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PCA Board of Directors Meetings

Pennsylvania Counseling Association (PCA)

2-2-2019

2019-02-02 PCA Board Member Reports (Combined)

Pennsylvania Counseling Association

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PCA Report

Date: February 2, 2019

Division/Branch/Position: President

Chair Person Name:

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) **YES** NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)
YES NO

If attending via conference call, please provide phone number:

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Discussion Item for Upcoming PCA Meeting: (please highlight one) **YES** NO

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

Discussion Item(s):

- 1. The PCA Executive Council shall be composed of the Officers of the Association and one (1) representative from each chartered Division, Chapter, and Special Interest Group. Each member of the PCA Executive Council shall be entitled to one (1) vote, with the exception of the President, who may vote only in the event of a tie.**

I. Voting Members

A. Officers of the Pennsylvania Counseling Association

- i. President: Joe Behun (tie breaker)
- ii. President-Elect: Nellie Scanlon
- iii. Past-President: Charles Jacob

- iv. Treasurer: Derek Parker
- v. Secretary: Kristen Hawk

B. Branch Chapter Officers

- i. GPACA: Astra Czerny
- ii. NEPCA: Kevin Snow
- iii. GPCA: Mark Shoaf

C. Branch Division Officers

- i. PACES: Eric Owens
- ii. PALGBTIC: Ryan Gruber
- iii. PAMCD: Krista Mallot
- iv. PASGW: Matt Nice
- v. PCCA: Lauren Brubaker
- vi. PASERVIC: Mike Verona
- vii. PACAC: vacant

D. Branch Special Interest Group Officers

- i. PAMGCA: Michelle Steimer

II. Non-Voting Members

E. Standing Committees

- i. Conference:
- ii. Bylaws/Ethics: Gregory Roth
- iii. Finance/Budget: Derek Parker
- iv. Government Relations: Travis Schermer
- v. Membership: Angelica Galvan
- vi. Nominations and Elections: Charles Jacob
- vii. Professional Development: Ashley Deurlein
- viii. Archives: Mark Kenney

F. Special Committees

- i. Awards: Ryan Bowers
- ii. Graduate Student Liaison: Nicole Flack
- iii. Journal: Charles Jacob
- iv. Past Presidents: Paul Datti
- v. Social Media: Kathryn Nuff

2. Professional Development and Conference Date Planning

- a. Consider fall branch and division professional development opportunities that may compete with the PCA Annual Conference.

Action Item for Upcoming PCA Meeting: (please highlight one) **YES** NO

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

Action Item(s):

- ✓. Strategic Plan: Mission, Vision, and Values

Mission

Current ACA Mission

“Promote the professional development of counselors, advocate for the profession, and ensure ethical, culturally-inclusive practices that protect those using counseling services”

✓ Current PCA Mission

As a State Branch of the American Counseling Association, the Pennsylvania Counseling Association accepts the responsibility to serve and represent Pennsylvania's professional counselors by providing leadership and professional development. The purpose of the Association is to enhance human development throughout the life span and to promote professional counseling.

✓ Draft #1 PCA Mission

(As a State Branch of the American Counseling Association,) the mission of the Pennsylvania Counseling Association is to promote and support the practice of professional counseling in Pennsylvania.

✓ Draft #2 PCA Mission

The mission of the Pennsylvania Counseling Association is to promote and support the practice of professional counseling in Pennsylvania.

Vision

Current ACA Vision

Every person has access to quality professional counseling to thrive.

Current PCA Vision ?

The Pennsylvania Counseling Association is an organization of professional counselors who value a collegial community, continuous learning, service to others, visionary leadership, and a commitment to professional ethics and standards of practice.

(Current PCA Draft #1 Vision)

(The Pennsylvania Counseling Association is an organization of professional counselors) who value strong counseling identity, advocacy, cultural inclusivity and social justice, servant leadership, professional development, and scholarship.

Current PCA Draft #2 Vision

cur
The vision of the ~~Pennsylvania Counseling Association~~ is to ensure that citizens of the ~~Commonwealth~~ *all individuals* have access to the highest quality counseling services, provided by highly-trained, ethical practitioners.

✓ Current PCA Draft #3 Vision

cur
The Vision of ~~PCA~~ is to ensure that citizens of the ~~Commonwealth~~ *all individuals* have access to ethical, competent, and skilled counseling ~~practitioners~~.

professional

Values

Current ACA Core Values

Counseling is a professional relationship that empowers diverse individuals, families, and groups to accomplish mental health, wellness, education, and career goals. The American Counseling Association (ACA) is an educational, scientific, and professional organization whose members work in a variety of settings and service in multiple capacities. The values that individual professional counselors hold are complemented by the following values of ACA:

- Diversity, Equity & Inclusion
- Integrity
- Proactive Leadership
- Professional Community & Relationships
- Scientific Practice & Knowledge
- Social Justice & Empowerment

PCA Values Proposed Draft #1

Counseling is a professional relationship that empowers diverse individuals, families, and groups to accomplish mental health, wellness, education, and career goals. The Pennsylvania Counseling Association is devoted to the ongoing development of the counselor, client, and community.

1. Promoting a strong professional identity and defining professional counseling
2. Professional counselor identity and professional counselor advocacy
3. Promotion of social justice, fairness, equality, and cultural inclusivity
4. Servant Leadership
5. Scholarship?

PCA Values Proposed Draft #2

1. Dignity-We believe in the dignity of all people and the right to the highest quality of life possible.
2. Practice-We believe that quality counseling requires highly trained practitioners with the knowledge, skill, and dispositions required to provide effective treatment
3. Ethics-We believe that professional counselors must act ethically, adhering to our professional codes of ethics, as well as applicable laws.
4. Culture-We believe that the diversity found in our Commonwealth, and in our world, is to be valued and celebrated. Counselors must be culturally competent in order to serve their clients effectively and ethically.
5. Advocacy-Professional counselors are advocates, for and with their clients, their communities, and the Commonwealth of Pennsylvania.

