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### 2008-05-30 PCA Treasurer's Quarterly Report May 30, 2008

Pennsylvania Counseling Association

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## **PCA Treasurer's - Quarterly Report**

**Site: PCA Board Meeting**

**May 30, 2008**

### **Duties Performed:**

- ❖ Generated 8 out of 9 division/ branch payments for this quarter. PSGW still has not submitted their Annual Financial and Membership Report form for 2008. Notification should now go out again to the divisions and branches to update their form for the 2008-09 fiscal year. It is required that each of the other affiliates of PCA complete a new Annual Financial and Membership Report for the fiscal year of 2008-2009 in order to receive a quarterly payment.
- ❖ Made numerous deposits from PCA mailed memberships and Acteva generated funds for this quarter.
- ❖ Reconciled monthly bank statements for this account, and entered banking transactions into a Word document for the purpose of tracking financial activities.
- ❖ Generated a number of Acteva membership reports and forwarded them through the internet to the PCA Chair of Membership Committee and PCA Administrative Coordinator.
- ❖ Received numerous receipts for postage from Administrative Coordinator and Membership Chair person and filed them away for accounting purposes.
- ❖ Responded to various email and mail inquiries. Many dealt with sending out checks for reimbursement items, salary for the Administrative Coordinator, and miscellaneous inquiries related to PCA funds.
- ❖ Went to the post office on a couple of occasions to pick up certified letters, drop off mail, and pick up postage stamps to conduct business.
- ❖ Mailed a few reimbursement checks for the PCA conference and memberships.
- ❖ Reviewing communication from fellow PCA members about various topics.
- ❖ Since the last meeting PACP was mailed the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarterly payments.

### **Review items:**

- ❖ Created an invoice account to Westlawn Graphics Printing Company. Jamie Hogan can now charge the services to account and Westlawn will forward the billing statement. The letter received from Westlawn Graphics Company can be found in the treasurer's 2007-08 "blue" binder that will be submitted to PCA at the July meeting.
- ❖ Postponed ordering a signature stamp for PCA since there is an impending change involving the secretary and treasurer's position on the board. .
- ❖ Completed the Pennsylvania Exemption Certificate and was informed that notification of granting would not be decided until July. They did not hint at whether or not PCA request for an exemption would be granted. When it is mailed to me I will forward it along.

- ❖ Received a letter from the Mayor of the City of Pittsburgh related to his "Youth Initiative" on May 8, 2008. According to the letter a youth initiative that his office is undertaking to decrease the high school drop-out rate in Pittsburgh. I attended one of these meetings on May 21, and represented PCA. Basically it is the first phase in of a grant and they wanted to bring a number of organizations together to try to get a hold on why our high school students in the city's public school are often struggling to graduate. The project is entitled: Multiple Pathways Project. It has 7 different cities participating in this government program. The luncheon was led by a man named Robert Dove (Ph.D.). He is the Vice President of a company named Lyceum Group, LLC. He was very pleased that the Pennsylvania Counseling Association sent a representative. I do not anticipate any immediate follow-up to this meeting.
- ❖ During this Mayor's meeting I met Cheryl S. Finlay (Ph.D.) who is the Director of Career Development Center located in the Squirrel Hill section of Pittsburgh. She stated to me that she is looking for someone who is a professionally qualified that can fill an open position of career counselor at their office. A week ago she had contacted the Pennsylvania Psychologist Association to place an announcement in their newsletter. We may want to contact her and educate her about the Jobtarget site and what counselors do in this area. I let her know that in our graduate programs we specifically train our students in this area. I am not sure why she might not know this but given the briefness of our time together I took this as an assumption. Her contact information is: 5743 Bartlett Street Pittsburgh, PA 15217. Her telephone number is: 412-422-5627. Her email number is: [www.careerdevelopmentcenter.org](http://www.careerdevelopmentcenter.org). She said she would like to hear from us.
- ❖ A determination needs to be made regarding the maturing of PCA's CD in mid-June. The speculation at the PNC bank that PCA has an account feels that the promotional rate will be around 2.86%. These interest rates have significantly dropped in the past year as a result of the economy. A decision will have to be made regarding to let this roll over or seek out a possibly higher interest rate in June. Please get back to me with your decision.
- ❖ Drafted letter and submitted it to PNC Bank so that the bank accounts transfer to Paul West could occur in early July. Greg Schwartz from the PNC bank branch in Pittsburgh is in possession of this letter and will fax it to the designated person that Paul identified at the PNC Bank in Lancaster. From what I was told all that Paul will need to do is to sign a form for the transaction to be complete. It will be in Paul's hands at that point to initiate the transfer process.
- ❖ The "blue" binder will be transferred to Paul in July. I will need some one to volunteer from this side of the state to transport them to State College for the July meeting.
- ❖ I want to take a moment to thank each of you for your friendship and support during my time serving as PCA treasurer. It has been fun getting to know you and I will miss serving on this board. It disappoints me that I could not come in person to say my good-byes. I will just have to wait until the PCA conference in the fall! I draw solace to the fact that this future event implies there is no finality in this farewell process.