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Pennsylvania Counseling Association (PCA)

2-18-2005

2005-02-18 PCA Executive Council Meeting Minutes

Pennsylvania Counseling Association

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Minutes of PCA Executive Council Meeting
Penn State University State College, PA
Quarterly Board Meeting
February 18, 2005 Fiscal Year 2004-2005

Present: 15 Total
10 Representative Votes

	<i>Officers</i>
Shon Smith	President
Connie Matthews	President Elect
Ami Hooper-Knox	Secretary
Susan Thompson	Treasurer
	<i>Division/Regional Chapter Representatives</i>
Kelley Kenney	PACES
Mark Kenney	PAMCD/Budget and Finance Chair
Jack Smith	PASERVIC President
Diane Smith	PSCA
Mary Matlak	GPCA President
	<i>Standing Committee Chairs</i>
Judith Bookhamer	Conference Chair
Maura Krushinski	Ethics/By-Laws Chair
Holly Moore	Membership Chair
	<i>Special Committee Chairs</i>
Carl Back	Archives & Past Presidents Chair (PAGLBTIC representative)
	<i>Others</i>
Becky Willow	Administrative Coordinator
Joanna CastroShaffer	PASERVIC President Elect

Call to Order:

President Elect Matthews called the meeting to order at 10:20 a.m. and requested introductions around the table as we are awaiting the arrival of President Smith and other board members who are running late due to inclement weather.

Reports:

Secretary – Ami Hooper-Knox reviews her report.

Past President – Brad Janey reported to all via email that he has nothing to report at this time. Connie requests that everyone consider running for one of the offices if you are eligible or encouraging others to do so.

President Elect - Connie Matthews passed out her report. She summarized concerns over not being able to get our typical weekend in October at the Penn Stater for our annual

conference, but stated that alternatives were looked at. Connie requested that every person on the exec board really make an effort to get 2 exhibitors and 1 ad for the conference program by the meeting in July and points out that this is a great way for PCA to make some money versus "just squeaking by." Connie encouraged divisions to make sure that there is a topic during the content session that is of real interest to the division members and recommended that they go ask their members what they are interested in and what kind of session they would like to attend at the conference. Additionally, she suggested that everyone encourage members to submit proposals for sessions so that the content reflects diversity of interests of the various divisions. Of note, divisions can consider sponsoring a content session. Connie suggested that we have a booth at PASCA conference since they had one at our conference and that we may want to consider reciprocating with other organizations so they we can exhibit at the their conference and they exhibit at ours. Mary Matlak stated that she believes members would benefit from tracks. Mark Kenney requested that we get a list of vendors from this past conference. (President Smith and other board members arrived during discussion, so a quorum is now present.)

Motion to approve the minutes.

Moved: Carl Back

Seconded: Diane Smith

Motion carries.

President – Shon Smith apologized for being late but welcomes everyone. He reported that on January 20, 2005 he met with Gerald Love from Slippery Rock to discuss how to help increase student members through a Chi Sigma Iota student research conference that is currently in the planning stages. Three individuals have been approached about the position of Webmaster. Two have declined and President Smith reported that the third is still pending. ACA has agreed to help us through this process with training and support. President Smith reported that the North Eastern Pennsylvania Counseling Association (NEPC) has requested to reactivate, and has submitted all needed paperwork. Additionally, Ruth Garcia from Greater Philadelphia Counseling Association (GPhillyCA) has requested to be re-active, but has not submitted the needed paperwork. Holly Moore, Membership Chair, reported that Ruth and GPhillyCA are not even listed as members on her current membership roster. Jack Smith, President of PASERVIC, indicated that as far as his division is concerned, members can join PASERVIC independent of joining PCA, so perhaps that has happened with NEPCA and GPCA. Shon reiterated that divisions needs to keep Holly informed of current membership so her database is current. Mark Kenney pointed out that historically these 2 divisions (NEPCA and GPCA) are known for having membership that is predominantly school counselors, so they do not always associate with PCA but choose instead to join PSCA. Shon reminds everyone that in order to be president of a division, you have to be a PCA member according to PCA's by-laws. Jack agrees to talk to Holly later about PASERVIC's membership database. Mary Matlak points out that in order to be on our board, they also have to be an ACA member.

