

GCCA Minutes • October 12, 2018 • Central Georgia Technical College

Present: Dorothy Morgan, Angela Wheelus, Chris Wheelus, Amy Laughter, Gina Barthelemy-Morton, Cheri Mattox-Carroll, Evonne Jones, Erica Madoni, Angie Wheelus, Brittany Bing, Elizabeth Humphrey, Andre Griggs, Tonja Simmons, Ruth Hageman, Predita Howard,

Absent: Shawntell Phoenix-Martin, Katie Bigalke, Jenease Horstead, Shubha Chatterjee, Alicia Dorton

- I. **Call to Order and Welcome** at 10:07 AM
- II. **Minutes:** The minutes from the previous meeting June 14, 2018 were distributed and read by council. Gina Barthelemy-Morton made a motion to accept the minutes as written, Erica Madoni seconded the motion. All approve. Motion carried.
- III. **Treasurer Report:** A treasurer report was sent to council members in a pre-meeting email. Amy Laughter reported that all checks have been deposited, the last in the amount of \$144.00. The current balance is \$10,863.17. A motion was made to accept the treasure report. All approved.
- IV. **CE Report:** Chris Wheelus mentioned the ongoing audit to continue NBCC approval appears as if approval will continue. Discussion ensued to vote on changes for the proposed program schedule:
 - More time for welcome activities to include welcome kickoff and CE explanations
 - First morning may be comprised of one session to allow for welcome activities
 - Business lunch to be 2 hours without vendor presentation as this causes the business lunch to run over time. Vendor presentations can be moved to another time/day.
 - Second day: same business lunch without vendor presentations yet holding on to other business considerations
 - Reduce CE from 16 to 12.5 which will allow participants to get CE from other opportunities
 - Relax schedule and relax pace in a resort setting

Many council members voiced concern to the reduction of CEs which may affect attendee participation. It was noted that the proposed schedule allowed for 13 CEs with one session block omitted. In other discussion, Predita Howard suggested presenting ethics on Wednesday to increase motel revenue and increase participation. Taking the suggestion into consideration, Erica Madoni will decide where to fill in presentations. Chris Wheelus will encourage presenters to put in proposals. The September Zero Suicide Conference successfully co-sponsored by GCCA. LPC CEU approval for conference and CEUs awarded. Last year another organization handled CEs. Certificates already submitted. Link for evaluation still available.

- V. **Membership/Listserv Report:** Andre Griggs indicated no update for membership report. A change in contacting UGA to access the website was mentioned as a challenge. Submit membership by request is not being accessed. Only access to discussion board. Cannot currently view membership. No advance notification of restructure. Andre Griggs will send an update when available. Josh Gunn may be a contact. It was reported that five additional memberships were gained from conference.
- VI. **Social Media/Website:** Lizy Humphrey reported on the following:
 - Encouraged members to use most recently updated forms on website.
 - Proposed flyers promoting GCCA to give out at various events.

- Discussed having the same logo on all of our information. All GCCA forms on the website will have the basic GCCA logo rather than 4 different logos being used on various forms. Facebook and Twitter now share the same logo as well. GCCA logo available in both JPG and PDF forms.
- An updated list of the schools in each region is being reviewed.
- Working on determining if there is an option for GCCA website to receive membership payments. Paypal could be considered though there is an annual fee. Other options will have a fee per transaction or a membership fee. Will continue to evaluate other methods. It was noted that IRS would get a report and GCCA could be taxed. Only membership fees and CE events would use this method. No issues have been reported for persons paying by cash or check
- The conference page on the website has the updated image and stated "Registration opens Oct 1" Encouraged distribution of *Save the Dates* postcard Erica Madoni provided. A call for programs form is on the website. Presenters can select a specific time and date for a session. When a proposal is submitted online, it is reviewed by Erica Madoni and all three CE chairs. Students can also now apply for the President's Grant.

VII. **Fundraising:** Preditia Howard reached out to previous vendors and one new vendor. Will strive to get six vendors at \$500 per vendor. Can call King and Prince and negotiate an additional space, but six is most comfortable to host. Discussion ensued as to a vendor sponsoring breakfast or a break, though Preditia was not confident that vendors would consider this due to budget constraints. Erica Madoni reported that \$600 was the cost for coffee, tea and muffins while hosting a breakfast would cost around \$2100. Most vendors would consider gift cards and give-always.

