

Minutes  
Organizational Meeting

ASSOCIATION OF LABOR-MANAGEMENT ADMINISTRATORS  
AND CONSULTANTS ON ALCOHOLISM

Date: Tuesday, April 27, 1971

Place: Conference Room, Alcoholism Council  
of Greater Los Angeles, 2001 Beverly  
Boulevard, Los Angeles, California

Mr. Weldon Butterworth welcomed the group (see attached list) to Los Angeles. He explained that a wide range of persons were invited to this meeting who are working with alcoholism in business and industry. Included were company program representatives, NCA and affiliate labor-management consultants, government program representatives, insurance company consultants and other nonaffiliated independent consultants.

Mr. Jack Guest was asked to record temporary notes pending more formalized proceedings.

Members of the group were asked to identify themselves and their affiliation (see attached list).

Mr. Butterworth then introduced Mr. Ross Von Wiegand, Director of Labor-Management Services for the National Council on Alcoholism. Mr. Von Wiegand explained that the Labor-Management Services Department of NCA had acquired a new staff member, Mr. Art Stump, NCA's National Labor Representative. He further explained that Mr. Stump had the endorsement of Mr. Meany's AFL-CIO national office.

Mr. Von Wiegand then summarized some of the background reasons and possible objectives for the formation of an association. They were as follows:

1. To meet periodically and develop methods of communication so that experience and methodologies could be shared, and programs improved.
2. To develop uniform and improved methods of evaluating business and industrial programs.
3. To develop improved methods of recordkeeping and collection of uniform data and statistics.
4. To develop job descriptions and job qualifications for labor-management administrators and consultants.
5. To develop improved training programs and materials.
6. To develop improved standards and techniques in providing consulting services to labor and management.

Discussion: Various comments were made by those attending supporting the need for an association.

Proposal (Butterworth): Should we form a professional organization?

Action: The group gave unanimous approval to the formation of a professional association.

Proposal: To elect temporary officers.

Action: Unanimous approval to appoint temporary officers and executive committee as follows:

President: Frank Huddleston

Secretary-Treasurer: James Ray

Executive Committee: Frank Huddleston, James Ray, W. O. Foster, Jr.,  
A. J. Sullivan, Ross Von Wiegand, Don Sandin,  
Joe Zuska, J. F. MacBeth, Morris Lookout, and  
Art Stump.

A meeting of the executive committee was scheduled for 8 o'clock at the Disneyland Hotel April 27 (see executive committee minutes).

Mr. Ray was asked to summarize possible organizational alternatives. He did so as follows:

1. The association could be a section of the North American Association of Alcoholism Programs.
2. The Association could be a component of the National Council on Alcoholism and its Labor-Management Services Department.
3. It could be an independent association.

Discussion: Considerable discussion followed the above three alternatives. There was general concensus of the group that the association should retain an independent status with its own bylaws. However, it was also the desire of the group to work very close with the Labor-Management Services Department of the National Council on Alcoholism.

The reasoning by the group followed the logic that NCA had an operating Labor-Management Services Department, with five full-time staff members plus three regional consultants, operating budget, and the organizational structure for labor-management activities, whereas NAAAP was not equipped in staff or budget for this purpose (see executive committee minutes which follow on this point.)

Ross Von Wiegand suggested the group might wish to adopt the same organizational structure as that of AMSA (The American Medical Society on Alcoholism) which was an entirely independent professional society of physicians who were in the process of adopting a set of by-laws which would permit them to operate in close harmony as a component of NCA without prejudice to their independent status. This would eliminate the necessity of forming a nonprofit corporation,

securing an exempt status and the other details of a separate incorporation. There was discussion on the structure and acceptability of using this model for the association and a motion was proposed to organize the association as a component of NCA.

Motion: Those individuals meeting in Los Angeles on April 27, 1971, agree to constitute an independent professional organization which will be organized as a component of the National Council on Alcoholism.

Action: Motion accepted unanimously.

Further Action: The question was raised, where do we go from here? Several areas were outlined. One was the need for a communications device. Assurance was given by Mr. Von Wiegand that the Labor-Management Services Department of the National Council on Alcoholism would assist the association in such a device. Several members of the group indicated a desire to learn about other programs and to receive materials developed by other programs.

Ross Von Wiegand also stated that John McIver, board member of the National Council on Alcoholism and an attorney, had offered to assist the association in writing the by-laws.

There was considerable discussion regarding the formal name of the organization. Several members of the group offered a wide variety of names and finally this matter was held over for executive committee review and recommendations to the association. The group did express, however, a desire that the word alcoholism be retained in organizational name and a formal motion was made to that effect.

Motion: That alcoholism be retained in the organizational name.

Action: Approved unanimously.

Meeting Adjourned.

Executive Committee Meeting

Disneyland Hotel  
Anaheim, California  
8:00 P.M.

April 27, 1971

Frank Huddleston reaffirmed some of the points made earlier in the day and expressed his own viewpoints on the need and function of an association.

Several areas were discussed and action was taken as follows:

Ross Von Wiegand said that he would work with John McIver to draft a set of by-laws consistent with the motion on organizational form adopted by the members.

Bill Foster indicated that he would begin work on drafting a code of ethics, and guidelines.

Ross Von Wiegand indicated that a job description and qualifications for (1) corporate administrator's position, and (2) consultant to labor and management, would be provided to members of the association.

Art Stump agreed to write a job description for a labor position.

It was agreed that an excellent beginning in the confidential exchange of information between members would be for each member who worked for an employer organization or union to prepare 40 sets of all available printed materials published in connection with their company or union alcoholism program. This would include all pertinent materials such as policy statement, supervisory procedures, training programs, materials charts and graphs used in training, referral procedures, house organ articles, posters, record forms, announcements, publicity materials, etc.

It was agreed that each member would (subject to his organization's approval) send 40 complete sets of such materials to Ross Von Wiegand, National Council on Alcoholism. When all sets are received, the NCA would then send a binder containing one set each of all sets made available and send the complete kit to each member of the association for their confidential information. It would be understood by the members that no use would be made of these kits, other than personal information, without written permission of the organization concerned.

After considerable discussion regarding a name for the association, the executive committee recommended the following to members of the association:

Association of Labor-Management Administrators and Consultants on Alcoholism:

It was agreed that the minutes would be sent out as soon as possible and the above assignments by Von Wiegand, Foster, Stump, McIver, et al, were to be completed by September 1, 1971, for distribution to the association membership.

Note: It was the expressed wish of the executive committee that all persons invited to attend the organizational meeting at Los Angeles also be included in the original membership provided they so desire.

Further discussion on the subject of membership -- recommended by the executive committee that the bylaws should provide for future membership screening committee.

Relationship with Other Organizations - The executive committee expressed a desire to work very closely with all existing agencies or organizations concerned with alcoholism in business and industry and to affirm such desire directly with these agencies and organizations.

In this context the executive committee requested Morris Lookout to attend the NAAAP September meeting, to act as a liaison member of the association with that organization, and to express the association's desire to work with NAAAP wherever possible.

No further business . Meeting adjourned 10:00 p.m.