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PCA Board of Directors Meetings

Pennsylvania Counseling Association (PCA)

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2-8-2007

### 2007-02-08 PCA Secretary's Report

Pennsylvania Counseling Association

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## SECRETARY'S REPORT

February 8, 2007  
PCA Executive Board Meeting  
State College, PA

### I. Duties Performed –

- A. Assisted administrative coordinator with questions from membership in regards to liability insurance coverage, private practice support, advertising, supervision/supervisors, etc.
- B. Replied to emails from executive board members in regards to upcoming meetings, reports being due, location and time of the next meeting, etc.
- C. Dispersed emails at the request of executive council to the executive board regarding board business.
- D. Continued to update the Executive Council contact list with information provided by various individuals. Forwarded to administrative coordinator for her database updates.
- E. Attended PCA Annual Conference (October 19-21, 2007) in State College, PA.
- F. Completed paperwork for nomination/appointment to state licensing board.
- G. Accepted appointment to licensing board and assisted in finding a replacement secretary for PCA. (swearing in February 12, 2007)
- H. Wrote article for PCA newsletter.
- I. Attended meeting with Joan Erney in OMHSAS and other representatives from PACP to discuss promoting LPC rights in PA.
- J. Sought new replacement for Secretary's position via sending out emails and discussion with colleagues.

Respectfully submitted,  
Ami Hooper-Knox, M.S., NCC, CAC, LPC  
PCA Secretary