Treasurer – Sue Thompson points out to the board that we are being charged a fee of \$25 each month that our collected balance is below \$7500. She requested permission to investigate other banking options so that we are not incurring this fee. Mark Kenney says that we may need to consider budgeting for the fees. Shon Smith grants permission for Sue to investigate other banking options and requests a report at the May meeting. Judy Bookhamer says that some banks will make exceptions for non-profit companies and waive the fees and it might be easier than transferring banks. Discussion around how often checks are sent out to divisions by Sue. Shon says it needs to stay standard across the board for all divisions regardless of how often it is. An agreement is reached to have division payments sent out semi-annual in October and February. Mary Matlak says that Greater Pittsburgh Counseling Association does not have a checking account at the present time, so she asks if they should

open one? Sue responds that they should because she does not write checks for the divisions for events. Mary also asks about using a PCA identification number on the account, which is similar to the request made by Kurt Kraus of PASGW. Sue agrees to look into whether or not PCA's TIN can be used on an account instead of a person's SSN. Sue points out that we bring in a good bit of money in the months of January and February. She recommends a fundraiser during April or May, our lower earning months. Sue suggests a statewide walk-a-thon that will help market PCA and get our name out of there. Holly Moore points out that it might be best to work it around the college student schedule because they could be involved. Connie Matthews recommends that we appeal to professionals as well, because PCA is heavy latent with counselor educators and students and could use an increase in professional members. Shon recommends that anyone interested in a fundraiser submit a written proposal to the board to be reviewed and voted on. Sue says she is willing to work on a proposal and spearhead the project. Mark reminds us that April is Counselor Awareness Month. Holly asks about her committee's expenses separated between mailing and printing. Sue says she was putting both under mailing but will separate in the future. Discussion with Connie will be held concerning how to handle this issue for next year's budget. Finally, Mark reminds us to discuss division and chair budgets with Connie for next year's budget.

Administrative Coordinator – Becky Willow reports that she has converted the database from MS Works to MS Excel successfully, which makes communication between board members easier. Becky's husband had a big part in that. Additionally, membership forms have been updated per Joan Kaylor's request. It is still being considered for updating designations under type of membership with review of by-laws and ACA's application. Becky asks what other's thoughts are concerning when someone uses an old form and pays a little less money because they are paying according to the dues written on the old form. Connie Matthews says we really shouldn't ask them for more money but we can let them know that for future reference, the cost has gone up. Mary Matlak asks if Greater Pittsburgh Counseling Association's fees are on the application and then submitted those prices.

President Smith says he will formally submit a proposal in May for a laptop and software for the administrative coordinator so that she has everything she needs in order to maintain all PCA records.

Motion to accept President's, Past President's, President Elect's, Treasurer's, and Administrative Coordinator's reports.

Moved: Carl Back

Seconded: Jack Smith

Motion carries.

Motion to accept consent agenda with specific points pulled for discussion.

Moved: Connie Matthews

Seconded: Diane Smith

Motion carries.

PASERVIC – Jack Smith points out workshop/retreat on his report.

Greater Pittsburgh Counseling Association - Mary Matlak points out an error that was made when a financial report was sent to Greater Pittsburgh Counseling Association instead of Greater Philadelphia Counseling Association. She and Sue Thompson clarified the error and their new balance is \$180. Mary reported a correction in her report about the website's address. It is www.eca-counseling.com/gpca.htm. The division is looking to incorporate the new ACA logo as part of their logo, would like approval of their by-laws, and hope to have a workshop by the end of the fiscal year.

Membership – Holly Moore talked about her new report format and asked how people liked it. Jack Smith requested expiration dates of memberships be listed so that they know when people are expiring so they can encourage renewals. Membership application concern... need some way to keep information on application current because people are sending in money for divisions that are not even active. Holly wants to know how info can be kept up-to-date. Shon Smith says that is the reason for reports being turned in every July from every chapter and division, so we know who is active and who is not. The ones currently listed on the agenda are the active ones, though after today's meeting there might be some changes. Mark Kenney recommends that an exit procedure be established with chapters and divisions so that they know they are inactive. Shon recommends that the Membership Committee write up a policy on this and submit to the board in May. Mark asks where the money from the inactive chapters and divisions goes? Shon says that the money goes to the Keystone Account and that divisions and chapters can request the funds once they are reactivated. Discussion around when the chapters and divisions need to have their financial reports in so that the membership application can accurately reflect the currently active chapters and divisions. Holly says that renewal letters are sent out 2-3 months in advance of their expiration dates. Connie Matthews says that it would be ideal to have the financial reports turned in to the board in February so it can be voted on (to inactivate chapters and divisions) by the board at the February meeting and application can be updated. Holly says that she will update current application with active chapters and divisions. Connie points out that we are in a more active period right now, but things will calm down.

