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2-13-2009

### 2990-02-13 PCA Conference Committee Report, Feb 13, 2009

Pennsylvania Counseling Association

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## 2/13/09 PCA Board Meeting – Report from the Conference Committee

### Action Items:

- Review and approval to send solicitation letter
- Review and approval to send exhibitor invitation letters
- List of possible donators / exhibitors from board members
- What incentive can be given to volunteers, discount on conference or other incentive?

### Report:

- Registration process: all registrations will be sent to PCA administrator, Colleen, she will send the money to treasurer and send the registrations to the registration team.
- Need to have volunteers work on various duties [brochures, ads, welcoming, collecting evaluations, and other duties]. I would like to have volunteers receive an incentive for assisting, name will be in program, discount on the conference dependent on how much time is volunteered
- *Increased Room block to 48 on Saturday; 38 on Friday; Rooms reserved up to 30 days prior to Conference.*
- *Have space reserved Friday near Senate Suites and the Hospitality space at Mt Kitty Suite Fri. & Sat.*
- *8 rooms for Saturday sessions; 2 for Friday; 4 on Sun.*
- *Space on Sunday for a general session - possibly a closing session.*