PCA Values Proposed Draft #3

1. Dignity - We believe in the dignity of all people and the right to wellness and quality of life.
2. Practice-We believe that quality counseling requires clinically trained and educated practitioners with the knowledge, skill, and dispositions required to provide effective treatment
3. Ethics-We believe that professional counselors must act ethically, adhering to our professional codes of ethics, as well as applicable laws.
4. Culture- We believe that the diversity of population in the Commonwealth, and globally, is to be valued and celebrated. Counselors are culturally competent to best serve clients effectively and ethically.
5. Advocacy-Professional counselors are advocates, for and with their clients, their communities, and the Commonwealth of Pennsylvania.

PCA Report

Date: January 22, 2019

Division/Branch/Position: President-Elect

Chair Person Name: Nellie Scanlon

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) **YES** NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)
YES NO

If attending via conference call, please provide phone number:

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Discussion Item for Upcoming PCA Meeting: (please highlight one) **YES** NO

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

Discussion Item(s):

- Procedure for incoming questions to PCA from PCA members:
 - a) Phone number listed on website that goes to Deneen will no longer be listed.
All incoming questions will go to a dedicated Board member.
 - ✓ b) PCA gmail account will be linked to the PCA Secretary. The secretary will then collaborate with the executive committee to determine the best response to member questions. This is the email that will be listed under the "Contact PCA" button and link.

c) The President, President-Elect, Secretary, and Treasurer, as well as all Division, Chapter, and Committee Chairs will also be assigned PCA gmail accounts that will be hyperlinked under your name and title on the PCA Website. PCA email accounts will be used to correspond to PCA members and to potential PCA members. Remember, if you are not sure of an answer please reach out to the Executive Committee for collaboration.

d) No PCA Board member's personal email or phone number will be given out as a result of incoming questions. All questions and answers will be communicated through PCA gmail accounts.

- PCA 2019 Conference: Penn Stater November 8-10, 2019
Co Chairs: Ryan Bowers, Programs
Ashley Deurlein, Logistics and Party Planning

✓ I am giving Ryan and Ashely my time for Conference discussion.

Action Item for Upcoming PCA Meeting: (please highlight one) **YES** NO

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

Action Item(s):

✓ (June/July) Board Retreat at Penn State

A Board retreat to be held at the (Penn Stater) or (Nittany-Lion Inn.) It would include a day of brain storming and discussions on PCA procedures, policies, and ways to make PCA better. Lunch, dinner, and lodging for one night will be provided by PCA. A team building and fun evening event would be planned for the group as well. This could be activities such as karaoke, escape room adventures, etc. ✓ The hope is that new board members understand how PCA works through mentorship. ✓ And having FUN together is important for morale and for others to see how joining PCA is not only a professional networking benefit but also offers wellness through a sense of belonging on a personal level.

PCA Report

Date: February 2nd, 2019

Division/Branch/Position: Immediate Past President

Chair Person Name:

If chair is not attending, please indicate name of designee: NA

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) **YES** NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)
YES NO

If attending via conference call, please provide phone number:

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Discussion Item for Upcoming PCA Meeting: (please highlight one) **YES** NO

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

Discussion Item(s):

- **After discussion with the current president and president elect, I would like to propose amending the PCA by-laws to extend terms of president, immediate past-president, and president elect from 1 year to 2 years.**
- **After discussion with the current president and president elect, I would like to propose that this amendment take place as of this voting cycle, and that we forgo an election for president elect.**
- **Review of Diane Koos's nomination for secretary**

- **Review of Derek Parker's nomination for re-election as treasurer**

Action Item for Upcoming PCA Meeting: (please highlight one) **YES** NO

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

Action Item(s):

- **Vote to ammend the PCA by-laws to extend terms of president, immediate past-president, and president elect from 1 year to 2 years.**
- **Vote to forgo an election for president elect in favor if extending current terms.**

-

PCA Report

Date: January 20, 2019

Division/Branch/Position: Secretary

Chair Person Name:

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) **YES** NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)
YES NO

If attending via conference call, please provide phone number:

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

- Sent e-mails to gather reports and sent cumulative report to president to set the agenda
- Distributed cumulative report and agenda to board

Discussion Item for Upcoming PCA Meeting: (please highlight one) YES **NO**

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

Discussion Item(s):

Action Item for Upcoming PCA Meeting: (please highlight one) YES NO

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

Action Item(s):

PCA Report

Date: January 21, 2019

Division/Branch/Position: Treasurer

Chair Person Name: Derek J. Parker

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) YES NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)
YES NO

If attending via conference call, please provide phone number:

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Discussion Item for Upcoming PCA Meeting: (please highlight one) YES NO

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

**Pennsylvania Military and Government Counseling Association Proposed By-Laws
A (Proposed) Division of the Pennsylvania Counseling Association**

- ARTICLE I: NAME AND MISSION
- ARTICLE II: MEMBERSHIP
- ARTICLE III: MEETINGS
- ARTICLE IV: OFFICERS OF THE PAMGCA
- ARTICLE V: EXECUTIVE COUNCIL
- ARTICLE VI: ANNUAL MEETING
- ARTICLE VII: STANDING COMMITTEES
- ARTICLE VIII: FINANCIAL AFFAIRS
- ARTICLE IX: AMENDMENTS AND REVISIONS

ARTICLE I: Name and Mission

Section 1. Name

The name of this association shall be the “Pennsylvania Military and Government Counseling Association,” herein referred to as the “Association,” “PAMGCA,” or “Pennsylvania Military and Government Counseling Association.”

