

Kutztown University

Research Commons at Kutztown University

PCA Board of Directors Meetings

Pennsylvania Counseling Association (PCA)

2-18-2005

2005-02-18 PCA Secretary's Report

Pennsylvania Counseling Association

Follow this and additional works at: <https://research.library.kutztown.edu/pcaboard>



Part of the [Counseling Commons](#)

SECRETARY'S REPORT

**February 18, 2005
PCA Executive Board Meeting
Penn State University - State College, PA**

Duties Performed –

Facilitated the gathering of pertinent information from past Web Master, Web Task Force Chair, and Public Relations Committee Chair.

Distributed PANO Newsletters via listserv as received by Administrative Coordinator.

Submitted article for publication in PCA, Inc.

Passed along past Ethics/By-Laws reports to pending Ethics/By-Laws Chair in preparation for her beginning her position.

Gathered needed information from PASGW in preparation for reinstatement of their Division into PCA.

Facilitated communication between members and Administrative Coordinator, Membership Chair, and President on topics of obtaining a list of LPCs in a specific geographical area.