Lunch Break.

Old Business:

Greater Pittsburgh Counseling Association's By-Laws – Maura Krushinski has reviewed them and they look good. A few points have been brought to Mary Matlak's attention and will be easily addressed.

Motion to reinstate Greater Pittsburgh Counseling Association.

Moved: Connie Matthews

Seconded: Kelley Kenney

Motion carries.

PAMHCA's By-Laws – Maura Krushinski reports that Article 7 needs to be expanded on the Ethics portion of the committee. In Article 2 there is a question over the wording of: will promote "minimal" training standards for Mental Health professionals. Shon Smith says that he spoke with ACA and they have verified that we reserve the right to revoke any membership and they will support us through such a process. Also, Shon spoke with AMHCA's President, Mark Hamilton and he says that Ed Beck had made no statements about being interested in leadership with PAMHCA. Connie Matthews expresses concern that there was secrecy over PAMHCA telling us who their potential leaders will be and passing around the required signatures for reinstatement during our October meeting. Mary Matlak reminded everyone that the PAMHCA representatives were frazzled due to the circumstances of their travels in to the meeting. Mark Kenney points out that the area that PAMHCA generates from is one of our weakest areas of the state and may help to increase our numbers, especially in that area. Support for PAMHCA's reinstatement is present, but concern remains over the one individual who is connected to PAMHCA. Maura asks what is the typical protocol for removing a "red flag." Carl Back states that we have never removed someone from PCA. Mary questions if PAMHCA should have time to revise their by-laws including stating that officers must be PCA members (Article 5.1) and Article 3.2a on clarification that members need to be a member of PCA "and/or" AMHCA.

Motion to have PAMHCA revisit their by-laws in the identified areas and resubmit in May for approval.

Moved: Ami Hooper-Knox

Seconded: Carl Back

Motion carries.

Shon Smith says that we will need to have a discussion about membership and how removal of members is reflected in our by-laws. Maura Krushinski reports that our by-laws state that members can be sanctioned according to ACA's standards. Shon reaffirms that we need something in our by-laws to address removal of a member. Maura says we need to have a review process and how will we cover ourselves if a lawsuit is brought. Diane Smith says to have all of your ducks in a row. Maura recognizes that she has a few points to look into concerning our by-laws.

Publications – Shon Smith says that we raised dues in order to offset increased cost of printing, however we have published 1 newsletter and no journals this year. Shon has discussed with LeeAnn Eschbach about reframing the journal. To date more discussion has not been carried out. Additionally, no newsletter was published in December because only 2 articles and Shon's message were submitted. Maura Krushinski questions how we obtain articles for the journal and newsletter. Shon says only through a blip in the previous journal and newsletter. Kelley Kenney asks if we have explored the option of electronic media. Shon says he has spoken to LeeAnn about it and she was opposed to it. Kelley asks why and Shon says he cannot remember as the discussion was in July 2004. Maura questions why we are not working a bit harder to get people to publish with us. Holly Moore says she has heard that the Connecticut Counseling Association is looking for submissions. Diane Smith says that they are looking for a joint publication with PSCA. Judy Bookhamer says they are connected with Gary Connelly and he is involved in this. Connie Matthews says we should form a committee, that she will chair as a representative of the officers but would like representatives from divisions as well, to take time to look at the publications and how we should proceed with them. Academic vs. practitioners. Paper vs. electronic. Theme issues. Connie asks that some volunteers join the committee and work via phone and email to resolve this issue as it has been brought up a few times at the end of previous meetings but has not been addressed in depth. Diane suggests that a request be given out to all division presidents so that they will submit for the March newsletter. Mark Kenney says that some of it comes from a lack of understanding of what each person's role is when they agree to be a chair of a committee or a division president. The Newsletter and Journal Editors are to be responsible for finding ways of pulling articles and submissions in. However it has not been done that way. Carl Back says that there is a policy handbook but it does not specify the role of the division chairs. Connie points out that Carl has agreed to have his past-president's committee work on a new policy handbook that can be toiled over during the strategic planning session this summer. A sign up sheet is going around for joining Connie's committee. Shon says he is now doing the newsletter, but there needs to be a policy in place concerning how this is handled. Questions about what kinds of articles can be submitted and what the new newsletter deadline is. Shon answers these questions and says new deadline is February 25, 2005.