Section 2. Mission

The association, abiding by the policies set forth by the PAMGCA, the PCA, MGCA, and the ACA, is formed to:

- a. Encourage and deliver meaningful guidance, counseling, and educational programs to all members of the military, veterans, government workers, and their families.
- b. Provide professional development and training to association members.
- c. Develop and promote the highest standards of professional conduct among counselors and educators working with the military, veterans, government workers, and their families.
- d. Advocate for appropriate and effective treatment for military, veterans, and their families.
- e. Encourage and deliver meaningful guidance, counseling, and educational programs to all members of the Armed Services, their family members, and civilian employees of State and Federal Governmental Agencies.
- f. Encourage development of professional monographs and convention/ conference presentations by any of these agencies.
- g. Develop and promote the highest standards of professional conduct among counselors and educators working with Armed Services personnel and veterans, as well as State and Federal Government Agencies.

- h. Establish/reestablish, promote, and maintain communication between government and military organizations and the general public.
- i. Collaborate with the national division of MGCA by providing reports, newsletter articles, presentations, and other activities that build unity for the mission of the national division.

ARTICLE II: Membership

Section 1. General Requirements

Membership in the Association shall be of several types (Professional, Associate, Student, Retired) to accommodate all individuals who are engaged in or have a primary interest in counseling. A member shall be one whose dues are current, and who meets the requirements of any type membership.

Section 2. Types of Membership

- a. **Professional Member**: Individuals residing in Pennsylvania who hold a Master's degree or higher in Professional Counseling or a closely related profession-- psychology, social work, medicine (psychiatry), nursing (psychiatric nursing) from a regionally accredited college or university. To be a professional member, one must also be employed as a professional counselor (or a practitioner of a closely related profession) or supervisor of counselors. If a professional member is between positions but job searching, they may maintain professional membership as long as they are seeking employment. Professional members shall be eligible to vote and hold office.
- b. **Associate Member**: Individuals who hold a Master's degree or higher in Professional Counseling or a closely related profession-- psychology, social work, medicine (psychiatry), nursing (psychiatric nursing) from a regionally accredited college or university. To be an associate member, one does not have to be employed as a professional counselor (or a practitioner of a closely related profession) or supervisor of counselors. In addition, associate members need not reside in Pennsylvania or be employed in the state of Pennsylvania. An Associate member is not eligible to hold office in the Association, but is eligible to vote on all matters except as restricted by the bylaws.
- c. **Student Member**: Individuals who are attending an institution of higher education in the State of Pennsylvania as a graduate student preparing for professional counseling or a closely related profession-- psychology, social work, medicine (psychiatry), nursing (psychiatric nursing); or individuals who live in Pennsylvania and are attending an out-of-state or on-line institution of higher education graduate program preparing for professional counseling or a closely related profession. Student members have the same rights as Professional members.
- d. **Retired Member**: Individuals who have held professional membership for the

two years immediately preceding retirement. A retired member shall maintain all the privileges of their prior membership (Professional or Associate).

Section 3. Severance of Membership

- a. PAMGCA members shall adhere to the ACA Code Ethics. If a person is dropped from ACA membership, after having had a hearing by the ACA Ethics Committee, that person shall also be dropped from membership of PAMGCA.
- b. A member shall be dropped from membership for the nonpayment of dues.

ARTICLE III: Meetings

Section 1. Notice of Membership Meetings and Actions

The annual meeting shall be held in conjunction with the annual Pennsylvania Counseling Association Conference. The Association may hold meetings at a time and place fixed by the Executive Committee with 30 days' notice to the membership. Meeting notice may be provided by newsletter, website, or email.

Section 2. Meetings

- a. The annual membership meeting shall be held at the annual PCA Conference.
- b. Executive Committee meetings are open to all members of PAMGCA.
- c. During the membership meetings, the leadership will apprise members of important decisions, elicit feedback and input on pending decisions, and seek ideas on future directions of the organization.
- d. If any votes are conducted at membership meetings, there must be a quorum, which will be $\frac{3}{4}$ of the members present at the meeting and at least 50% of the Executive Committee.
- e. If we need a membership meeting, beyond the annual membership meeting, the Executive Committee can call for this meeting, which can be held electronically. Membership will be given at least (2) weeks' notice of any emergency meeting and 30 days' notice of any additional meetings. If the annual business meeting is cancelled, the membership will be notified electronically of the cancellation and the annual membership meeting will be held using an electronic platform. Membership will be given a 30-day notice of the scheduled meeting date, which will include a link to the electronic platform.

ARTICLE IV: Elected Officials

Section 1. Officers

- a. The officers of PAMGCA shall form the Executive Committee.
- b. In year one, the officers shall be the President, Executive Mentor, Secretary, Treasurer, and two Student Representatives.
- c. In year two, the Executive Committee will be comprised of the President, Executive Mentor, Secretary, Treasurer, Past-President, President-Elect, and two Student Representatives.

Section 2. Functions of the Executive Committee include:

- a. to establish policies and govern the affairs of PAMGCA
- b. to reflect and act upon concerns of the general membership.
- c. to approve the annual budget.
- d. to adopt and amend PAMGCA by-laws.
- e. to initiate and sponsor activities of PAMGCA that further the organization's mission.

