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11-18-2005

2005-11-18 PCA Executive Council Meeting Minutes

Pennsylvania Counseling Association

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Minutes of PCA Executive Council Meeting
State College, PA
Quarterly Board Meeting
November 18, 2005 Fiscal Year 2005-2006

Present: **24 Total**
 10 Representative Votes

Officers

Connie Matthews	President
Shon Smith	Past-President
Joan Kaylor	President-Elect
Ami Hooper-Knox	Secretary
Paul West	Treasurer

Division/Regional Chapter Representatives

Joanna CastroShaffer	PASERVIC President
Peggy Lorah	PAGLBTIC President
Mary Matlak	GPCA President
Mark Kenney	PAMCD Representative/Budget & Finance Chair
Kelley Kenney	PACES President
Donald Strano	PACCA Representative

Standing Committee Representatives

Judy Bookhamer	Conference Chair/PSCA Representative
Holly Moore	Membership Chair
Maura Krushinski	By-Laws/Ethics Chair

Special Committee Representatives

Kerrienne Breig	Awards Chair
Erin Jennings	Awards Committee Member
Nadine Mastroleo	Newsletter Editor
Martha Inskip	Marketing & Public Relations Committee

Others

Susan DelPonte	Administrative Coordinator
LeeAnn Eschbach	Journal Committee/PACP
Brad Janey	Journal Committee
Anne Hull	Graduate Student Representative
Susan Fagans	MCCA Representative
Christine Filippini	MCCA President

Call to order:

President Matthews called the meeting to order at 6:37 p.m.

Roll Call:

President Matthews requests roll call and status of quorum from the Secretary.

Quorum is present.

Quick Announcement from President: Nick Hanna's sister died. Request that we sign a sympathy card for him and Judy Bookhamer will be sure it gets to him. The workshops he was giving have been cancelled and participants were notified. Notice will be at registration

table as well.

Reports:

Secretary – Ami Hooper-Knox requests corrections to the minutes from the September 16, 2005 Executive Board Meeting. No corrections noted.

Motion to approve the minutes as submitted.

Moved: Peggy Lorah

Seconded: Kelley Kenney

Motion carries.

President – Connie Matthews notes items needing action. LeeAnn Eschbach & Ellen Houser are asking to step-down as journal editors, so we need a new editor. Brad Janey is interested in taking over the responsibilities of this position.

Motion to appoint Brad Janey as Journal Editor.

Moved: Shon Smith

Seconded: Joan Kaylor

Motion carries.

Connie Matthews announces to everyone that she is the Chair-Elect-Elect for NAR. Counselors Care (as noted in *Counseling Today*) has grant money available for members to reestablish themselves after Katrina/Rita/etc. Connie proposes that we send a contribution along with Dr. Patricia Arredondo tomorrow for Counselors Care. We can gather the money during the luncheon and PCA will match the amount we raise from conference attendees, up to \$500. LeeAnn Eschbach says that it is standard practice with PSCA to take a donation at their conference. Paul West asks if we can get something written in *Counseling Today* noting that we contributed. Connie says that she would like to have the divisions contribute part of what PCA is contributing (PCA \$250, and the divisions split the rest). Mark Kenney asks which line item it should be pulled from. Connie notes that money will have to be moved around (\$250 from PACP into Awards, then take the money from awards).

Motion that PCA match conference attendees contribution to Counselors Care, up to \$500.

Moved: Shon Smith

Seconded: Ami Hooper-Knox

Motion carries.

The plan is to tell conference participants before they go eat what we are doing, and then have 5 volunteers (Maura, Holly, Shon, Nadine, and Ami) go around to the tables and collect the money. The money will be given to Paul who will write the check out to give to Dr. Arredondo.

Next item from Connie – It has come to her attention that PCA will have to pay for the mailing of the joint PCA/PSCA publication “What works in School Counseling” to PCA members. She previously thought that it would not cost us anything, but would like to talk about it more when Judy Bookhamer arrives for the meeting.

Treasurer – Paul West reports that he has made the necessary arrangements and the taxes are being filed for PCA for the past few years; they previously were not done. He notes that some changes were made to the budget, however, it still needs to be balanced. The changes made were noted in his report. \$100 from PCA Inc is being moved to Treasurer’s line, not changing marketing.

Motion to make changes to the budget as described in the Treasurer’s report.

Moved: Ami Hooper-Knox

Seconded: Peggy Lorah

Discussion: Mark Kenney reminds everyone that the important point of the budget is that the bottom lines equal out.

Motion Carries.

