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2007-10-19 PCA Secretary's Report

Pennsylvania Counseling Association

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SECRETARY'S REPORT

October 19, 2007
PCA Executive Board Meeting
State College, PA

I. Duties Performed –

- A. Answered questions from the membership on the updates to the membership application, website location and updates, and the workings of the website, including passwords and usernames.
- B. Accepted nomination to Licensing Board for LSW, LMFT, LPC. Worked on getting letters of support from Senator Punt and others including PACP, nominators, and PCA.
- C. Distributed the updated directory to the board with contact information that I had received.
- D. Assisted administrative coordinator with questions from membership in regards to liability insurance coverage, private practice support, advertising, supervision/supervisors, etc.
- E. Replied to emails from executive board members in regards to upcoming meetings, reports being due, location and time of the next meeting, conference registration, hotel information, etc.
- F. Dispersed emails at the request of executive council to the executive board regarding board business.
- G. Posted information on the listserv as requested by the Executive Board.
- H. Continued to update the Executive Council contact list with information provided by various individuals.
- I. Attended NAR Fall Assembly (September 27-29, 2007) as representative of PA.
- J. Corresponded with other state branches to provide them information on how our state branch operates with an Administrative Coordinator instead of an Executive Director.
- K. Reviewed designated pages from the P&P manual provided by ACA and forwarded information to President West.

Respectfully submitted,
Ami Hooper-Knox, M.S., NCC, CAC, LPC
PCA Secretary