Section 3. Meetings of the Executive Committee

- a. The Executive Committee shall convene at the annual conference of PCA. Additional meetings of the Executive Committee may be held at other times when any three (3) voting members shall submit a written request to the President and this request is approved by two-thirds of all voting members of the Executive Committee. This vote may be an e-mail vote. The President shall arrange the time and place of such additional meetings. Notice thereof shall be given to all members of the Board of Directors at least (30) days prior to such additional meetings. In cases of special circumstance, the President in consultation with the President-Elect and Past President may call for additional meetings of the Executive Committee. In such cases, the meetings may be conducted through remote communications.
- b. The President of PAMGCA shall preside at meetings of the Executive Committee and in the President's absence the President-Elect shall preside.
- c. Each member of the Executive Committee shall have one (1) vote. A majority of the voting members of the Executive Committee shall constitute a quorum. The President votes only in the case of a tie.
- d. Except for special circumstances meetings, PAMGCA members will be notified 30 days before Executive Committee meetings, which are open to members of PAMGCA.

Section 4. Appointment, Nomination, and Election of Officers

- a. Inaugural-year (2019-2020) officers shall be appointed by the PAMGCA President.
- b. Student Representatives and Committee Chairs will be elected by officers.
- c. The nomination and election of officers in subsequent years shall be done electronically.
- d. There shall be established a Nomination and Election Committee consisting of the Past President as chair and two other members who shall be members of PAMGCA in good standing, appointed by the President, but subject to confirmation by the Executive Committee. No member of the Nomination and Election Committee may serve more than two consecutive years.
- e. The Nomination and Election Committee shall submit to the Executive Committee for its approval the proposed procedures for carrying out the annual election.

Section 5. Election and Terms of Officers

- a. The President, Executive Mentor, Secretary, and Treasurer shall be elected at large from among the regular members of PAMGCA.
- b. Elected officers shall not be candidates to succeed themselves in office.
- c. The official announcement of the election results shall occur by email sent to the PAMGCA membership and posted on the PCA and PAMGCA websites. The announcement will also be sent to the MGCA Board of Directors who has the right to publish elective officers' names in accordance with MGCA bylaws.
- d. The term of President, Executive Mentor, and Secretary shall begin on July 1, and shall be for a period of one (1) year, or until their successors are elected or appointed and assume office. The term of Treasurer shall begin on July 1 and shall be for a period of (2) years, or until their successor are elected or appointed and assume office.
- e. The President-Elect, elected annually, shall hold office for one year, and shall succeed to the Presidency for a one-year term, and then to the immediate Past-Presidency for a one-year term.
- f. The newly elected Secretary-Elect will shadow the current Secretary from the time of the election through June 30.
- g. The newly elected Treasurer-elect will shadow the current Treasurer from the time of the election through June 30.
- h. In the event of the death, resignation, or dismissal of an elected or appointed officer other than the President or President-Elect, a replacement shall be appointed by majority vote of the Executive Committee on the recommendation of the President to serve out the unexpired term of the office.
- i. In the event of the death, resignation, or dismissal of both the President and President-Elect, the Past President convenes the Executive Committee to elect

members from the Committee to fill the vacant positions for the remainder of the term.

- j. Unless otherwise stated in these Bylaws, an elected/appointed officer shall not serve in two (2) offices at the same time.
- k. Officers of the PAMGCA shall serve without financial compensation.

ARTICLE V: Duties of Officers of the Executive Committee

Section 1. The President shall be the principal officer of this association and shall:

- a. Preside at the Annual Meeting, meetings of the Executive Committee, and any special meetings;
- b. Be an ex officio member of all committees;
- c. Serve PAMGCA in any capacity required by that association;
- d. Appoint all standing and special committee chairs, subject to the approval of the Executive Committee;
- e. Ensure that a well-rounded program is developed for the year to include projects and activities geared to achieving the purposes for which this association is formed.
- f. Submit an annual written report to the President of the PCA in accordance with PCA bylaws.
- g. Accept responsibility of making legislative suggestions to PCA.
- h. Will correspond with President or representative of PCA or national MGCA to ensure continuity with the association's mission.
- i. To notify candidates of election results.
- j. To perform such duties as directed by the executive council.
- k. Be responsible for delegating conference planning during his/her year as President.

Section 2. The President Elect shall:

- a. Perform the duties of the President in the absence of the President.
- b. Assume the office of the President in case of an emergency and the office of the President becomes vacant.
- c. Work closely with the President and act in any capacity requested by the President and consistent with the bylaws of the PAMGCA.
- d. Be primarily involved with developing the association's program for the year.
- e. In case of an emergency and the office of the President Elect shall become vacant the President shall appoint a new President Elect, subject to the approval of the Executive Committee.

Section 3. The Immediate Past President shall:

- a. Work with the President and the President Elect to assure continuity in affairs of this association.
- b. Serve in any capacity requested by the President, the Executive Committee, or

PCA.

- c. Serves as the Chair of the Awards Committee and Nominations Committee.
- d. To perform other duties as directed by the Executive Council.

Section 4. Executive Mentor shall:

- a. To serve as a member of the PAMGCA Executive Council.
- b. Utilize current and previous experience to provide advice, guidance, and feedback to Executive Council, which supports the growth of PAMGCA.
- c. To identify growth edges and provide feedback on areas of improvement.
- d. To connect the Association with resources and make recommendations that contribute to overall success.

Section 5. Secretary shall:

- a. To assist the President and other officers in the capacity of the consultant and advisor and shall assist the officers of PAMGCA as necessary.
- b. To be responsible for recording the minutes of the Executive Council and PAMGCA meetings and shall perform the duties customary to the office and such additional duties as directed by the Executive Council.

Section 6. Treasurer shall:

- a. To represent PAMGCA in assuring the receipt and expenditure of funds in accordance with the directives established by the PAMGCA Executive Council.
- b. To prepare and present financial status reports of PAMGCA to the Executive Council and members at annual PAMGCA meeting.
- c. To collaborate with Executive Council members on matters related to membership dues, billing, and accounting.
- d. To perform the duties customary to the office and such additional duties as directed by the Executive Committee.

