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PCA Board of Directors Meetings

Pennsylvania Counseling Association (PCA)

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8-1-2008

### 2008-08-01 PCA Executive Council Meeting Minutes

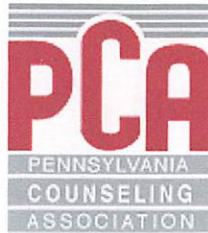
Pennsylvania Counseling Association

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*Minutes from the quarterly Meeting of the PCA Executive Council  
State College, PA*

August 1, 2008      Fiscal Year 2008-2009

Present: 11 **Total**  
10 **representative Votes**

	<i>Officers</i>
Donald Strano	President
Joan Kaylor	Past-President
Christine Liebers	Secretary
Paul West	Treasurer

	<i>Division/Regional Chapter Representatives</i>
Peggy Lorah	PAGLBTIC
Mark Kenney	PAMCD
Taunya Tinsley	PACCA
Shannon Deets	PASERVIC
<i>Connie Matthews</i>	<i>ASGW</i>

	<i>Standing Committee Representatives</i>
Mark Kenney <i>ky</i>	Archives
Anne Hull	Membership
Carl Back	Past Presidents

**Call to order:**

President Don Strano called the August 1, 2008 meeting to order at 10:02 am.

**Introductions / Roll Call:**

President Don Strano requests roll call and status of quorum from the Secretary. Quorum is present.

Matthews/West motion to approve the minutes from the May 29, 2008 Executive Council Meeting.

Discussion: Corrections needed to the May 29, 2008 minutes included adding Taunya Tinsley as PACCA representing President and changing Division representation to Connie Matthews to represent PAMCO, Peggy Lorah to represent PACCA, and Carl Back to represent PAGLBTIC.  
Outcome: motion carried to accept the May 29, 2008 with changes.

**Reports:**

- *President* - Don Strano stated that he had gotten a note from Jen McCaslin that there were no award nominations. She has been reaching out for nominations but has received no responses. Don reported talking to Maura but had received no conference report.
- *President-Elect* – Report will be tabled until next meeting.
- *Past-President* – Joan Kaylor reviewed her report and noted that there were 41 ballots in favor of Holly Brant-Hoover being for President-Elect.  
Joan noted that she has been working with an LPC that has required information about third party billing and she is mentoring her in getting into private practice and referring her to inquire further with PAMCA.
- *Secretary* – Christine Liebers reviewed her report and indicated that she had completed all of her administrative duties: completing minutes, obtaining division reports and forwarding reports and completed minutes to executives and divisions.
- *Treasurer* – Paul West reported that Colleen did get the checks. He reported that Jim had forwarded most of the tax information. He indicated that the conference numbers were missing but he was able to clarify the numbers. He indicated that the PCA has the full financial responsibility of the Divisions and Chapters. He indicated that he completed the financial form and was extending the deadline to September 1, 2009. He requested to start this process by August 1, 2009 and that all will be expected to return their forms to the treasurer by the due date.

Mark Kenney suggested adding a line to the form requesting that if a division fill out the 501c6 and 990 but that they must forward a copy to the PCA.

- *Administrative Coordinator* – Report will be tabled until next meeting.

West/Matthews made a motion to accept the officers' reports.

Discussion: none

Outcome: Motion carried.

### **Consent Agenda:**

Strano/Tinsley made a motion to accept the August 1, 2008 consent agenda with items noted for discussion (awards, conference, finance & budget, PAGLBTIC, membership, nominations, newsletter).

Discussion: none

Outcome: motion carried.

### **Divisions & Chapters**

#### **PAGLBTIC**

Lorah/West motioned for the permission to change the name of the PAGLBTIC to PALGBTIC in the PCA by-laws.

Discussion: Peggy noted that the changing the name would represent Lesbians first in the title as to better reflect the oppression and struggles of Lesbian women.

Outcome: motion carried.

## **Committees**

### **Awards:**

Don had received a note from Jennifer the awards chair that there had been no nominations received by the awards committee. He encouraged all to consider nominating someone.

### **Conference:**

Connie had asked that the Sunday conference day have more to offer the attendees. She suggested having a better quality of food offered on Sunday. She indicated that there should be more workshops offered at the less restrictive time slots to balance the number of workshops offered. Paul suggested asking the members what workshops and time slots would be appealing at the conference.

Don indicated that the dates and times of the conferences have been already been set through 2010. Taunya suggested offering certificates to those who attended the learning institutes, and Connie added that other associations have been offering certificates and that the PCA could present the certificates to the attendees. Connie and Paul agreed to add more workshop options to the PCA website. Don indicated that there were not many more conference rooms available for presentations. Connie reported that there should be 3 breakout rooms for Friday, 6-8 breakout rooms on Saturday, and 4 rooms on Sunday, and the general and Hospitality rooms will be available.

### **Finance & Budget:**

Paul indicated that no formal report would be presented, as the budget report had been tabled at the May29, 2008 meeting.

**Graduate Student Liaison:** No report but discussion to follow.

**Discussion:** The executive board offered Paul accolades for getting the graduate student program running. As this venture has increased membership revenue for the PCA.

### **Membership:**

Membership Chair Anne Hull reported on her progress in taking over the membership responsibilities as she had been having some difficulty in matching the current reported number of members with her present estimated membership total. She requested that the board members to suggest any changes for the PCA membership application.

