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PCA Board of Directors Meetings

Pennsylvania Counseling Association (PCA)

10-19-2007

2007-10-19 PCA Administrative Coordinator Quarterly Report

Pennsylvania Counseling Association

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**Administrative Coordinator
Quarterly Report
October 19, 2007
PCA Executive Board 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
- Attended quarterly board meeting in July at State College
- Renewed PCA P.O. Box subscription
- Created automated member count/category breakdown in membership DB
- Reviewed some 2006 conference membership issues (still unresolved)
- Updated database to reflect deactivated division columns
- Performed administrative functions for annual ballot mailing
- Flagged PCA leaders in PCA database to highlight them during purges
- Labels – created/printed newsletter labels, assisted with labels for monthly expiring members
- Got new PCA cell phone, set up voicemail, returned old cell phone to treasurer
- Truncated zip codes in database down to 5 digits (because zip extension was interfering with successful creation of mailing labels)
- Facilitated/helped resolve several issues with membership/conference

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 October 10, 2007; PCA Executive Board Quarterly Meeting