

Kutztown University

Research Commons at Kutztown University

PCA Board of Directors Meetings

Pennsylvania Counseling Association (PCA)

10-19-2007

2007-10-19 PCA Executive Board Meeting Minutes, July 20, 2007

Pennsylvania Counseling Association

Follow this and additional works at: <https://research.library.kutztown.edu/pcaboard>



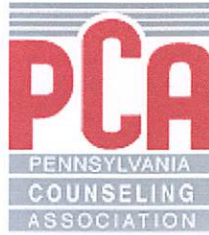
Part of the [Counseling Commons](#)

Recommended Citation

Pennsylvania Counseling Association, "2007-10-19 PCA Executive Board Meeting Minutes, July 20, 2007" (2007). *PCA Board of Directors Meetings*. 197.

<https://research.library.kutztown.edu/pcaboard/197>

This Board or Council Document is brought to you for free and open access by the Pennsylvania Counseling Association (PCA) at Research Commons at Kutztown University. It has been accepted for inclusion in PCA Board of Directors Meetings by an authorized administrator of Research Commons at Kutztown University. For more information, please contact czerny@kutztown.edu.



Minutes from the Executive Board Meeting of PCA Executive Council Meeting
State College, PA

July 20, 2007 Fiscal Year 2007-2008

Present: **9 Total**

8 Representative Votes

<i>Officers</i>	
Paul West	President
Joan Kaylor	Past-President
Ami Hooper-Knox	Secretary
James Matta	Treasurer
<i>Division/Regional Chapter Representatives</i>	
Jennifer Eaton	GPCA Past-President/Representative
Peggy Lorah	PAGLBTIC President
Connie Matthews	PACES Representative
Mark Kenney	PAMCD Representative/Archives Chair
<i>PCA Committees</i>	
Anne Hull	Membership Committee Member

Call to order:

President Paul West called the meeting to order at 9:02 a.m.

Introductions / Roll Call:

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

Motion to approve the minutes from the May 18, 2007 Executive Board Meeting as submitted.

Moved: Joan Kaylor

Seconded: Peggy Lorah

Motion carries.

Reports:

- *Secretary* – Ami Hooper-Knox informed everyone that she has been working on updating the board directory and will have it distributed to everyone via email as soon as possible. She was just waiting on confirmation of appointments of committee chairs. Ami will also be attending a meeting OMHSAS on Monday, July 28, 2007 with Joan Erney to discuss issues related to LPCs and Medicare/Medicaid reimbursement.

- *Past-President* – Joan Kaylor reported that she sent out letters with confirmation of receipt to all of the chapters requesting that they update their information with us. Only GPCA responded. Paul West requested that Joan give the copies of the letters and confirmation of receipt of the letter to the archives.
- *Treasurer* – Jim Matta is requesting financial reports from all Divisions and has the forms with him if you need them. He has made the last quarterly payment to the PACP fund. Jim pointed out that the expenses for the cell phone listed under utilities will vary and will continue to rise unless some action is taken. He has discovered that our cell phone contract is 6 years old and runs on the old analog system. Because of this, we are charged various fees when the phone is used in certain places or at certain times. Jim requests the board's approval to research different phone plan options through the various phone carriers.

Motion to approve an email vote on a cell phone plan change after Jim researches the different options.

Moved: Connie Matthew

Seconded: Joan Kaylor

Motion carries.

Jim reports that Acteva has revamped their website and because of this change, division payments will be a bit later in being distributed this quarter. Paul West requests that Jim provides a quarterly print out of expenses/income to the Board for our meetings. Jim reports that there is a discrepancy in the professional dues line of the income in the budget from the 06-07 report due to a misunderstanding Jim had from a report that he received from the Administrative Coordinator, but this has been worked out and will be accurately reflected on upcoming reports. Jim also reported that the IRS has penalized us for our late filing of taxes from before (last year) but he is working on writing a letter to them to ask for forgiveness from the penalty. Finally, our accountant is working on our new set of taxes and should have them done within the next few weeks.

Paul West would like to review the line item for the conference since we should not be paying out that much money for the conference and it throws his budget off balance. Jim noted that the bill for the Penn Stater was almost twice the line item allotted amount and provided the invoice for the board to review. Suggestion was made to follow up with the Penn Stater regarding why things changed so much from the previous year and from the contract, which we signed with them agreeing to an amount. Mark Kenney agrees to look through Archives for the old invoices and Jim will contact the Conference Chair for the contract from the Penn Stater. An additional suggestion was made that it would be important for the conference coordinator to have an itemized budget that they are accountable for to help us keep better track of the expenses as we go, not 9 months after the fact.

Motion to accept the officer's reports.

Moved: Ami Hooper-Knox

Seconded: Peggy Lorah

Motion carries.

Consent Agenda:

Motion to accept consent agenda with items noted for discussion (GPCA, PACES, Conference, Ethics/By-Laws, Membership, PACP, Professional Development, and Newsletter).

Moved: Peggy Lorah

Seconded: Mark Kenney

Motion carries.

