

**04-15-23 Executive Committee Meeting (Via Zoom) Minutes
10AM**

Committee Members Present: Dr. Stef Standefer - President * Sarahh Mossa - President Elect * Dr. Kristina Hill – President Elect-Elect* Nadia Johnson - Past President * Greta Nielsen - Division Rep * Kris Wheatley - Past Presidents Rep * Dr. Donna Baptiste – Secretary Lauren Brdecka - Treasurer Dr. Kesha Burch – Parliamentarian Rachel Banick – Executive Director Ronna Heinig – Accountant	Committee Members Absent: Maria Llamas- Chapter Rep * ABS Kimberly Thomas - Region Rep * ABS Voting Members Asterisk *
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Approval of minutes from the October 8, 2022 Executive Committee Meeting.

Motion made by Kris Wheatley to approve the previous minutes with corrected typos. Seconded by Nadia Johnson. Minutes accepted with simple majority, no objections.

Approval of minutes from the March 26, 2023 Executive Committee Meeting.

Motion made by Greta Nielsen to approve the previous minutes with corrected typos. Seconded by Kris Wheatley. Minutes accepted with simple majority, no objections.

Acceptance or revision to the April 15, 2023 Executive Committee Agenda.

Motion made by Kris Wheatley to accept the agenda. Seconded by Nadia Johnson. Agenda accepted with simple majority, no objections.

- ICA Finance Report
 - Ronna Heinig reported there were no concerns re: budget. Made profit on Fall 2022 conference. Payroll down because of understaffing. Must be aware of how new expenses and new Executive Director salary will affect the future budget. Cash wise, ICA is doing exceptionally well mainly because of IMHCA's increased revenue.
 - ICA should be doing more to honor the ICA/IMHCA affiliation. Kris Wheatley suggests inviting IMHCA leaders to understand proposals for future relationship with ICA.
 - Kristina Hill and Stef Standefer noted that ICA needs to leverage innovative income streams. Stef Standefer wants ICA to forge discussions on leveraging revenue streams and collaborations with IHMCA.
 - Increased membership and sexual harassment webinar sales resulted in a positive variance.
 - Stef Standefer asked for Ronna Heinig's input re: financing new ED salary
 - Ronna Heinig input: Keep realistic expectations of roles/tasks of ED. ED needs to be able to do more given we are a small office, including administrative work. Search should match these expectations.
 - Stef Standefer shared the salary range for the position with benefits.

- Sarah Mossa offered that ICA should examine and possibly establish group health insurance for all members of ICA and ICA staff.
- Ronna Heinig will work with Rachel Banick on the upcoming budget. Will structure a budget based on Rachel's information and will give preliminary estimates once the structure of the office is known.
- Ronna Heinig agreed to assist in the onboarding of the new ED. Will be reflected in Ronna's 2023-2024 contract.
- ICA Audit
 - Successful audit. No adjustments

Old Business: (Updates only, no action required)

- ICA Membership (as of 4/1/23)
 - Stef Standefer noted that IMHCA membership drives quite a bit of ICA membership. Other ICA division memberships remain strong.
 - Rachel Banick noted the strength of ICA's professional memberships. Bulk of ICA membership are professional memberships.
- ICA Total: 3,120

● ACACI: 111 ● IAADA: 56 ● IACFC: 78 ● IAMC: 79 ● IASGW: 40 ● ICCA: 67 ● ICDA: 63 ● ICES: 104 ● ICSJ: 68 ● IMHCA: 2,193 ● ISERVIC: 57 ● ISAIGE: 99	● Professional: 2,474 ● Student: 385 ● 1st Year Professional: 95 ● Retired: 117 ● Past President: 40 ● Affiliate: 9
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- ACA Midwest Leadership Academy: November 18-19, 2022
 - ICA sponsored 6 members to attend.
 - Office following up with them to complete their commitment of running for office, serving on a committee, etc.
 - Kristina Hill noted the next location is Fresno, North Dakota. ICA will continue to sponsor attendees.
 - Stef Standefer noted the importance of sending members to leadership academies as an intentional way to increase readiness of new leaders who are trained to serve ICA and its divisions as leaders.
- 2023 Southern Conference Wrap: March 24, 2023 – *The Many Faces of Professional Counseling* - Doubletree Collinsville
 Total Attendees: 95
 Exhibitors: 7
- 2022-2023 Calendar - Leadership Meeting Dates