Section 7. Graduate Student Representatives (2):

- a. Appointed by the President to serve as a member of the PAMGCA Executive Committee.
- b. To report to the Executive Committee the needs of the general membership, with emphasis on graduate student and new professional concerns.
- c. One Student Representative should be a doctoral student/candidate and one a master's level student.

Section 8: Dismissal of Officers

- a. An officer may be removed from his or her elected or appointed position for any of the following reasons:

- i. Any conduct that injures PAMGCA or adversely affects its reputation;
 - ii. Any conduct that is contrary to or destructive of its mission according to the Bylaws and the ACA Code of Ethics;
 - iii. Non-performance of duties.
- b. Any voting member of the Executive Committee may initiate the removal process.
- c. Dismissal of officers requires a two-thirds majority of the voting members of the Executive Committee.

ARTICLE VI: Business and Affairs of the Association

Section 1. Severable or Transferable Interest.

No member shall have any severable or transferable interest in the property of the Association.

Section 2. Control and Management.

All property of the Association shall be subject to the control and management of the PAMGCA Executive Committee. Any accumulation or disposal of real property, except upon dissolution of the Association, must be approved in advance by the PAMGCA Executive Committee.

Section 3. Disposal upon Dissolution.

On dissolution or final liquidation, the PAMGCA Executive Committee shall, after paying or making provision for the payment of all the lawful debts and liabilities of the Association, distribute all the assets of the PCA. No assets of the Association shall be distributed to any of the PAMGCA members. Association records shall be turned in to the PCA.

Section 4. Appropriation of Association Funds.

- a. No appropriations of Association funds shall be made except pursuant to the authority of the PAMGCA Executive Committee.
- b. The PAMGCA Executive Committee shall adopt an annual budget.

Section 5. Association Year.

The fiscal year and the governance year of the Association shall be July 1–June 30.

Section 6. Reports.

Members of the PAMGCA Executive Committee shall be sent quarterly income and expense reports from the Treasurer showing the financial state of the Association.

Section 7. Limitations on Activities.

PAMGCA is organized and shall be operated exclusively for charitable and educational purposes within the meaning of sections 170(c)(2)(B), 501(c)(3), 2055(a)(2), and 2522(a)(2) of the Internal Revenue Code. No part of the net earnings of PAMGCA shall inure to the benefit of or be distributable to the members of its Executive Committee, officers, members of its committees, other private individuals, or organizations organized and operated for a profit (except that PAMGCA shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes as hereinabove stated). No substantial part of the activities of PAMGCA shall be the carrying on of propaganda or otherwise attempting to influence legislation, and PAMGCA shall be empowered to make the election authorized under section 501(h) of the Internal Revenue Code. PAMGCA shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision herein, PAMGCA shall not carry on any activities not permitted to be carried on -

- a. an organization exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) of such Code, and/or
- b. by an organization, contributions to which are deductible under sections 170(c)(2), 2055(a)(2), or 2522(a)(2) of the Internal Revenue Code.

Section 8. Internal Revenue Code.

References herein to sections of the Internal Revenue Code are to provisions of the Internal Revenue Code of 1986, as amended, as those provisions are now enacted or to corresponding provisions of any future United States internal revenue law.

ARTICLE VII: Parliamentary Authority

Robert's Rules of Order current edition, shall govern the proceedings of the association in all cases to which they are applicable. A Parliamentarian will attend meetings with no voting power.

ARTICLE VIII: Amendments and Revisions of Bylaws

Section 1. Amendment.

- a. Amendments to the bylaws may be acted upon at the annual meeting of the association if presented in writing to all members of the association at least thirty (30) days before the meeting at which the proposed change is to be considered. If approved by two-thirds of the members present, proposed amendments to the PAMGCA bylaws will be submitted to the PCA Board of

Discussion Item(s):

- Financial Health and Overview Discussion
- Quarterly report review

Action Item for Upcoming PCA Meeting: (please highlight one) YES NO

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

Action Item(s):

-

PCA Report

Date: 1/21/19

Division/Branch/Position: NEPCA

Chair Person Name: Kevin C. Snow

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) XYES NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)
YES XNO

If attending via conference call, please provide phone number:

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

- NEPCA is making strides to build the organization. Two new officers, MaryRose Kaplan (Treasurer) and Jeanie Pavlovich (Secretary) were elected in November, 2018. Also, on November 10th during the PCA annual conference, NEPCA met for a divisional meeting

and executive board meeting (4 members in attendance). During this meeting, options for NEPCA events in 2019 were discussed as well as other ways the organization can connect with members. To that end, the first NEPCA social event (Coffee with Clinical Counselors) will be held February 9, 2019, weather dependent, and will include both members and non-members from the community interested in NEPCA's mission. An executive board meeting will be held that day as well. At this time, no other events are scheduled for the year.

Discussion Item for Upcoming PCA Meeting: (please highlight one) YES **XNO**

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

Discussion Item(s):

Action Item for Upcoming PCA Meeting: (please highlight one) YES **XNO**

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

Action Item(s):

PCA Report

Date: January 14, 2019

Division/Branch/Position: GPACA

Chair Person Name: Astra Czerny

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) YES **NO**

Attending the Upcoming PCA Meeting via phone: (please highlight one)
YES NO

If attending via conference call, please provide phone number: 704-763-7310 or astra.czerny@jefferson.edu if Zoom

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

GPACA is hosting the second annual trauma symposium (Transformative Healing, Recovery and Trauma Sensitive Care Symposium) on February 23, 2019 at Thomas Jefferson University. The symposium offers the opportunity to earn the 3 required ethics CE's with 2 additional CE's or 5 CE's all together. QPR training is also being offered.

