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PCA Board of Directors Meetings

Pennsylvania Counseling Association (PCA)

5-30-2008

2008-05-30 PCA Administrative Coordinator Quarterly Report

Pennsylvania Counseling Associatio

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**Administrative Coordinator
Quarterly Report
May, 2008
PCA Executive Board Meeting/Strategic Planning Meeting
State College, PA**

Tasks accomplished for quarter:

- Weekly retrieval of mail from Post Office
- Submission of membership checks and data to Treasurer
- Submission of membership applications to Membership Chair
- Bi-Weekly data entry of paper/mailed membership information into database
- Monthly data entry of online/Acteva membership information into database
- Obtain phone messages as needed; refer callers appropriately
- Semi-weekly email responses and referrals
- Track phone and email contacts
- Bi-monthly purge of membership database; communication to Membership Chair, President, and Anne Hull
- Quarterly creation of division detail report; communication to Treasurer
- Labels –assisted with labels for monthly expiring members

Topics generated primarily through emails:

Licensure, CEU, membership status, insurance, change of address, private practice, NCE exam, counseling referrals, PCA mailing list, website ads, solicitors

Topics generated primarily through voice mails:

Licensure, conference information, membership status, insurance, change of address, NCE exam, PCA mailing list, advertising in newsletter/journal, solicitors

Topics generated primarily through hard mail:

Membership applications

Submitted May 23, 2008; PCA Executive Board Quarterly Meeting