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PCA Board of Directors Meetings

Pennsylvania Counseling Association (PCA)

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5-30-2008

### 2008-05-30 PCA President's Report

Pennsylvania Counseling Associatio

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PCA President's Report  
May 30, 2008

This quarter has been fairly active. We are approaching the end of our fiscal year and need to consider a tax related issue. In Hawaii, I met with Richard Mozier who advised that we require divisions and chapters of PCA to submit more detailed annual financial reports. These reports should include an annual starting account balance, explanation of income and expenses, and an ending balance. Richard indicated this is necessary because PCA is a 501 (c) (6) corporation and has fiduciary responsibility not only for business matter related to PCA but is also responsible for the actions of divisions and chapters. All of this information should then be sent to the CPA so that a comprehensive tax return can be prepared. An option to this would be for divisions and chapters to each form their own 501 (c)(6) corporation. This would still require financial reporting.

We have been able to launch the Professional Development piece on our website and have listed several training opportunities. We do have to revisit the advertising rates and include provisions for multiple trainings being included in one listing.

We have 2 officer vacancies to address. Ami Hooper-Knox and Jim Matta have been nominated and appointed to seats on the state licensure board. This prevents them from holding voting positions on our Board. We will need to appoint a replacement for each of these (Ami – 2 years; Jim – 1 year) per our bylaws. We currently have 2 candidates for the position of Secretary but no candidate for Treasurer. I would be willing to resign my last year as past-President of PCA and accept a one-year appointment as Treasurer since I know the financial system.

While attending one of the ACA meetings in Hawaii, the issue of membership retention was discussed. One of the suggestions was for branches to make contact with new members within the first 30 days of their membership because this is a critical timeframe where people will decide if they are going to remain a member of an organization. I drafted up an email for Colleen that she has been sending out to all new members when she processes their applications. Colleen copies me on that email and I send out a follow-up email a week or so after Colleen has sent hers. We have only been doing this since mid-March but I have received several emails of thanks.

I have fulfilled the requests of about 6 people to provide them with lists of LPCs in their county so they could explore supervision possibilities. This seems to be working well and requires very little effort.

We currently have 5 completed applications for the Graduate Student Leadership Initiative. We will need mentors.

When Shon Smith was Conference Chair, he located an on-line company that was able to give us a good price on the printing of our conference materials. I have contacted them to see if we might also want to have our newsletter printed and mailed through this vendor. This would drastically reduce the time commitment of the newsletter editor if we were

able to get the newsletter printed and mailed. The quote I got for 570 newsletters was \$1020 and that includes everything. All we have to do is provide them with an electronic version of our newsletter and an Excel file of names and addresses.

I have also been looking into the possibility of PCA offering professional liability insurance to its members. I have contacted two vendors (CPH and Associates; HPSO) to see what we would have to do to provide this service to our members. (note: I have contacted HPSO four times by telephone and have had no response. I even talked to them in Hawaii and asked them to contact me but they have not followed through). This would simply be a linkage agreement. The cost of insurance would be the same regardless of an individuals' affiliation with PCA. (note: You can get the same HPSO rate whether you are an ACA member or not.)

As mentioned in an earlier email, it appears that the Pennsylvania Alliance of Counseling Professionals will be dissolved. Sally Tice announced her intentions to resign as President and this was followed shortly by the decision of PAMFT to withdraw from the coalition effective June 30, 2008 and to form an internal committee to address legislative issues. I sent an email to Morgan Plant inquiring about her availability to continue to represent the LPCs or for direction where we might find other lobbyists interested in working with our group. She indicated the going rate for lobbyist is 3k per month and she did not think that PCA had that sort of money. This also kept her from making a referral to another lobbying group. The final meeting of PACP will be on June 9.

There have been some side discussions regarding making the PCA membership data base available to divisions and chapters. The primary purpose of this is to forward names of new members to divisions and chapters so that early contact can be made. I receive a database several times a month from Colleen and adding a few more people to the distribution list would not require any more time or effort on Colleen's part. The big issue is the security of the membership list.

Since this is my last official board meeting as President, I want to thank the Council for your service and dedication over the past year. We got a lot done this year and negotiated some fairly significant hurdles. Now the task is to keep the ball rolling.

Respectfully submitted,

Paul L. West