Chapters

- *GPCA* – Jennifer Eaton reports that they currently have no President or President-Elect and are not sure what to do. They are concerned about their involvement with PCA. President West states that as long as they are working through their own by-laws and that the current elected officers send a representative to our meetings, then they are allowed to vote and remain an active member with our board.

Divisions

- *PACES* – will be listing LPC supervisors on their webpage as a service to those who are looking for supervision. They are going to head up the project and will monitor it.

Committees

- *Conference* – Reimbursement for Learning Institute question was raised and the answer is yes there will be reimbursement, but only 1 registration is reimbursed for each institute. There was some discussion around how to register those individuals for the conference since they may want an Early-Bird registration but they may not find out their workshop is cancelled until early October. A decision was reached that the Learning Institute presenters who do not get their workshops accepted can register at the conference at the Early-Bird rate.
- *Ethics/By-Laws* – President West brings up a concern expressed that our by-laws currently state that student members must be a student of a school within our state. Should we consider changing this since there are online schools and some students commute to schools out of state? There was a general discussion around why the student may not be involved with the organization from the state their school is located in (for commuter students) and that we need to take into consideration which state the student may orientate themselves to (most likely the state they live in). Someone who lives in PA and wants to join PCA even if they go to school out of state, may want to return to PA to work after graduation, so allowing them to join PCA as a student may be a way to encourage them to practice in PA. A request was made to have Holly request a change to the By-Laws to reflect such a change.
- *Membership* – Joan Kaylor expressed concern about the membership numbers but was reminded that in Holly's email she pointed out that the numbers posted in May were inaccurate because the purge file numbers had not been taken out yet. Anne Hull reported that she has only received the purged membership list once and thought that the board was no longer interested in calling members who had not renewed their memberships. General discussion around whether we should still do this and why it is important for us to know their reasoning for not renewing. Anne agrees to continue to work on this project and President Paul West will contact Holly to have her send a new list to Anne at (annehull@verizon.net). Overall agreement that membership numbers are so important to keep the organization viable so making a connection with them could make a difference. Paul brings up another area of concern is that there are people who are involved with PCA leadership who are not PCA members. He wonders if perhaps there is a way for the leadership to be highlighted in the membership database so that when they forget to renew and show up on the purge list, we can see it right away and take care of it through a phone call to the person. Concern expressed over whether the purge is done often enough, so Paul agrees to speak with Holly about this and set something up.
- *PACP* – Summit was held in June in Shippensburg and 3 objectives were chosen as areas to work on through a legislative agenda and it was said that in order for this to happen, the PCA financial

commitment to PACP would have to double. There was also an agreement to have another Summit next year. President Paul West reports that he recently received an email from Sally Tice reporting that they are increasing our financial obligations to \$12,900 for this year just to keep getting what we have already been getting and in order to be getting anything additional (such as our desired legislative agenda form this recent Summit) we have to be adding additional funds. Paul has been communicating with Dave Arena about his concerns with PACP changing the financial commitments they expect from PCA (since PACP is to have their board meeting today), especially just before the new fiscal year and submission of our budget. Paul explained to Dave that our budget would not be allowing for an increase in funds to PACP so if PACP submits an assessment above the budget, then he cannot sign the contract and PACP will not get any money from PCA. Connie Matthews reports that she absolutely supports PACP and we have to continue to support them but that they need to understand that our President-Elect has to submit their budget at the May meeting and an assessment needs to be received by mid-April at the very latest so that we have an accurate budget, not as has been done in the past (well into our fiscal year when budget changes cannot be made). Paul has made the PACP line item lower this year and hopes to be able to make up the difference through a membership drive this year, but is still only looking to keep the assessment at last year's assessment overall. A suggestion is made to have Paul write a letter to PACP regarding the need to have the assessment to us earlier.

- *Professional Development* – Paul West reported that he has been in contact with a company named CAPTUS. CAPTUS is an instructional designer company who can provide a gateway for us to provide online CEUs. Discussion is held over this as a potential avenue for LPCs to earn their credits needed for renewal of licensure and our professional development chair can look into this including fees. Additional information was provided by Paul on CAPTUS. This would be an avenue for members to offer training opportunities and post them on the web.
- *Newsletter* – Paul West reports that we still have no editor for the newsletter. A suggestion is made to contact the doctoral/masters programs in the state and ask their coordinators if they have any students who might be interested in being involved in leadership but not totally involved, as the newsletter is an opportunity to do that. Paul reports that he will look into that and that he has a student at Alvernia that might be interested.

Old Business:

- *Procedure Manual* – we will cover under Strategic Planning
- *Deactivate of PCA Chapters* – Joan Kaylor contacted last known representatives of NEPCA, MCCA, and CAGP per our request at the last meeting and she has received no communication from them. Registered letters regarding this were sent with signature cards returned. If they want to reorganize they will be allowed to.

Motion to deactivate NEPCA, MCCA, CAGP immediately and remove them from all forms of communication with PCA such as email lists, website, membership application, directory, etc.

