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Pennsylvania Counseling Association (PCA)

10-24-2008

2008-10-24 PCA Administrative Coordinator Quarterly Report

Pennsylvania Counseling Associatio

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

Important Note: ALL new PCA memberships and renewals accepted at the conference must go first to Colleen Tracy (membership form AND payment). Memberships and renewals (including payments) that are not sent to Colleen Tracy will not be processed, and the database will not reflect the new or renewed membership.

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 memberships into database, and corresponding Welcome Emails
- Monthly data entry of online/Acteva memberships into database, and corresponding Welcome Emails
- 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 (highlighting PCA leaders), and Anne Hull
- Quarterly creation of division detail report; communication to Treasurer
- Creation of monthly label file for memberships expiring; email to Anne Hull
- Creation and email of newsletter labels for Jamie Hogan
- Created and emailed labels for Kirsten for LPC mailing
- Monthly report creation and email notification to divisions/chapters of their new members and renewals.
- Edited 'membership data to treasurer report' to no longer include status of new/renew
- Made modifications to PCA database (changed the way acteva charges are represented, added columns to track prior status)
- Flagged new PCA leaders in database
- Sent list of PCA members who are on our mailing list to Kirsten for ACA
- Created and emailed to Jenn Eaton a list of GPCA members who are currently PCA members

Topics generated primarily through emails:

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

Topics generated primarily through voice mails:

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

Topics generated primarily through hard mail:

Membership applications, CEU

Submitted October 9, 2008; PCA Executive Board Quarterly Meeting

15-20 hrs / month \Rightarrow \$10.00 / hr. \Rightarrow
 \approx 18 hrs \Rightarrow