from ASCA for website
    - Current data management, Wild Apricot system, is not user friendly
  - Liaisons:
    - VT School Crisis Planning Team: 6th State Governor's Conference on School Safety- talked about federal laws that are already in place that affected the Fair Haven crisis, and about facts/data about school shootings. School counselors are in a position to help support students. Report on "School Shooters" can be found [here](#), "ALICE" training about fighting back rather stopping and hiding - remember "you have options"
    - VSAC:
      - Liam is the new VSAC Liaison
      - Difficulty getting people out to events about financial aid and need ideas about how to get people more involved. Maybe an access issue?
      - Gear Up actively trying to recruit students, getting paperwork back is difficult
      - 70 by 2025- Get 70% of VT folks to a credential value by 2025- not just students looking to go to 4 year programs <http://70x2025vt.org/>; impending name change
        - Trying to get students to think about training after high school but this can be any length of time, not necessarily a 4 year college program
        - FAFSA not committing yourself to anything but just opening yourself up for money
        - VSAC FAFSA Fridays-- Walk in help for Vermonters looking for support in the financial aid process:  
[https://www.vsac.org/sites/default/files/uploads/pdf\\_resources/FAFSAFridayPoster.pdf](https://www.vsac.org/sites/default/files/uploads/pdf_resources/FAFSAFridayPoster.pdf)

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- Ongoing Business (5:45-6:15)
  - Email about counselor struggling with MTSS
    - Cairsten will send out email blast to get feedback from other counselors
  - Conference - Look at feedback, Thoughts for next year?
    - Having conference later in October went well and on a Monday.
    - Feedback about massages was positive
    - About 50% of people filled out the survey. Next year, make it so that people need to fill out survey to get their certificate
    - Most participants who filled out the survey were very satisfied with the conference
    - Most participants agreed that what they learned was relevant
    - Put something together about what people said about the conference and send it out to members.
      - Some participants want longer breaks/lunch to network- have the conference go later or start earlier?
      - Post conference session after the conference at a restaurant to network further or try again to have people do a pre conference the night before (people not in the area may not want to drive up two days if they can't stay over)
      - T-shirts: ran out of some sizes- maybe get sizes from participants before the conference as a part of the registration process. If you register before August 15th then you get a shirt in your size?

- New Business (6:15-7:30)
  - Leadership Development & Board Member Recruitment Brainstorm
    - Create task lists to see if people are interested in helping with specific area
      - Have paper out at conference to have people sign up for specific tasks
        - Day on the Hill organizer
        - Advocacy
        - Newsletter article collector
        - Communications liaison- one person to receive emails/communications that need to be blasted out to members- weekly updates an/or announcements that people want to share
        - Social Media

**\*6 people said they were interested in helping with the board or tasks**

- Tara would like to put together a board leadership event in the Spring
  - Possibly asking prior board presidents to help present
  - Bishop Booth Conference Center as an option as a place to hold this event
  - March/April
- January Retreat
  - Looking at the StoweFlake for retreat location to all be in one spot and stay together

- End of January or weekend before MLK weekend
- Bishop Booth as another idea, [Milldale Wellness Center](#) could work too
- Act 1 Conference Thursday 12/6/18
  - Email about event looking at the last 10 years and the changes that have happened since Act 1 was passed
  - They want 10-15 counselors attend
  - At the statehouse from 9-3:15pm
  - Suzanne, Julie, Tara, Liam, Barbara interested in attending and will check availability
  - Cairsten sent email to confirm our interest in attending.
  - Cairsten will email VTSCA members to ask if others would like to attend- deadline for responding with interest

Event registration:

<https://www.eventbrite.com/e/preventing-child-sexual-abuse-renewing-vermonts-commitment-tickets-51461034339>

- Day on the Hill -
  - Look at a Spring date with a social afterwards or National School Counseling week
  - Start with Education Committee- Liam is going to help find contact
  - Pass out information about school counseling: safety and response to trauma, comprehensive school counseling program
  - Have students attend, if possible: recent graduates, high school students, elementary students
  - Here is a tool for who your reps are:  
<https://legislature.vermont.gov/people/>
  - Tara can ask Sue how to get started as well
  - Tara emailing Teresa Wood
- National School Counseling Week - Feb. 4-8
  - Announce Awards- need to get application portal open
    - Is the application the same for national awards?
  - Suzanne will work on Awards
  - Cairsten going to DC with Moriah to National Awards?
  - Awards recognition- people on the board who are nearby to present award, put pictures on the website
  - Announcements for VTSCA awards through VSAC, AOE, VPA, Facebook, Website, Twitter, Instagram- And partners like VSAC
  - Mailing
    - Print labels ahead of time
- ASCA 2019 in Boston
  - Hoping to send several counselors from VT
  - Can we fund a bus to bring counselors to Boston
  - Tara and Julie possibly going
  - Look for an Airbnb soon

- Teaming up with NHSCA for 2019 conference/summer PD?
  - NH checking with treasurer about expenses
  - Day about ethics? Carolyn Stone
  
- Partnership with AOE
  - Getting our name out there and getting in touch with contacts
  - Would like to get a liaison
  - Contact Toni Mara
  
- Website via ASCA

**Action Items:** Cairsten will contact Dan French and Toni Mara

Parking Lot

Meeting with Dan French

Revisit By-Laws

Friends Theme for conference "I'll be There for You

Southern Location for conference

Access to ongoing school counselor training - related to Ethical Standards(possible collaboration with NHSCA)

Board Leadership Retreat in Spring - Tara offered to leave

Thank you Julie!