Paul reported that as of June 2008, he had noticed some discrepancies in the tallied number of members, as the total did not reflect the actual total of membership. There were additional errors related to the correct identification of all the paid members. He added that the Membership Chair should only keep the Administrator and Coordinator on the membership form.

Paul indicated that he would have the administration assistant omit the renewal section on the membership application form and to highlight areas that would draw more interest. Don reported that Article#3/Section#4 states that 15 members are required to start a Division. Mark added that there is a criterion to be considered a Division and these special circumstances should be reviewed before considering letting them go from the PCA.

**Nominations & Elections:** Nominations were noted in correlating categories.

#### Newsletter:

Paul reported that the newsletter should be coming out of Docucopies and all should be receiving their newsletters by next week. He asked that all new submissions for the newsletter to be submitted now to make the printing deadline for the Sept 2008 letter. The last newsletter had to have corrections made to the date, and there will be a request referral added to the next newsletter letter.

#### New Business:

- Approval of Committee Chairs: Don reported that he had the copies of the list of committee chairpersons. The changes from last year will be Jackie Walsh as the Ethics/By-Laws, and Kirsten Murray as the Marketing Chairperson.

West/Lorah made a motion to approve the list of Committee Chairs:

Conference – Maura Krushinski; Ethics/By-Laws – Jackie Walsh; Finance/Budget – bill McHenry; Membership – Anne Hull; Nominations & Elections – Joan Kaylor; Professional Development – Michelle Bruno; Archives – Mark Kenney; Awards – Jen McCaslin; Journal – Brad Janey; Marketing & PR – Kirsten Murray; Past Presidents – Carl Back; Newsletter – Jamie Hogan.

Discussion: none.

Outcome: motion carried.

- Raise for Administrative Coordinator: Don indicated that Colleen had requested an increase but that she has not responded to his request for her suggested increase amount or to have a discussion on the matter.
- Referral Network: Don presented the information for Colleen about a person who was seeking a referral to locate LPC's and that that there had been regular requests from counselors seeking out LPC's for supervision. Don asked for suggestions to direct LPS'S from seeking referrals through the PCA?  
Discussion: Paul and Don had suggested referring LPC's to the ACA and NBCC for resources.
- Meeting Locations: Don raised the topic of telephone conferencing. There were pro's and cons from the members regarding the effectiveness teleconferences. Don asked that the decision be tabled to the next meeting when there will be more voting members. The next Executive board meeting be held on October 24, 2008 @ 6:00 pm at the Penn Stater Conference Center.

#### Old Business:

- Procedures Manual: This item was tabled for discussion at the next meeting.
- Government Relations Committee: Don asked if there were any hearings coming up that were important? He noted the importance of the PCA having representation at these hearings.

Don noted that thinking about legislation for the LPC is an important part of the PCA's purpose. A mentor group was suggested with-in the committee so that younger and newer members could be part of the association processes.

Paul West, Connie Matthews and Shannon Deets agreed to serve on an ad-committee to prepare a proposal regarding the goals and membership of such a committee. Connie suggested putting in a request at the conference to solicit possible committee members, and to include an insert in the conference packet for interested persons to apply. She suggested offering an incentive to those members chosen to be on this committee. Paul suggested that picking the members for this committee should be a priority. He suggested that some possible candidates for this committee might include: Dave Delmontico, Ali Morgan, Nick Covy, or Graften.

Paul reported that Morgan's contract had ended but that she had been continuing to feed the PCA information. Morgan had forwarded the vitae of Gerald J.McKelevy as a possible candidate for review for Lobbyist. Connie noted that Gerald may have some pharmaceutical history that could conflict with the PCA's ethical codes, and a face-to-face meeting may be the best way to ask Gerald about any possible conflicts that his work could present the PCA deems possible. Mark suggested that an elected/voting member be on this board to maintain PCA interests.

Don recommended that the sub-committee meet with Gerald to clarify any possible conflicts of interest.

- Marketing Committee: This item was tabled for discussion at the next meeting.
- Budget: Paul indicated that some individual members had wanted funds could go to directly to their Divisions.
- Job Target: Paul indicated some technical difficulty in creating a way to utilize Job Target, and that a link to PCA web site might solve this problem. Don suggested opening up this resource to others to bring more web site exposure, and in doing so, there could be a prospect for more revenue and possibly more members. The conference and or the newsletter could be used to promote Job Target and a mailing could be sent to programs advertising this service.
- Marketing: Counselor education could be a viable market to draw in more prospects. Paul indicated three marketing tasks: 1) create a brochure 2) generate a letter including the marketable resources offered by the PCA 3) generate a list of LPC's around State College and send this letter out to them.

Joan noted that the PCA needed to work on enhancing their welcoming committee for the ACA Conference in Pittsburgh. She indicated that there would be some additional cost but that these costs would be an investment. Joan indicated that she would explore

possible welcoming improvements. She would come to the next meeting with the costs of these improvements, so funds could be retrieved from the Divisions, and that identified sponsors could attain additional funds.

- **Member Benefits – Insurance:** Paul had received information from colleen about a proposal (full health & dental) package the non-insured professional the ability to gain benefits at a group rate.

**Announcements:**

**Next meeting to be held at 6:30pm on October 24, 2008 at the Conference.**

Lorah/West motion to adjourn the August 1, 2008 meeting.

**Outcome: Motion carries.**

The meeting adjourned at 3:25pm.

Respectfully submitted,  
Christine Liebers M.A.  
PCA Secretary