Moved: Joan Kaylor

Seconded: Jennifer Eaton

Motion carries.

- *Nominations* - Connie Matthews has found the blurbs on the two candidates for the two positions and will move forward with the elections.

- *LPC supervisors* – PCA will be starting to generate a list of supervisors that PACES will develop and PACP says they will do the same once they get a website up and running. Question raised: Do we want to limit the list to only PCA members who provide supervision? Discussion over pros and cons about them being a PCA member or not as they are providing a service to the field as they take on a responsibility of the supervisee's caseload, not just the supervisee. We may need to be practical and start small, as well remain membership driven and provide this as a member service. Concern expressed over if the supervisors are providing ethical supervision and whether we end up looking like we are supporting these individuals, so we should run this by an attorney first. We know that PCA members are bound by ethical standards where if we allow just anyone on the list, then there are really no steps we can take if they do not act ethically. PACES will take the lead on this by creating the questionnaire for the potential supervisors and will let us know whom to add to the list. President West will request that PACES present a plan to us in October so that we can present at the conference.

New Business:

- *Budget* – Paul West removed the deactivated chapters, increased ACTEVA because of their fees, kept conference figures the same because we expect to get the issue from last year resolved, contingency is slated to help with the membership drive (if the marketing budget doesn't cover it) or will be given back to PACP, ACA increased slightly due to the conference being in Hawaii, and NAR increased some because it will be in PA – everything balances out.

Motion to approve the budget as it is submitted.

Moved: Connie Matthews

Seconded: Jim Matta

Motion carries.

- *LPC Board Nomination* – LeeAnn Eshbach has met with her state senator so that nomination is well on its way to happening. She is gathering letters of support and would like them to go to the Governor.
- *Presentation of slate of Committee Appointments* – This will be Holly Branthoover's last year as Membership Chair but Anne Hull has expressed an interest in this position. Maura Krushinski has expressed interest in chairing the Conference Committee as this will be Shon Smith's last year.

Motion to approve slate of candidates as presented.

Moved: Jennifer Eaton

Seconded: Joan Kaylor

Motion carries.

- *Graduate Student Leadership Initiative* – Paul West reports that we are in need of mentors for the 3 applicants so if you are interested, please let him know.
- *PCA Membership Drive* – Paul West and Connie Matthews are going to work on writing a letter to all LPCs in the state (approximately 3200) regarding joining PCA, contributing to the PACP PAC fund, the legislative movements that are being made currently, our upcoming conference, and our website plus include a membership application. Paul has been talking with some individuals that he knows regarding costs (under \$2000). Chapters/Divisions can contribute to this if they want just by sending money to Jim Matta with a designation for it to be for the membership drive and any monies not spent will be kicked back to PACP. If we do not see a jump in membership through this drive we might need to consider a legislative agenda and what LPCs really want to be seeing happening in our state. They seem to be stagnating now that licensure was passed.

- *Expansion of the PCA website* – There will be an area for listing jobs in the members only section and Paul West has included with his report some email exchange that he had with Bill McHenry regarding this issue including rates. There will also be a disclaimer that we are not going to be claiming that the jobs exist or the information is accurate, we are simply providing the space to post the job. CEUs/trainings being offered, also part of the email exchange between Paul and Bill. Discussion generated around the idea that rates should be discounted for PCA members and no costs for divisions/chapters.

*Question
re: time*
Motion to approve the rates for CEUs to be posted on the website is \$50 for non-PCA members, half price for PCA members, and no cost for divisions and chapters.

Moved: Jim Matta

Seconded: Peggy Lorah

Motion carries.

Motion to approve the rate for job posting on the website at \$25 for the first 100 words and \$15 for each additional set of 100 words to run for 1 week at a time.

Moved: Peggy Lorah

Seconded: Jim Matta

Discussion: Question was asked: Who are we looking at to post jobs on the website? Paul West answers that it can be anyone. MH agencies, colleges, schools. He plans on placing an advertisement on the website, in the newsletter, and informing the universities that the service is being offered.

Motion carries.

Overall agreement that these rates should be revisited on an annual basis to be re-assessed. There will need to be two new items added to the income side of the budget: one for CEUs/trainings and one for job listings.

Jim Matta suggests that graduate students that are working through the Leadership Initiative could work to connect with agencies to let them know we are doing this. PACES can also help with connecting to this because they are connected with agencies/universities who are letting new graduates know about available positions.

Announcements:

- Please give Ami Hooper-Knox any updated information for the directory so that she can distribute it ASAP.

Our next meeting will be on Friday, October 19, 2007 in State College at the PCA Conference. It will be located at the Penn Stater Conference Center. Meeting will start at 6:30 p.m.

Motion to adjourn.

Moved: Ami Hooper-Knox

Seconded: Peggy Lorah

Motion carries.

Joan Kaylor adjourns meeting at 1:57 p.m.

Respectfully submitted,

Ami Hooper-Knox, MS, NCC, CAC, LPC
PCA Secretary