VIII. **Old Business:** A reminder that past president is in charge of grants/awards/nominations/counselor of the year. Angela Wheelus will begin promotion to gather students for president grant and nominations for awards. A discussion ensued as to a former president grant winner applying for a subsequent grant with a different topic. Ruth Hageman indicated that the award should be an opportunity for all. Perhaps a former recipient could apply yet preference would be given to a new applicant. A blind review for all president grant award applicants could pave the way for a former recipient to reapply but it would be known when received that the applicant had applied in the past. Most council members agreed that few organizations would allow a second opportunity for a recipient of such an award. It was agreed that no one can re-apply for the president's grant if the award was previously conferred. This wording will appear as a statement on the application. Tonja Simmons made a motion and Dorothy Morgan seconded the motion: "If the applicant received the President Award in the past, an applicant is not eligible to re-apply. All in favor. Motion carried.

In other old business, council discussed the process for refunds. Erica Madoni suggested that if a GCCA conference applicant could not attend for any reason, that applicant could have the conference fee transferred to the next conference year. It was noted that ACCA has no refund policy such as proposed but many organizations had a time line for refund percentages. Brittany Bing indicated that December 21 will be given a full refund less processing fee. It was discussed that between December 22 and January 15, a 50% refund could be given yet beginning January 16, no refund would be offered. It was discussed that beyond 30 days, no refund. While a partial refund could be considered, such as eliminating the cost of the T-shirts and meals, most of the money would already be committed. Evonne Jones suggested a policy similar to ACCA noting that a reputable organization would have a firm policy in place for refunds based on a tier utilizing a 30 to 45 calendar day refund period. For example: December 30 would constitute no refund while a cancellation between registration and December 15 would net a 50% refund. Cheri Mattox-Carroll

made a motion to adopt the suggestion for refunds based on a calendar period of 30 to 45 days in order to calculate a 50% refund or no refund for conference registration fees. Preditia Howard seconded the motion. All in favor. Motion carried.

IX: New Business: Erica Madoni provided an update on the 2019 conference. Discussion ensued as to what expenses were covered for what presenters. In the past, the keynote had his/her room covered for the day of the keynote while in other cases, the keynote had his/her room covered for the entire conference. Invited speakers had rooms covered for the entire conference. Some invited speakers requested an honorarium and mileage in the past. In previous years, only the keynote or invited speakers such as for pharmacology and ethics had rooms covered the night before plus an honorarium and the meal for the day of the presentation. A motion was made to continue this practice for the ethics speaker, keynote speaker, and pharmacology speaker: cover lodging before presentation and a meal the day of the presentation. A contract would be drawn up for those who fit in these categories. Erica Madoni made a motion, Preditia Howard seconded the motion. All in favor. Motion carried. The new policy would stipulate what would be covered in a contract.

In other notes, Erica Madoni reported:

- Working with King and Prince for conference planning
- Obtained 2 easels for President Grant easels, arranged for AV, power strip, and sound patches and mixer for sound in the Delegal Room. The same set up will be required for keynote, assembly, and breakfast.
- The keynote has been lined up and waiting confirmation: Dr. Thommi Lawson, keynote; Dr. Sims, Ethics; and Dr. Holms, possibly for pharmacology

X. Regional Reports

a) Northeast – Evonne Jones reported on October 26 workshop: Animal Assisted Therapy with Q and A Discussion as part of the presentation.

b) Northwest – Dorothy Morgan reported on May 18 Counselor Self-Care with Don Carson and a workshop on mental health consequence of social media with Tara Holdampf in a Rome presentation June 27: Dis/Connected: The mental health consequences of ubiquitous social media use among young adult and beyond. The one hour program was well received.

c) Coastal – Katie Bigalke: No report

d) Mideast – Jenease Horstead: No report

e) Midwest – Gina Barthelemy-Morton reported a spring offering in her region

f) Central – Tonja Simmons reported on a joint presentation on mental health with Bibb and Houston

g) Southern – Shubha Chatterjee: No report

h) Representative at Large – Alicia Dorton and Shawntell Phoenix-Martin

In other business, Andre Griggs suggested brainstorming as how to move forward with policy and procedure in order to increase membership. We need to streamline and solidify ourselves as an organization, he noted.

No other business reported. A motion was made to adjourn, seconded by Erica Madoni. All approved. Motion carried. The council meeting ended at 11:50. The next meeting will take place on Tuesday, January 29 on St. Simons Island the day before the conference.

Respectfully submitted: Cheri Mattox-Carroll