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2007-10-19 PCA Executive Council Meeting Minutes

Pennsylvania Counseling Association

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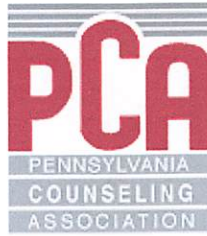
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Minutes from the Executive Board Meeting of PCA Executive Council Meeting
State College, PA

October 19, 2007 Fiscal Year 2007-2008

Present: **24 Total**
12 Representative Votes

	<i>Officers</i>
Paul West	President
Joan Kaylor	Past-President
Donald Strano	President-Elect
Ami Hooper-Knox	Secretary
James Matta	Treasurer
	<i>Division/Regional Chapter Representatives</i>
Jennifer Eaton	GPCA Past-President/Representative
Peggy Lorah	PAGLBTIC President/Awards Chair
Connie Matthews	PASGW Representative
Mark Kenney	PAMCD Representative/Archives Chair
John Patrick	PACES President
David Wilson	PACCA President
Mary Ann Baron	PAMHCA President
	<i>Standing Committee Representatives</i>
Maura Krushinski	Ethics/By-Laws Chair
David Arena	Government Relations/PACP
Holly Branthoover	Membership Chair
Michelle Bruno	Professional Development Chair
Shon Smith	Conference Committee Chair
Bill McHenry	Finance Committee Chair
	<i>Special Committee Representatives</i>
Jamie Hoagn	Newsletter Editor
	<i>Others</i>
Colleen Tracy	Administrative Coordinator
Cynthia Urick	Graduate Student Liaison
Brett Baumgartel	Graduate Student Leader
Anne Hull	Membership Committee Member
Chris Watts	Student Member At-Large

Call to order:

President Paul West called the meeting to order at 6:36 p.m.

Introductions / Roll Call:

President West requests roll call and status of quorum from the Secretary. Quorum is present.

Paul West questions first motion on last page as no time frame is mentioned. He wonders if anyone remember if we specified a time frame. No one remembers.

Motion to approve the minutes from the July 20, 2007 Executive Board Meeting as submitted.

Moved: Peggy Lorah

Seconded: Donald Strano

Motion carries.

Reports:

- *Secretary* – Ami Hooper-Knox reviewed her report.
- *President* - Paul West discussed Ami Hooper-Knox's nomination to the LPC Board and requested additional letters of support from board members across the state. Paul also shared about his experience testifying at hearings before two house committees and the way that some LPCs were discredited. Paul feels that it would be beneficial for the creative arts therapists to have their own division started under PCA but in the past there were concerns about their ability to follow our by-laws. 3210 letters for our state LPCs will be stuffed tomorrow prior to lunch which will start our membership drive. Mary Ann Baron asked if these letters included division information, to which Paul responded nothing more than what is listed on the membership application.
- *Past-President* – Joan Kaylor reviewed her report.
- *President-Elect* – Donald Strano reviewed more from his report regarding JobTarget. He is willing to look into it further. PCA would earn about 70% off of this job bank which would allow people to post resumes and for other people to post jobs. Connie Matthews asks if we have a way to verify if the people who list on the page are reputable. Paul says we may want to limit this service to PCA members only so that we can verify their membership with PCA and also market it as a reason to be a member of PCA. Connie says then that we should backtrack and reconsider charging PCA members so we are making a revenue off of this service. Paul tells Don to move forward with having JobTarget create a sample page for PCA so we can review it and see what it looks like. An additional suggestion was made to limit resumes to non-PCAs who are LPCs or NCC (we know that they are bound by ethical standards) so that we can charge a higher rate and generate more revenue and perhaps pull them in to PCA membership. General discussion about potential benefits of marketing to ACA members in PA, and using a hit counter on the website so we can monitor the traffic on the website. Don has chosen his theme for next year's conference and it will be the 40th anniversary. Dates will be the last weekend in October. John Patrick suggests that we have an anniversary edition of the journal as well next year. Shon Smith suggests interviews with the first few presidents, articles around licensure, etc. in this journal. Paul says that any ideas you have that will make next year's conference special, please send to Maura as she will be Conference Chair for next year.
- *Treasurer* – Jim Matta was able to disperse funds to divisions for the first quarter of the 2007-2008 year to some divisions but there are still some who have not submitted the forms. If divisions do so at the conference Jim will have your check. Jim was able to switch the cell phone and it is working well and the bill has returned to its previous lower rate. Another issue arose with IRS again this year but he

was able to write letter to IRS and was granted leniency. A question was brought up because the line item for membership in the budget is high. Holly reported that October is her biggest month for mailing and she had to purchase a large amount of supplies.

- *Administrative Coordinator* – Colleen asks that anyone who renews memberships during the conference to give them to Colleen first or please mail to the PO Box. There have been some changes in the way that division reports are generated so if anyone needs anything different, please let her know. Also Colleen will be having a baby in February and will need some help with checking the email address during this time, Holly Branthoover agrees to help during this time.

Motion to accept the officer's reports.

Moved: Joan Kaylor

Seconded: Mark Kenney

Motion carries.

Consent Agenda:

GPCA – correction to report, John Patrick has been appointed *GPCA* President for 2007-2008

Motion to accept consent agenda with items noted for discussion (PACES, PAMHCA, PAMCD, PSCA, Conference, Ethics/By-Laws, Membership, PACP, Professional Development, Newsletter).

Moved: Donald Strano

Seconded: Peggy Lorah

Motion carries.