New Business:

Rick Kovalsky – Shon Smith says that he is doing a training for the New Jersey Counseling Association and will be advertising in PCA, Inc.

PASGW – Kurt Kraus submitted the reports as required for reactivation.

Motion to reactivate PASGW.

Moved: Mary Matlak

Seconded: Kelley Kenney

Motion carries.

Sue Thompson says that PCA's TIN can be used. Maura Krushinski asks if we use the phrase "dba?" Mark Kenney answers no. Shon Smith requests that Ami Hooper-Knox inform Kurt of our decision to reinstate their divisions and request that he contact Sue to

get the number to use on his bank account.

North Eastern Pennsylvania Counseling Association - Submitted the reports as required for reactivation.

Motion to reinstate NEPCA.

Moved: Jack Smith

Seconded: Ami Hooper-Knox

Motion carries.

PANO – Carl Back wants to know who our PANO representative is. Mary Newhams is currently identified as the representative. Ami Hooper-Knox reports that currently emails from PANO are sent to Becky Willow at the main PCA email account. Becky then forwards them to Ami who places them on the listserv. Carl recommends to President Smith that a formal committee be created with a chair. Carl passes out some information on PANO for review including the new Standards of Excellence. Ami requests information on how the listserv is formulated and how names are added. No one is real sure as it was handled by our past webmaster.

Division Training – Shon Smith is encouraging divisions to hold workshops as there is not historically much heard from PCA during the Spring and division workshops are a great way to do that.

Codify Website/Editorial Administrative Policy – Shon Smith says that information will be passed to Carl Back concerning the policy that was created by the website task force, once it has been approved by the board. Their policy was just submitted and was not reviewed prior to this meeting.

Keystone Fund – Mark Kenney passes out his committee's suggestions on how funds can be used and he states that he is open to questions and concerns. Connie Matthews asks if the purpose of the Keystone Fund is to hold money for the divisions once they go defunct? Mark says no, once the money is turned over and they fold, it is then PCA's money. Ami Hooper-Knox recommends the use of the term "budget" in requests from people for money from the Fund. Mary Matlak says it is hard to project that. Connie says that the money we are talking about is more like a loan and the amounts are small, so a budget may not be easily done. Mark clarifies that it is a grant, not a loan.

Motion to accept Mark's proposal for the use of Keystone Fund money.

Moved: Connie Matthews

Seconded: Sue Thompson

Motion carries.

President Smith calls for any more business.

Stephen London has requested that PAMFC be closed down. Connie Matthews says we should find out from Stephen if he wants the divisions to go defunct or inactive. Shon Smith agrees that we should find out from Stephen what is requesting (inactive status or defunct) as well as, if defunct, how and when will he turn the money over to PCA for deposit in the Keystone Account? Connie also says that he should be responsible for notifying his 39 members that they are defunct/inactive. Shon requests that Ami Hooper-Knox contact Stephen and find out what status the division is looking to become and let him know that he can refer to the list published by the membership committee for contact info for his division members.

Greater Pittsburgh Counseling Association – Submitted request for \$340 to start back up.

Motion to give Greater Pittsburgh Counseling Association \$340 from the Keystone

Fund.

Moved: Diane Smith

Seconded: Kelly Kenney

Motion carries.

Shon Smith is requesting motion to vote via email on the slate of candidates for offices that will need to be published in the March Newsletter.

Moved: Connie Matthews

Seconded: Diane Smith

Motion carries.

Reminder: Next meeting is May 20, 2005 at State College.

Motion to adjourn.

Moved: Diane Smith

Seconded: Carl Back

Motion carries.

Meeting is adjourned at 2:25 p.m.

Respectfully submitted,

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