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2008-02-08. PCA Administrative Coordinator Quaraterly Report

Pennsylvania Counseling Association

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**Administrative Coordinator
Quarterly Report
Feb, 2008
PCA Executive Board Meeting/Strategic Planning Meeting
State College, PA**

Tasks accomplished for quarter:

- Weekly retrieval of mail from Post Office
- Submission of membership checks and data to Treasurer
- Submission of membership applications to Membership Chair
- Bi-Weekly data entry of paper/mailed membership information into database (LARGE increase of new professional memberships due to LPC mailing)
- Monthly data entry of online/Acteva membership information into database
- Obtain phone messages as needed; refer callers appropriately
- Semi-weekly email responses and referrals
- Track phone and email contacts
- Bi-monthly purge of membership database; communication to Membership Chair, President, and Anne Hull
- Quarterly creation of division detail report; communication to Treasurer
- Attended quarterly board meeting in October at State College
- Created automated member count membership DB to track new professional memberships to measure success of LPC mailing in October 2007
- Labels – created/printed newsletter labels, assisted with labels for monthly expiring members, created/had printed labels for LPC mailing

Topics generated primarily through emails:

Licensure, CEU, membership status, insurance, change of address, private practice, NCE exam, counseling referrals, PCA mailing list, website ads, solicitors

Topics generated primarily through voice mails:

Licensure, conference information, membership status, insurance, change of address, NCE exam, PCA mailing list, advertising in newsletter/journal, solicitors

Topics generated primarily through hard mail:

Membership applications

Submitted February 3, 2008; PCA Executive Board Quarterly Meeting