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Pennsylvania Counseling Association (PCA)

7-20-2007

2007-07-20 PCA Executive Council Meeting Minutes, May 18, 2007

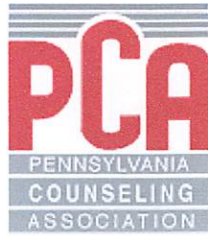
Pennsylvania Counseling Association

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Minutes Approved



Minutes from the Executive Board Meeting of PCA Executive Council Meeting
State College, PA
May 18, 2007 Fiscal Year 2006-2007

Present: **11 Total**
9 Representative Votes

	<i>Officers</i>
Joan Kaylor	President
Paul West	President-Elect
Connie Matthews	Past-President
Ami Hooper-Knox	Secretary
James Matta	Treasurer
	<i>Division/Regional Chapter Representatives</i>
Jennifer Eaton	GPCA President
Peggy Lorah	PAGLBTIC President
John Patrick	PACES President
David Wilson	PACCA President
	<i>PCA Committees</i>
Bill McHenry	Budget/Finance Chair
	<i>Others</i>
Colleen Tracy	Administrative Coordinator

Call to order:

President-Elect Paul West called the meeting to order at 10:13 a.m.

Introductions / Roll Call:

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

Motion to approve the minutes from the March 9, 2007 Executive Board Meeting as submitted.

Moved: Paul West

Seconded: Peggy Lorah

Motion carries.

Reports:

- *Past-President* – Connie Matthews has a ballot for upcoming election to include: President-Elect (Don Strano) and Secretary (Ami Hooper-Knox). She plans to have ballot written by next week to

submit to Administrative Coordinator for mailing out. Connie reminds us that as Chair-Elect of NAR, the meeting this year will be in PA though exact location is unknown at this time. It will be the last weekend in September (27-30) with optional Continuing Ed program on Thursday (26). The meeting will be all day Friday and Saturday. Usually the host state provides a breakfast for the meeting (estimated up to \$500) and ACA foundation provides one of the meals. Connie is thinking about contacting the Caron Foundation for funds as well. Peggy Lorah states that having the meeting in PA will help to offset the full travel expenses since the president can attend without full travel needs. Paul West agrees to work this fee (the cost of a breakfast) into the budget.

- *President-Elect* – Paul West handed out the Policy & Procedural Manuals from ACA and hopes to work on our manual in pieces so that it looks more like the ACA manual. Paul suggests that the Executive Committee works on this piece by piece, and they will bring pieces to the board meetings as each is finished. Connie Matthews suggests that we put in place some mechanism so that PCA can be informed when ACA changes their P&P Manual, so that we can change our accordingly. Paul will work in this. Paul did not have the needed materials to prepare his budget, so he will have it by the July meeting. PACP are having a Strategic Planning meeting in Shippensburg on June 2 and he has asked them to provide him an assessment of costs by July 1. Paul is concerned because our current assessment is 25% of our budget and we may need to consider putting a cap (%) on how much we are willing to pay to PACP. Graduate Student Leadership Initiative has received interest from 4 individuals and has 2 applications in hand. There was one individual who lives in PA but goes to college in DE and there some concern was expressed that he is from an out-of-state school and he may not have the fill ability to actively engage in the program and help to engage his college in our organization as well. Additional concern because of the low number of applicants and perhaps we should change the requirement from the “last year of study” to a certain percentage or hours of their studies completed. Suggestions were made on the number of credits, semesters, or classes they should have completed. Paul decides to remove barriers from the application process and then do the evaluation once applications are received. Paul announced that Committee Chairs are filled except for the Newsletter. Regarding the website, Paul presented some suggestions for changes to the website in order to allot for advertisement of trainings/workshops and to list employment opportunities. Some suggestion were made just to allow for specifics over who gets to advertise for free or discounted rate, also suggestion of allowing universities to advertise on our page for a yearly fee. Paul will discuss with financial committee chair and treasurer to figure out what fees are appropriate.
- *President* – Joan Kaylor just wanted to add to her report that she has a little something for those who served on the board with her over the past year.
- *Treasurer* – Jim Matta reports that he has been paying the bills, including the final PACP bill. Division and branch payments went out in April. He has also updated registry and ledger. Jim reported that Past-Treasurer Paul West received an IRS letter in regards to a missing form, the form has since been sent out but there may need to be an appeal written to avoid penalty. He was told that he can contact Ed with any questions.
- *Administrative Coordinator* – Colleen Tracey reports that there is nothing additional, except that she would like to see us come up with a criterion of what we decide to forward or not forward to our membership. All agree and decide that for not the President should make those decisions and it should be ACA or PCA based.

Motion to accept the officer’s reports.

Moved: Peggy Lorah

Seconded: John Patrick

Motion carries.

Consent Agenda:

Motion to accept consent agenda with items noted for discussion (GPCA, MCCA, and Budget & Finance).

Moved: John Patrick

Seconded: Peggy Lorah

Motion carries.

Chapters

- *GPCA* – Jennifer Eaton reports that their President-Elect has resigned and they are struggling to find leadership for 07-08. They will need a President and President-Elect.
- *MCCA* – Joan Kaylor reports that they have expressed concern because they do not meet our requirements as set forth in our By-Laws. Suggestion made that we send a letter to all chapters to be sure that they meet the new By-Laws as there was a change to the required number of members of the chapter that also have to be PCA members. All are agreed that now would be a good time to do this as we are in need of updated contact persons for the chapters since the new fiscal year will begin July 1. Any of them not meeting the requirement will be made inactive until such time as they come into compliance. Joan agrees to follow through with the Professional Chair to be sure that the inactive chapters do not get CEUs. Joan also agrees to notify MCCA that they will be made inactive at this time, but can be made active once they meet the requirements set forth in the By-Laws. .

Committees

- *Budget & Finance* – Joan Kaylor reports that she would like to have the budget balanced but sees that some line items are in the red. Jim Matta reports that there are still issues with the conference and what expenses need to go on which line (including ACTIVA). He will work to resolve these quickly and then work with Joan to balance the budget.

Break for lunch at 11:56 a.m.

Return from lunch at 12:25 p.m.

New Business:

- *Supervision for LPCs* – Joan Kaylor reports that there are frequently requests from PCA members who are looking for LPCs to provide supervision. It has been believe that PACP is working on creating the list of people who are qualified to provide supervision but no one is sure where the list has gone since then. We will ask PACP at the Summit on June 2, if there is a list and how we might access it.
- *Transfer of the gavel from President to the President-Elect* – President Joan Kaylor expresses her thanks for all that have helped her and she has enjoyed serving as the President. Other board members express their thanks to Joan for her service. Joan passes the gavel to Paul West who will officially be taking over July 1.

Announcements:

- Paul West requests that divisions and chapters get information on new officers to the Secretary and webmaster for updates to the list.
- Paul West believes that our Strategic Planning Session will be held in State College though specific details are not available. It is planned for Friday July 20.
- Colleen Tracey believes that the membership number may not be accurate, so it will need to be re-evaluated with the Membership Chair.

Our next meeting will be on Friday, July 20, 2007 in State College. Further information regarding exact location and start time will be forthcoming. Meeting will include both Strategic Planning and Executive Board Meeting.

Motion to adjourn.

Moved: Connie Matthews

Seconded: Peggy Lorah

Motion carries.

Joan Kaylor adjourns meeting at 12:30 p.m.

Respectfully submitted,

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