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PCA Board of Directors Meetings

Pennsylvania Counseling Association (PCA)

5-30-2008

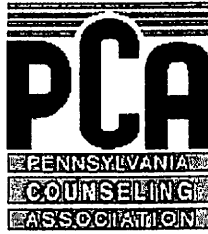
2008-05-30 PCA Meeting Minutes, May 29, 2008

Pennsylvania Counseling Associatio

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*Minutes from the Meeting of PCA
Held @ State College
Boucke Building*

May 29, 2008

Present: 12Total

Paul West
Joan Kaylor
Donald Strano
Christine Liebers
James Matta

Officers
President
Past-President
President-Elect
Secretary
Treasurer

Connie Matthews
Peggy Lorah
Frank Hadden
Carl Back

PAMCD
PACA

Division/Regional Chapter Representatives
~~PASGW~~ Representative
~~PAGLB TIC~~ President
PAMHCA Representative
~~PAMCD & PASERVIC~~ Representative
~~PAGLB TIC~~

Jennifer McCaslin
Anne Hull
Mark Kenney

Standing Committee Representatives
Awards Chair
Membership Chair
Archives Chair

Brett Baumgartel
Scott Lewis

Others
PCA graduate student leader
PCA graduate student leader

Call to order:

President-Paul West called the meeting to order at 10:00am.

Roll Call:

President-West requests roll call and status of quorum from the Secretary. Quorum is present.

Minutes:

Lorah/ Strano motion to approve the minutes from the February 8, 2008 Executive Board Meeting as written.

Outcome: motion carried.

Reports:

- **President**

Paul West has received a formal resignation from Ami Hooper-Knox regarding the secretary position. He reports that there were two candidates for the open position for Secretary. We need an appointment to fulfill the 2 years remaining from the 3 year Secretary commitment. The two possible appointments are Christine Liebers & Kristen Murrey.

Paul West stated that Jim Matta was moving onto the state board and that he would take over the treasurer position as he moved out from the presidency.

Strano/ Matthews made a motion to appoint Paul West for the remaining year of the treasurer position by July 1,2008.

Outcome: motion carried.

Matthews/ Strano made motion the motion that Joan Kaylor should remain as PCA's past president.

Outcome: motion carried.

- **Past-President**

Joan Kaylor presented Holly Brant-Hoover as a candidate to run for President-Elect.

Holly Branthoover will be the candidate for President-Elect. Paul West stated that all officers and affiliates of the PCA must be actual members of their professional organization.

- **President-Elect**

Don Strano reported that administrative training on the Job Target career center has been offered to PCA board members. Joan Kaylor recommended that Paul West should attend as the web-master. Paul West indicated that the Administrative Coordinator, Colleen Tracy should also attend this training.

Methods to advertise the career center was discussed. Advertising through counselor education departments was suggested. Connie Matthews asked if there was a mailing list that offered job openings for school counselors? Paul West stated that a list exists but there was a cost. Paul stated that D&A agencies post an opening list on-line, and that there is a way to pull names of interest off that list. Paul added, that people who were looking for ways to advertise could use the PCA career center for little money and this service would help to pull in new members. Connie had mentioned putting in links on-line concerning the PCA conference. She added that there was a dead link on the PCA web page. Connie said that the dead area was on the conference section of the PCA web page and that the general information section of this topic looks blank. Don Strano had indicated that one must scroll down to find more information.

- **Treasurer Report**

Paul West reported for James Matta and indicated that the budget could not be accepted as it stands, as the numbers on this report did not make sense and the membership did not correlate. He noted that the legislation money should have been moved into the budget, but was not, and that the checking account balance was not known at this time.

Back/Strano made a motion to table the treasurers report.
Outcome: motion carried to table the report.

Paul West reported on the Bank and CD. Connie Matthews inquired about how to track the CD. Paul West indicated that the CD/Bond had been mentioned in the treasurer report, and the treasurer had felt that the treasurer position should have the discretion to negotiate the best rate for the CD money, and have the option to move the money as needed for the best rate. The report indicated that June 2008 is the time to move the CD or to roll it over. Connie questioned if rolling over this CD would restrict these funds from being accessing when needed? Paul West responded, No.