Paul's next item is the Debt report. Decided to table decision on PAMFC until Stephen London can be present. Notes that there is a surplus in PACP account and he is unsure of where it goes. Paul suggests that we absorb it into the PCA account and that we use the contributions from members towards our payment to PACP. LeeAnn Eschbach says that we need to consider the mindset of the person who is making the contribution check to PCA for PACP. If they intend for the money to go to PACP, then PCA should not be using that money towards PCA's bill to PACP, but should be sending it to PACP. Paul notes that we are running in a surplus due to discrepancies in the handling of the monies in the past and he asks the board how we want to reconcile it. President Matthews asks that he work with the budget/finance chair and have a recommendation at the February meeting of how to handle the surplus. Paul suggests getting a Quicken program to use for the financial books and pass the program and data from one treasurer to the next treasurer when they take the office. Connie says this is an excellent idea that we can address once the budget is reconciled. Joan Kaylor and Connie both thank Paul for all of his hard work he has put into getting the finances straightened out. Paul says we need some type of policy in place that says that if there are discrepancies in reports the board receives prior to the meetings, then the discrepancies need to be addressed right away, not wait a few months to deal with it. Kerriane Breig states that this shows the importance of a Policy and Procedures manual. Judy Bookhamer says we should also have fiscal guidelines that would be helpful in assisting all of us in understanding how things are supposed to work. Shon Smith suggests looking to ACA to see if they have one in place that might help us get these things established.

Administrative Coordinator – Susan DelPonte thanks everyone for helping her get things straightened out as she begins in the position.

Motion to accept the consent agenda for the officers and Administrative Coordinator.

Moved: Peggy Lorah
Seconded: Shon Smith
Motion carries.

Motion to accept the consent agenda for the chapters.

Moved: Peggy Lorah
Seconded: Kelley Kenney
Motion carries.

Motion to accept the consent agenda for the divisions with action items pulled for PAMHCA, PACES, and PSCA.

Moved: Shon Smith
Seconded: Mary Matlak
Motion carries.

PAMHCA – It is brought to the attention of the board that there has been no contact from anyone representing PAMHCA since their reactivation last year. Kathy Powell from AMHCA reported that PAMHCA is looking for leadership to take over but she did not realize that no reports were being submitted and she did not know that representatives were expected to be at meetings. Connie Matthews told Kathy that we would hold off on any action against PAMHCA until the February meeting, but that by then we need to see activity from PAMHCA (meeting attendance & reports).

PACES – Kelley Kenney - PCA made a contribution made to ACES and we were thanked for it.

PSCA – Judy Bookhamer – Judy reported that PSCA recalls that from their discussions, it was determined that each group will contribute the distribution costs for their membership of the publication “What works in school counseling?” Judy asks 1. Does PCA want their name on the journal? But as a note, there were no editorial contributions made from PCA. and 2. There are no printing costs but that there is distribution cost and it is expected that PCA will pay for PCA members and PSCA pays for their members. Connie Matthews says that we have been trying to reach out to PSCA and school counselors, and this would be a good way to do that, however, she feels guilty over putting our name on something we did not contribute to. Judy says that PSCA would still like to collaborate with PCA. This is hoped to be an annual publication and perhaps there will be more contributions from PCA in the future. Shon Smith says that he would hope that we would make more contributions to any further publications. Connie reminds us that the President of PCA sits on the board of PSCA and vice versa, though it has been difficult for the past few presidents of PCA to make it to the PSCA meetings and it would be nice if we could have someone else be assigned to do that. Discussion around how much it may potentially cost PCA to distribute the publication to our members and where the money will come from.

Motion to approve collaboration between PSCA and PCA for “What works in school counseling?”

Moved: Kelley Kenney

Ami Hooper-Knox makes friendly amendment to the motion that it be more specific:

Motion to approve paying for distribution of the journal “What works in school counseling?” to the PCA members and to have our name put on the cover of it.

Kelley accepts the friendly amendment.

Seconded: Joan Kaylor

Discussion: around how we will approach this if PSCA decides to do this yearly. Connie requests we table any discussion on any further involvement of PSCA and PCA until a later time.

Call for the question: Shon Smith

Motion carries.

Brief break for desert and coffee.

Motion to accept consent agenda with items pulled for discussion on Budget/Finance, Conference, Journal, Membership, PACP, Newsletter, and Government Relations.

Moved: Mary Matlak

Seconded: Shon Smith

Motion carries.

Conference – President Matthews thanks Judy Bookhamer and everyone for all of their hard work in getting the conference work taken care of in spite of the uphill battle we were facing. Judy notes that we have done well in rallying RFPs, registrations, etc. and we have many new people presenting this year. Judy asks what does the board wish to do about having the conference at the Penn Stater again next year. Judy notes that if we do want to be at the Penn Stater next year, we need to decide so that we can work on picking a weekend around the football schedule.

Motion to have the PCA annual conference at the Penn Stater next year.

Moved: Ami Hooper-Knox

Seconded: Judy Bookhamer

Discussion: around pros and cons of having the conference here verses some of the places we have had them in the past (i.e. Harrisburg). Concerns over accommodations at hotels for both sleeping rooms and breakout/conference rooms. What has attendance been like at the various locations? Attendance varies greatly but possibly due to other factors as well. What are the cost differences? About the same. PCA has done surveys at

the end of the conference and the feedback has been mixed, but most people like the facilities at the Penn Stater. Joan says that she would like to assure that there is no football going on the weekend that is chosen and move the conference back to Oct.

Motion carries.