Currently, we do not have a president elect, in spite of efforts to recruit one. This is an ongoing challenge for us, though we are still hopeful that someone will volunteer as the current term gets closer to ending.

Discussion Item for Upcoming PCA Meeting: (please highlight one) YES NO

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

Discussion Item(s):

Action Item for Upcoming PCA Meeting: (please highlight one) YES NO

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

Action Item(s):

PCA Report

Date: 1/18/19

Division/Branch/Position: PACES

Chair Person Name: Eric Owens

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) YES NO

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

At the time of this report, PACES can report on the following:

- Selection decisions were made on the first annual PACES leadership fellows. Four doctoral students were selected to serve as PACES emerging leaders.
- PACES president recently participated in a call with leadership from the PA Department of Education, along with school counselor educators from across the Commonwealth, to discuss the ASCA SPA standards and if they will be integrated in to PA school counselor preparation requirements. PDE has indicated that while some changes might be made to Chapter 49 (standards for educator and counselor preparation in PA), those changes will not be related to the ASCA SPA standards. PDE does not intend to recommend any external standards (CACREP, ASCA, CAEP, etc.) in its development of requirements under Chapter 49. Recommended changes to Chapter 49 will be open for public discussion during March and April of 2019. There are no significant changes recommended to Educational Specialist certificates (including school counselors).
- PACES will hold its next meeting at the CSI Conference at Duquesne University in April, 2019.

Discussion Item for Upcoming PCA Meeting: (please highlight one) YES **NO**

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Action Item for Upcoming PCA Meeting: (please highlight one) YES **NO**

PCA Report

Date: 1/21/19

Division/Branch/Position: PAMCD

Chair Person Name: If chair is not attending, please indicate name of designee: **n/a**

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) **NO**

Attending the Upcoming PCA Meeting via phone: (please highlight one)
NO

Discussion Item for Upcoming PCA Meeting: (please highlight one) NO

Action Item for Upcoming PCA Meeting: (please highlight one) NO

PCA Report

Date: 1/21/19

Division/Branch/Position: PASGQ

Chair Person Name:

If chair is not attending, please indicate name of designee: Matthew Nice

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)
YES

If attending via conference call, please provide phone number:

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Discussion Item for Upcoming PCA Meeting: (please highlight one) **NO**

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

Discussion Item(s):

- N/A

Action Item for Upcoming PCA Meeting: (please highlight one) **NO**

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

Action Item(s):

- N/A

PCA Report

Date: 1/18/19

Division/Branch/Position: Pennsylvania College Counseling Association (PCCA)

Chair Person Name: Lauren Brubaker (President-Elect)

If chair is not attending, please indicate name of designee: N/A

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) **YES** **NO**

Attending the Upcoming PCA Meeting via phone: (please highlight one)

YES **NO**

Report:

Since the last meeting:

- PCCA continues to work toward reactivation as a state division of the American College Counseling Association as we have exceeded the minimum membership requirement of 15.
- PCCA is developing a Facebook page to promote awareness of the division as well as member interaction and involvement
- PCCA hopes to plan a workshop/event on a subject relevant to College Counseling, pending interest and support from members

Discussion Item for Upcoming PCA Meeting: (please highlight one) **YES** NO

Discussion Item(s):

- PCCA is updating our bylaws as part of the requirements to obtain reactivation as a state division of ACCA. However, we are awaiting receipt of the most recent version of the PCA bylaws in order to make sure our updates align with the PCA bylaws. Specifically, we would like to comply with PCA membership requirements for division members, which are currently unclear due to discrepancy between the bylaws posted on PCA's website and the most recent board conversations/recommendations. Clarification/guidance on this matter would be appreciated.

Action Item for Upcoming PCA Meeting: (please highlight one) YES **NO**

PCA Report

Date: January 19, 2019

Division/Branch/Position: PALGBTIC

Chair Person Name: Ryan Gruber

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) **YES** **NO**

Attending the Upcoming PCA Meeting via phone: (please highlight one)
YES **NO**

If attending via conference call, please provide phone number:

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

PALGBTIC, completed and upcoming projects:

- Division meeting at the PCA Conference. Next division membership meeting scheduled for March 2. Wrap-up of conference projects & outreach.
- PALGBTIC Leadership meeting scheduled for February 24. Meet with officers & committee chairs as needed between now and then.
- Meeting with Rep. Brian Sims with PALGBTIC Leadership PA Commission on LGBT Affaris.
- Member Presentation at GPACA symposium, "Transformative Healing, Recovery, & Trauma Sensitive Care" on February 23.
- Collaboration lunchtime webinar with PAMCD, "Counseling Trans People of Color" on March 13. Registration currently open on pacounseling.org.
- Development of a division logo (in process).
- Development of a (Social Advocacy) Committee for projects related to outreach, advocacy, and government relations.
- Development of an Nominations/Elections committee for board positions starting July 1, 2019.
- Potential future professional development collaborations with PASGW and PASERVIC.

Discussion Item for Upcoming PCA Meeting: (please highlight one) **YES** **NO**

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

Discussion Item(s):

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Action Item for Upcoming PCA Meeting: (please highlight one) YES NO

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

Action Item(s):

PCA Report

Date: 19 January 2019

Division/Branch/Position: PA Military and Government Counseling Association

Chair Person Name: Dr. Michelle Steimer

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) YES NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)
YES NO

If attending via conference call, please provide phone number: 412-722-7602

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

As of the date of this report, the Pennsylvania Military and Government Counseling Association (PAMGCA) is requesting to transition from a special interest group to a division of PCA. Dr. Michelle Steimer serves as the current chair and Mrs. Heather Uphold serves as the secretary/treasurer. Dr. Steimer and Mrs. Uphold recruited new members during the 2018 PCA Conference resulting in a confirmed membership of 19 professionals. Recruitment continues and membership is expected to increase once division status is obtained as it permanence will be gained by the organization. Dr. Steimer continues to work with the national chapter for Military and Government Counseling Association that falls under the American Counseling Association. Dr. Steimer has worked closely with Dr. Ben Noah who assists new branches of the MGCA reach fruition. She is scheduled to attend the 2019 ACA Conference in New Orleans to meet personally with the MGCA Board.

