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PCA Board of Directors Meetings

Pennsylvania Counseling Association (PCA)

7-20-2007

2007-07-20 PCA Secretary's Report

Pennsylvania Counseling Association

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SECRETARY'S REPORT

July 20, 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. Assisted administrative coordinator with questions from membership in regards to liability insurance coverage, private practice support, advertising, supervision, etc.
 - C. Replied to emails from executive board members in regards to upcoming meetings, reports being due, location and directions to the next meeting, etc.
 - D. Dispersed emails at the request of executive council to the executive board regarding board business.
 - E. Updated the mass email list with the new members to the board and purged out members who were no longer holding positions.
 - F. Switched books over from FY 2006-2007 to FY 2007-2008.
 - G. Correlated with board members to update confidential contact list in regards to individuals taking over certain positions. Shared info with administrative coordinator and webmaster.
 - H. Attempted on numerous occasions to schedule a meeting with Joan Erney and Morgan Plant along with other members of PACP to represent LPCs and PCA. Next attempted meeting is scheduled for July 23, 2007.

ACTION ITEM NEEDED: Removal of inactive Chapters from the mass mailing lists.

Respectfully submitted,

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