West/Strano made a motion to roll over the CD @ PNC at the same rate.
Outcome: motion carried.

Paul West reported on the Divisions Financial Statements.

Based on information from ACA, PCA is responsible for all books and records and financial statements of its divisions and affiliates. The association needs a more complete financial statement from each PCA division annually. Each division report would need to be turned into PCA'S CPA.

Paul West stated that another option is that a 501c6 could be done with each division submitting a report, but the 501c6 would be at risk without all reports submitted. Connie Matthews stated that it is not our position to decide. Each division can decide if they want to go with the 501c6, but a statement would be required to include the PCA accountant. Paul noted that PCA must have a statement from the other divisions and has the responsibility of reporting how all the monies had been spent in an appropriate manner. Connie asked if one group did not submit a financial statement would the executive counsel then decide what to do? Paul West indicated that the PCA accountant knows the law and liability, and if the rules are not followed that the PCA risks loosing their 501c6.

Carl Beck noted that all but this financial responsibility has been included in the bylaws?

Connie Matthews noted that the central oversight seems to be best for the PCA. As an example, the bylaws state that specific attendance be mandatory for association meetings.

Connie Matthews asked if PCA should offer a recommendation on what paperwork needs to be done? Paul West suggested that we should stay away from making up a form allowing each division to construct their own format. Joan Kaylor recommended that a certified letter be sent out to each division explaining what finance report would be needed and why. Paul West indicated that November 15th was the 501-cap date, and that a final date needs to be set for each division to have submitted their records.

Connie suggested that the records be required September 1st. Joan indicated that the division reports should be sent to the treasurer. Connie had asked if the President could check in with the treasurer to verify that all reports were received? Paul West suggested that there should be a checklist used at the conference to indicate that all reports were received.

Back/ Matthews had made a motion that all divisions and chapters be required to file control reports for that project year and to submit their reports by September 1st to the treasurer of PCA, and that Paul West would send out the certified letters to state this fact.

Outcome: motion carried.

- **Administrative reported** was presented by Paul West

- **Executive Session**

Paul West called for an executive session and requested that all non voting members leave the meeting room.

Reconvened at 1:38 PM.

- **Consent Agenda:**

West/Kaylor motion to accept the consent agenda with items pulled (**Conference, Past Presidents, PACP, Professional Development, Newsletter**).

Outcome: motion carried.

Conference: (Registration, Presentations, and Membership).

Offering graduate programs in counseling free student registrations was discussed. A concern was expressed regarding the cost of this proposal. Connie clarified that the free registrations and their guests are not free to the PCA as there are costs for the food and snacks. Don Strano suggested a benefit would be bringing in student members. Connie Matthews indicated that a way to limit the financial burdens would be to adopt a "first-come-first-serve" policy. Connie Matthews suggested that any program facility registering 10 students could get one free registration or a discount for PCA membership. Paul West noted that the PCA student leaders were awarded free entry to the conference and a PCA membership for the year.

There have been five student leaders that have had these benefits. Paul reported that only 14 proposals were submitted for conference presentations and he would like clarity of the total of presentations submitted as the deadline is tomorrow. Paul asked others how to reach out to others to present at the conference? Carl had mentioned that the past presidents' committee had been in touch with their members for the last month about how the past presidents' were to present themselves at the conference?

Past Presidents

The list of members for the Past Presidents committee was presented.

Paul asked if Carl knew that the past presidents committee had valid memberships?

Paul West had requested to withdraw the name of Shon Smith.

West/Matthews had made a motion to approve the committee list of 6 folks as members of the Past Presidents' for 2008-2009.

Discussion: Paul had indicated that these identified persons need to be active members.

Outcome: motion carried.