- Saturday, April 29, 2023 – 9am – Governing Council Meeting – Virtual Meeting
- Saturday, June 10th, 2023 – 10am - Executive Committee Meeting - Virtual Meeting
- Saturday, June 24th, 2023 – 9am - Governing Council and Transition Meeting – Naperville NIU
- **2023-2024 Calendar - Leadership Meeting Dates Set**
 - Saturday, October 14, 2023 – 10am - Executive Committee Meeting - Virtual Meeting
 - Thursday, November 9, 2023 - 4:45pm - Governing Council Meeting at ICA Conference - Lisle, IL with virtual option
 - Saturday, April 6, 2024 – 10am - Executive Committee Meeting - Virtual Meeting
 - Saturday, April 27, 2024 – 9am - Governing Council Meeting - Virtual Meeting
 - Saturday, June 8, 2024 – 10am - Executive Committee Meeting - Virtual Meeting
 - Saturday, June 29, 2024 – 9am - Governing Council and Transition Meeting - TBA

New Business (Action Required)

- Rachel Banick Contract
 - Rachel Banick's last day as employee and Director will be on 4/20/23. Will move to a consulting position from 4/21-6/23/2023.
 - Motion made by Kris Wheatley to accept Rachel Banick's contract. Seconded by Kristina Hill. Motion passed unanimously.
- Ronna Heinig Contract
 - Rachel Banick reported that Ronna Heinig's contract is the same as before with a small addition in which Ronna will help onboard the ED on budget and finance matters.
 - Motion made by Kris Wheatley to accept Ronna Heinig's contract. Seconded by Nadia Johnson. Motion passed unanimously.
- Personnel Committee Updates
 - The Personnel Committee agreed to a core staff member supporting the office through the transition. Greta Nielsen motioned for Charlotte Lee's title change title from Membership Coordinator to Interim Office Manager with a pay increase to \$22/hour, effective 3/21/23. Seconded by Kris Wheatley. Motion passed unanimously.
- ICA Executive Director Job Description
 - Rachel Banick noted the ED job description must be approved by the Governing Council. Governing Council will need to be fully informed of decisions of the special meetings of ICA Executive Committee and will need to approve many of the decisions related to the hiring plan.
- Hiring Process and Expectations
 - Stef Stenderfer and Rachel Banick will manage job postings and collect resumes to create shortlist.
 - Executive committee adhoc interview team will be: President, President-Elect, President Elect-Elect, Treasurer, Past President Rep. Parliamentarian will serve as an alternate member.
- Day on the Hill Updates
 - CICO will be sending out an advocacy packet to work on State Representatives to support [SB2123](#).
- New Chapters

- Wheaton College
 - Lewis and Clark reactivation
- ICA Nominations and Elections
 - Call for nominations will close on 4/30/23.

Announcements

Reports: Reports (available online, send comments to report writer)

Past President Rep Report:

Kris Wheatley - Recommendations for concrete plans for leadership succession planning (clarity and training). Good to do survey on ED functioning. Good feedback.

Stef Standefer – Perhaps ICA is at a place for a retreat at annual conference to reflect and strategically plan. Referred to President Elect for consideration. Rachel Banick and Lauren Brdecka will work with Ronna Heinig on improvement of the reimbursement timeline, possibly using an electronic system.

Sarah Mossa - ICA divisions and chapter leaders suggest initiatives to help with budget, membership expansion and staying inspired. Suggest using some time at the 2023 ICA Conference for this purpose. Need to pay attention to timeline for expense reimbursement. Need a more efficient way to handle these reimbursements.

Stef Standefer motioned for two new laptops and desktop computers for ICA/IMHCA to share at the office. Seconded by Sarah Mossa. Motion withdrawn.

Sarah Mossa motioned for two new laptops and desktop computers for ICA office staff. Seconded by Kristina Hill . New motion passed unanimously.

Lauren Brdecka is proposing a new website that can do e-commerce. Lauren talked to Ronna about modernizing ICA, including back-end admin and monetization to support membership, product, training fee structures. The proposed website offers a few more features for an integrated system that is cloud based to manage a growing office. General sentiment about the new website was positive. Lauren will continue developing with Ronna's help. Wants other questions cant be sent via email

Kris Wheatley motioned to adjourn.

Adjourned 12:10 pm

President- Dr. Stef Standefer President Elect- Sarah Mossa President Elect-Elect – Dr. Kristina Wilkerson Past President- Nadia Johnson Treasurer- Lauren Brdecka Division Rep – Greta Nielsen Chapter Rep – Maria Llamas Region Rep – Kimberly Thomas Past Presidents Chapter – Kris Wheatley	Executive Director-Rachel Banick Accountant – Ronna Heinig Task force updates (if any)
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