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Pennsylvania Counseling Association (PCA)

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2005-02-18 PCA Administrative Coordinator Quarterly Report

Pennsylvania Counseling Association

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**Administrative Coordinator
Quarterly Report
(October-February), 2004-05
PCA Executive Board Meeting
Penn State University-State College, PA**

Tasks accomplished for quarter:

- Rebuilding from hard drive crash
- Membership database successfully converted to Excel from Works!
- Drafted thank you letter for PACP
- Weekly retrieval of mail from Post Office
- Weekly print-outs of on-line applications
- Monthly submission of membership checks and data to Treasurer
- Monthly submission of membership applications to Membership Chair
- Bi-weekly data entry of membership information into database
- Obtain phone messages as needed; refer callers appropriately
- Daily email responses and referrals
- Track phone and email contacts
- Coordinate ordering of letterhead
- Consult with President regarding Newsletter

Current projects:

- Get final approval for PACP letter and facilitate mailing
- Collaborate with the Membership chair to suggest amendments to the membership application that will accurately reflect the types of memberships offered; encourage discussion

**Phone and Email Inquiries-January & February
Administrative Coordinator**

| | |
|--|---|
| Ethics | 2 |
| Service referral | 1 |
| Membership | 7 |
| Professional/student contacts | 1 |
| Licensure | 3 |
| Private Practice | 3 |
| CEUs | 1 |
| Password requests | 3 |
| Certification requirements | 5 |
| Billing referral assistance | 1 |
| Attempt to reach board/division | 2 |
| Requests for info. on PCA publications | 3 |

Submitted February 18, 2005;
PCA Executive Board Quarterly Meeting
Penn State University

Rebecca A. Willow