Divisions

- *PACES* – John Patrick said that there was some discussion about supporting the idea of creating the Supervisor list, however there is also some concern about verifying credentials. The intent is to discuss it at the division meeting this Saturday night. He said the concern is over whether or not *PACES* should be held responsible for the supervisors, however they know that there is a dire need for this service in the commonwealth. A question was raised if the state board would review credentials to assure that someone is qualified to be a supervisor. There is concern that *PACES* should not be *stuck* with this responsibility. John would like for the persons listed to verify their credentials as well as attest to their understanding of the regulations of requirements for a supervisor. A recommendation to stick with *PCA* listing our own disclaimer, but there is also an understanding of this being the responsibility of the consumer to check the credentials of the supervisor.

Break for Dessert 8:03 p.m.

Return from break at 8:16 p.m.

- *PACES* – an additional alternative to answer some of these concerns might be to make a list of LPC in a particular area available for viewing and then let people pick from the list.

- *PAMHCA* – removal of reference of PCA sponsoring Alvernia training from their report.
- *PSCA* – through much work Ami Hooper-Knox was able to secure current contact information for the new president but she asks if there might be a better way to keep up with their contact information as they would not provide it over the summer. A recommendation to communicate with Judy Bookhamer and ask her what the preference may be.

PAMCD – Mark Kenney wanted to thank President West and the Conference Chair, Shon Smith for the opportunity to post a petition at the PAMCD table for review and signatures regarding some of the recent hate crimes. There will also be information/resources available at PAMCD table on hate crimes. Mark wants to gather some information on this topic, there will also be a session on Sunday in the morning during the early session, Room 205.

Committees

- *Conference* – Shon Smith reported that 75 proposals were submitted, 30 accepted (40%). He reviewed his action items including the need to pay pre-conference presenters from 2006, recommendation item #1. Discussion around whether we can make it an option for the individuals to chose whether they get a stipend or a free registration.

Motion to allow individuals who present a workshop during the Learning Institute, be compensated with one free conference registration per workshop, to go into effect with the 2008 conference, and to discontinue the previous stipend of \$200.

Moved: Peggy Lorah

Seconded: Connie Matthews

Abstentions: 1 - Joan Kaylor

Motion carries.

Motion that past presidents of PCA receive a lifetime conference registration effective with the 2008 conference.

Moved: Peggy

Seconded: Donald Strano

Abstentions: 3 – Mark Kenney, Connie Matthews, Joan Kaylor

Motion carries.

- *Ethics/By-Laws* – Holly Branthoover presented a change to the by-laws due to individuals who attend an on-line school due to the school being located out of state. She needs 20 signatures of current PCA members in good standing and then this will be resubmitted in February. Petition passed around.
- *Membership* – President West already addressed the membership drive, which will kick off tomorrow. Holly Branthoover said that there has been some desire expressed by members to have their divisions shown on their membership cards. Holly reports that she is still using the old cards that she got when she took over this position which does not have room on them for their divisions to be printed. Anne Hull presented her report on the reasons why some individuals did not renew their memberships.
- *PACP* – PCA is under verbal agreement with PACP and plans to move our financial commitment back up to \$10,400 after the conference and we have a better feeling of what our financial standing is.

Motion to accept the alliance agreement in the amount of \$8000.

Moved: Donald Strano

Seconded: Joan Kaylor

Discussion: Connie Matthews asks if there is anything in the agreement that says that PACP will provide a quarterly report to us, or be held accountable to us in any way regarding the budget. David Arena says that his quarterly report to us for our meetings could serve as the quarterly report from PACP. A question was asked if they give a treasurer's report every meeting and David says yes and he agrees to pass it along to us.

Motion carries.

- *Professional Development* – Michelle Bruno reports that the previous option she was looking into for online trainings is not a viable option (see her report) but there may be others that she and Paul West can talk about.
- *Newsletter* – Paul West welcomes Jamie Hogan. Jamie asks that we please get articles in as soon as possible, and the deadline is early November. Holly Branthoover recommends that we put in something about the membership drive in the newsletter.

Old Business:

- *Procedure Manual* – Paul West asks that you load your sections onto his jump drive or email them to him.
- *Nominations to LPC Board* – already discussed under President
- *Job listings on PCA website* – already discussed under President-Elect
- *Available trainings on PCA website* – already discussed under Professional Development
- *LPC supervisors* – already discussed under PACES and PACES will look into as previously discussed

New Business:

- *Raffle* – Paul West reports that there will be a raffle tomorrow. The price will be \$5 per ticket and they will go on sale starting tomorrow morning. The raffle ticket drawing will be drawn at the luncheon tomorrow with all proceeds going to the Graduate Student Leadership Initiative. The items being raffled off are listed in his report.
- *ACA has committed to provided a conference registration for next year* - If we remember to ask so Shon Smith has agreed to add it to the procedures for the conference committee.
- *Conference was not approved for CAC credits* - Shon Smith fixed that in the program before it went to print.
- *Holly Branthoover will be stepping down as Membership Chair at the end of the project year* - Anne Hull will be taking over. Holly was presented with the President's Award since she will not be present at the Award's Luncheon tomorrow.

- *Shon Smith is stepping down as Conference Chair at the end of the conference (after he files his reports and the bills are paid) – Maura Krushinski will take over and the two of them are already working together.*

Motion to accept the President's nomination of Maura Krushinski as the new Conference Chair.

Moved: Mark Kenney

Seconded: Connie Matthews

Motion carries.

Announcements:

Our next meeting will be on Friday, February 8, 2008, 10:00 a.m., Bouche Hall, Penn State Campus, State College, PA.

Motion to adjourn.

Moved: Mark Kenney

Seconded: Donald Strano

Motion carries.

Joan Kaylor adjourns meeting at 9:17 p.m.

Respectfully submitted,

Ami Hooper-Knox, MS, NCC, CAC, LPC
PCA Secretary