Government Relations – The NAR money from the budget was to be used for 3 people to go to the NAR meeting but only 2 people went. Connie Matthews is requesting that the \$400 surplus from the NAR line item be moved to the government relations line for a government relations committee member to attend the ACA Legislative Institute.

Motion for money to be moved from NAR to government relations for a member of the government relations committee to attend the institute.

Moved: Peggy Lorah

Seconded: Paul West

Motion carries.

Journal – LeeAnn Eschbach reports that the journal is not here yet, but will be completed Tuesday 11/22/05. There were changes to be made to the draft but it turned out very nice. She lets everyone know that the journal committee needs more manuscripts and submissions in order to get the high quality that we are. Brad Janey says he has some ideas about making the journal online in pdf format. Connie Matthews says that if we put the journal online and have money free from that line item, we should consider paying a webmaster to assure that our website is always updated and accurate. LeeAnn says that having the journal online would allow for some issues to be published with fewer articles since it is online versus in print. Connie asks that we think about this and talk more about it in February at the meeting. LeeAnn says that the most time consuming aspect of the journal is the line editing.

Membership – Holly Moore reminds everyone that the committee previously presented proposed changes to the by-laws to allow the changes to the membership categories. She plans to update the membership application to reflect accordingly. According to policies and procedures, she needs to gather signatures in agreement with the changes and then the changes will be presented to the Ethics/By-Laws committee for review. Signatures were gathered at the meeting and Holly will present the changes to the Ethics/By-Laws chair for review.

Pennsylvania Alliance of Counseling Professionals – LeeAnn Eschbach says that she is looking forward to being our representative to PACP. LeeAnn reports that the Pennsylvania Association of Rehabilitation Professionals (PARP) contributes 10-12% of PCA's 50% fee to PACP. Also, she submitted PACP's budget to President Matthews and Treasurer West. Finally, Morgan Plant will be here tomorrow as part of a presentation on licensure.

Motion to continue involvement with PACP.

Moved: Shon Smith

Seconded: Paul West

Discussion: Could Morgan Plant do more for us if we paid her more? She does everything she can do and takes a pay cut because she made the personal decision to support us.

Motion carries.

Connie Matthews also mentions that Morgan Plant represents us as PCA and if individual members of PCA wish to contact their legislators, they should do so on their own behalf. Morgan will let us know if we need to take action as PCA.

Newsletter – Nadine Mastroleo reminded everyone that we have previously spoken about putting a newsletter out just after the conference and asks for a status of that plan. Connie Matthews wonders if we have the energy to gather articles, etc. and get them to Nadine

within the next 2 weeks? Discussion among group leads to a “no.” Connie says that instead of trying to rush something out, we should look to send a hard copy of the newsletter out in the spring when we have election and RFP things to go out. In the meantime, Connie and Nadine will look into a way to run a post-only listserv for sending out info between newsletters.

Budget and Finance – Mark Kenney reviewed his proposals and passed around a “working copy” of the policy and procedures for the Treasurer. Paul West mentions that he sees a conflict between us being the board and changing our access to the money. President Matthews determines that voting on these proposals will be postponed until February where it will be given priority.

Old Business:

Montgomery County Counseling Association – Christine Filippini says that MCCA hopes to have their by-laws approved by the February meeting. She distributed copies of their newsletter. She says that they hope to get the by-laws ready so that the chapter can be reactivated by February.

National Institute on Multicultural Competence – Connie Matthews mentioned that there is a note in her report on this matter. The date and costs have been established and credit hours will be available. Connie thanks Kelley Kenney for her hard work on this. Kelley encourages students to attend.

Table Procedures Manual and PANO Representative.

New Business:

Mileage rate – Connie Matthews says that we need to consider raising the rate from \$.14/mile to something more accurately reflecting the increased cost of travel. She asks everyone to be thinking about this for our next meeting.

Use of website as a fundraising project – Connie Matthews says that she has been looking into how we can use our website as both a resource for counselors in the field and a resource for us. Perhaps we could charge university counselor education programs to “advertise” on our website (have a link on our site to their site). There may also be other people who would want to have a direct link on our webpage. All of this for a minimal cost to us.

Questions and/or announcements:

Joan Kaylor brings up the potential for us to commit to 5 years at the Penn Stater, so we can establish the contract with them now and potentially get a discount or at least the rates locked in. Connie Matthews asks if we can give them an answer in February. Judy Bookhamer says she can talk to them about what they can do for us. LeeAnn Eschbach says that her concern would be having such a commitment without having a financial benefit.

Motion made for a commitment to stay at the Penn Stater for 2 years in addition to the year we already decided on, which would take us to 2008.

Moved: Joan Kaylor

Seconded: Peggy Lorah

Motion carries.

Shon Smith passed around a Member’s Survey for everyone to review to potentially be passed out to our membership as previously discussed.

Our next meeting will be February 17, 2006 in State College.

Motion to adjourn.

Moved: Peggy Lorah

Seconded: Joanna CastroShaffer

Motion carries.

Connie Matthews adjourns meeting at 9:55 p.m.

Respectfully submitted,

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