During the next year should the PAMGCA reach division status, Dr. Steimer and Mrs. Uphold would like to begin to execute training and advocacy that will benefit military members, veterans, and government workers within our state. Examples of proposed actions for the first year as a division include:

1. Conducting an inaugural Zoom meeting for new membership
2. Starting a quarterly newsletter for members and strategic partners
3. Collaborating with institutions/strategic partners within the state of Pennsylvania such as United States Army Reserve Ambassador, the Pennsylvania National Guard and Air National Guard, Veterans Affairs Office, the State Police, and the State Corrections

Department to include the COVER Program which oversees the needs of veterans who work within the Department of Corrections in order to assess and address needs within Pennsylvania

4. Conducting approved training for counselors focused on the culture and needs of military members and government workers

Discussion Item for Upcoming PCA Meeting: (please highlight one) YES NO

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

Discussion Item(s):

Action Item for Upcoming PCA Meeting: (please highlight one) YES NO

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

Action Item(s):

- Request a board vote to transition the Pennsylvania Military and Government Counseling Association from a special interest group to a division of the Pennsylvania Counseling Association.

- Directors for approval.
- b. These bylaws shall take effect immediately following PCA Board of Directors approval and shall supersede any previous bylaws and all provisions and amendments thereof.

Section 2. General Statement.

No member of the PAMGCA shall discriminate against any individual on the basis of, culture, disability, race, religion/spirituality, gender, gender identity, sexual orientation, marital/partnership status, language preference, socioeconomic status, immigration status, or any basis proscribed by law.

PCA Report

Date: January 20, 2019

Division/Branch/Position: Archives Committee Chair

Chair Person Name: Mark E. Kenney M.Ed., NCC, LPC If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) **YES NO**

Attending the Upcoming PCA Meeting via phone: (please highlight one)

YES NO

If attending via conference call, please provide phone number:

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

- Researched and emailed documents to PASERVIC president as requested at the PCA Conference.

- I have been maintaining current records of business meetings for 2018-19.

Discussion Item for Upcoming PCA Meeting: (please highlight one) **YES NO**

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

Discussion Item(s):

- **Review of Certification policy and archives record of each annual election.**

Action Item for Upcoming PCA Meeting: (please highlight one) **YES NO**

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

Action Item(s):

PCA Report

Date: February 2019 Meeting

Division/Branch/Position: Awards Chair

Chair Person Name: Ryan Bowers ⇒ *Dr. Deborah D Jones (KW)*

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) **YES NO**

Attending the Upcoming PCA Meeting via phone: (please highlight one)
YES NO

If attending via conference call, please provide phone number:

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Discussion Item for Upcoming PCA Meeting: (please highlight one) **YES NO**

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

Discussion Item(s):

- **None**

Action Item for Upcoming PCA Meeting: (please highlight one) **YES** NO

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

Action Item(s):

- **President's approval and vote for Ryan stepping down as Awards Chair and being replaced by co-chairs Deborah Duenyas, Assistant Professor and Nicole Flack, Graduate Student, both of Kutztown University.**

PCA Report

Date: 1/20/19

Division/Branch/Position: Ethics

Chair Person Name: Gregory Roth

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) **YES**

Attending the Upcoming PCA Meeting via phone: (please highlight one)
NO

If attending via conference call, please provide phone number:

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Discussion Item for Upcoming PCA Meeting: (please highlight one) **YES**

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

Discussion Item(s):

- Changes to the membership requirement: i.e., all divisions, branches, and special interest groups will require their members to be PCA members

Action Item for Upcoming PCA Meeting: (please highlight one) **YES**

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

Action Item(s):

A change to the bylaws. The changes are highlighted using TrackChanges:

ARTICLE III - Division, Chapter, and Special Interest Group

Section 1 - Branch Division

A new Branch Division shall consist of persons who organize on the basis of a counseling specialty area in accordance with the Bylaws and policies of the **Pennsylvania Counseling** Association and the American Counseling Association. Branch Divisions will be encouraged to become chartered by the National Division of ACA that it represents. **All** of the Branch Division officers and **all** of the Branch Division members must be members of the **Pennsylvania Counseling** Association. The Branch Division's official delegate to the **Pennsylvania Counseling** Association's Executive Council **will vote on behalf of the Branch Division.**

Section 2 - Branch Chapter

A Branch Chapter shall consist of persons who organize on the basis of a local geographical unit within the Branch in accordance with the By-laws and policies of the **Pennsylvania Counseling** Association and the American Counseling Association. **All** of the Branch Chapter officers and **all** of the Branch Chapter members must be members of the **Pennsylvania Counseling** Association. The Branch Chapter's official delegate to the **Pennsylvania Counseling** Association's Executive Council **will vote on behalf of the Branch Chapter.**

Section 3 - Branch Special Interest Group

A Branch Special Interest Group shall consist of persons who organize on either a Branch- wide or local level in accordance with the By-laws and policies of the [Pennsylvania Counseling Association](#) to promote a professional interest not otherwise provided for within an existing Branch Division. All of the Branch Special Interest Group's officers and all of the Branch Special Interest Group's members must be members of the [Pennsylvania Counseling Association](#). The Branch Special Interest Group's official delegate to the [Pennsylvania Counseling Association's Executive Council](#) will vote on behalf of the Branch Special Interest Group.