PACP

Paul West reported on the dissolution of PACP as of June 2008. There is a concern to who will be representing the PCA. Paul West reported that Morgan Plant has pulled out as our lobbyist's, and stated in a letter to Dr. West that she could not provide services due to the inability of the PCA to pay the fees, and she must withdraw but will continue to help by informing and updating the PCA on legislation - her fee is out of the PCA's budget range. Paul West indicated that he was meeting next Saturday at Morgan's with the PACP, and he could inquire then about the cost

of trainings. It was suggested that PCA will need to form a committee to address legislative issues. Ways for PCA to respond to these issues were discussed - identify regional members, create a blog on the PCA web site, get each region to submit a list of LPC's who could be mobilized. Don Strano indicated that getting the committee together seems most important so the committee can construct a strategy. Paul West suggested having this committee present at the conference. Frank Hadden indicated that he would be willing to serve on the committee, and would assist with the legal language.

Professional Development

It was noted that some organizations were advertising a number of different workshops in a single add. The question was raised regarding changing the fee structure. Paul West suggested that for \$50.00 per month the PCA could offer a way to advertise and market multiple workshops, and this would be a way to market workshops at a reduced rate. Connie Matthews had asked if there should be a difference in a course and a workshop in advertising? Connie had suggested that the professional development chair should have the ability to negotiate. One cost for a single training and a reduction for a group of trainings.

Matthews/Strano made a motion to revise the website advertisement for workshops to show that it will be \$50.00 for up to 4 events per month. No extensions past 30 days and fee cont. @ \$50.00.

Outcome: motion carried

Newsletter

June 9th was the deadline for newsletter. Paul West indicated that he found a company online to do the newsletter \$1,020.00 for 540 copies. They only need electronic documents to proof and to complete mailing within 3-5 days. With the excel mailing list this company can mail the order and we would get a break on the postage.

West/Strano had made a motion to try this new company.

Outcome: motion carried

Old business:

- **Procedures Manual**

Paul West reported that he is going through all of the past motions to include in the manual

- **LPC Supervisors**

Paul West reported that he has received requests for names and it appears to be working well

- **Second solicitation to LPC's**

The Post cards soliciting appeared to get some new members, and he feels that this should be continued with 50% of the cost being absorbed by divisions.

Passing of The Gavel

Paul West passed gavel to Don Strano the President-Elect

Outcome: motion carried

New Business:

- **2008-2009 Budget**

Don Strano presented the budget for the 08 09 fiscal year.

Strano/Kaylor made a motion to approve 2008-2009 budget as presented.

Discussion: Paul West had indicated that there will be a need to revise the budget in the future based on the changes with PACP.

Outcome: Motion passed

- **PCA membership**

Retention of members appears to involve immediate contact or acknowledgement. Paul West had offered quick replies to new members and this appeared to have a positive effect on these members, and indicated that the divisions should be added to the mailing list. Paul stated that Colleen would need to generate a member list from each division; she could sort through the list for possible new members, and take out the standard letter asking for additional monies from mailing.

- **Professional Liability Insurance**

Paul indicated that he had been checking into a way to offer those who inquire professional liability. Paul stated that the rates would be the same amount as the general coverage cost, but we could offer this as another service. Connie Matthews had asked if the PCA would be responsible for travel problems if we had be the entity that had sold the insurance? Frank Hadden had agreed that the wording must be clear for these types of issues.

Paul West will contact Anika to clarify the possible concerns if the PCA offering liability insurance? Joan Kaylor had reported that 2-3 years ago, the ACA insurance carrier had went bankrupt.

- **Student Leaders**

Paul West requested five volunteers for **mentors** for the leadership nominees.

- 1) Carl
- 2) Don
- 3) Michelle
- 4) Paul

Paul West stated that he has to make an appointment by August 2, 2008 for the Awards Chair.

Strano/Matthews made a motion to approve Jennifer McCaslin as the new Awards Chair to be effective immediately.

Outcome: motion carried.

Announcements:

Connie Matthews reported that the NAR conference looks like it will be held in Bangor, Maine. Money is an issue if we will be sending people from the PCA. Usually \$800.00 has been allotted for the president. Connie indicated that the PCA needs to be present, and that she found that the experience was helpful in learning about the ACA especially, for the President and the past President-Elect.

Paul West asked if the PCA wants to advertise at the Alvernia conference?
Don Strano will make up an add for the PCA conference and get it to Paul.

Don Strano stated that the next meeting will be held on August 1,2008 at State College.

Matthews/Matthews had motioned to adjourn the meeting.
Outcome: motion carried