PCA Report

Date: 01.17.19

Division/Branch/Position: Government Relations

Chair Person Name: Travis Schermer

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) YES NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)
YES NO

If attending via conference call, please provide phone number: 740.263.1264

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

The Government Relations committee has held two phone conferences in as many months. These have resulted in support for Advocacy Day and planning for tackling additional issues. To the former, a sign-up sheet has been created for Advocacy Day 2019, which is scheduled for April 9, 2019. The group number has been capped at 60 in order to facilitate scheduling with representatives. The notice has gone out via social media, through PACES, and is being sent out in an email from PCA leadership. Sign-ups will close on 01.25.19 in order to allow for a follow-up confirmation and finalized list to Janelle by 02.08.19. The committee has started discussions about talking points, but will wait to finalize until closer to the date. Janelle has indicated that action will be taken to make the month of April "Professional Counseling Month" again this year.

Discussion Item for Upcoming PCA Meeting: (please highlight one) YES NO

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

Discussion Item(s):

Action Item for Upcoming PCA Meeting: (please highlight one) YES NO

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

Action Item(s):

PCA Report

Date: 1/17/19

Division/Branch/Position: Graduate Student Liaison

Chair Person Name: Nicole Flack

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) YES NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)
YES NO

If attending via conference call, please provide phone number:

If attending via conference call, please provide phone number:

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Discussion Item for Upcoming PCA Meeting: (please highlight one) YES NO

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

Discussion Item(s):

- **JPCA Winter Edition has been released**

Action Item for Upcoming PCA Meeting: (please highlight one) YES NO

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

Action Item(s):

NA

PCA Report

Date: January 15, 2019

Division/Branch/Position: PCA Membership Committee

Chair Person Name: Angélica Galván

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) YES NO

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Discussion Item for Upcoming PCA Meeting: (please highlight one) **YES** **NO**

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

Discussion Item(s):

- I will be taking over the volunteer committee for the next PCA conference. Please let me know if there is anything else I can help with in regards to the conference.
- I would also be interested in the mentoring program that we spoke about that the last PCA meeting.

Action Item for Upcoming PCA Meeting: (please highlight one) **YES** **NO**

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

Action Item(s):

PCA Report

Date: February 2nd, 2019

Division/Branch/Position: JPCA Editor

Chair Person Name:

If chair is not attending, please indicate name of designee: NA

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) **YES** **NO**

Attending the Upcoming PCA Meeting via phone: (please highlight one)
YES **NO**

Attending the Upcoming PCA Meeting via phone: (please highlight one)

YES NO

If attending via conference call, please provide phone number:

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Discussion Item for Upcoming PCA Meeting: (please highlight one) **YES** NO

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

Discussion Item(s): Videographer at PCA Conference and Benefit of Membership video

- ✓ • The promotional video has been completed and shared through listserv.
 - It is a beautiful video; everyone should watch it!
 - Other avenues to share to increase membership (3,000+ Members)

Action Item for Upcoming PCA Meeting: (please highlight one) YES **NO**

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

Action Item(s):

PCA Report

Date: 1/12/19

Division/Branch/Position: Past President's Committee

Chair Person Name: Paul Datti

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) **YES** NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)
YES **NO**

If attending via conference call, please provide phone number:

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Following the Past Presidents Panel at the 50th Annual Conference, I received a significant of positive feedback with regards to the panel itself (from panel members and session participants) as well as to how it helped to increase visibility and interest in PCA leadership opportunities. Members of the panel included LeeAnn Eschbach, Michelle Bruno, Shon Smith, Brad Janey, Taunya Tinsley, Joan Kaylor, Charles Jacob, and I. In addition, many members approached me with positive feedback with regard to the Powerpoint slideshow that was displayed during the awards luncheon.

With regard to the newly implemented mentorship program, I agreed to take the first new PCA board member as a mentee, and we are off to a great start. Lauren Brubaker, president-elect of PCCA, is my mentee, and we have communicating with regard to bylaws, membership requirements, and her role on the PCA board and as a division leader. Feedback has been positive, and we will continue until Lauren is no longer in need of the mentorship. Several PCA past presidents have agreed to serve as mentors and we plan to go alphabetically as the new mentees join the board.

Discussion Item for Upcoming PCA Meeting: (please highlight one) **YES** NO

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

Discussion Item(s):

- I would like to briefly discuss the process for providing the name and contact information (or how I can obtain) of new board members as they join the board so that I can implement the mentorship program effectively. Suggestion: if I am at the board meeting(s) when the new members join/are announced, then I will have the information. If not, perhaps the PCA Secretary can provide the information to me.

Action Item for Upcoming PCA Meeting: (please highlight one) YES **NO**

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

Action Item(s):

PCA Report

Date: 1/21/2019

Division/Branch/Position: Professional Development

Chair Person Name: Ashley Deurlein

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) **YES** NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)
YES **NO**

If attending via conference call, please provide phone number:

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Discussion Item for Upcoming PCA Meeting: (please highlight one) YES **NO**

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

Discussion Item(s):

-

Action Item for Upcoming PCA Meeting: (please highlight one) YES **NO**

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

Action Item(s):

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PCA Report

Date: 1/21/19

Division/Branch/Position: Social Media

Chair Person Name: Kathryn Nulf

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) YES **NO**

Attending the Upcoming PCA Meeting via phone: (please highlight one)
YES **NO**

If attending via conference call, please provide phone number:

Report: This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Discussion Item for Upcoming PCA Meeting: (please highlight one) YES **NO**

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

Discussion Item(s):

-

Action Item for Upcoming PCA Meeting: (please highlight one) YES **NO**

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

Action Item(s):

-