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PCA Board of Directors Meetings

Pennsylvania Counseling Association (PCA)

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7-20-2007

### 2007-07-20 PCA Administrative Coordinator Quarterly Report

Pennsylvania Counseling Association

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**Administrative Coordinator**

**Quarterly Report**

**July, 2007**

**PCA Executive Board Meeting/Strategic Planning 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 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
- Quarterly creation of division detail report; communication to Treasurer
- Attended quarterly board meeting in May at State College
- Updated PCA email account on Yahoo.com to improve efficiency of processing emails
- Delivered materials to professional development chair
- Assisted in resolution of some treasury issues

**Phone and Email Inquiries:**

**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, reporters

**Topics generated primarily through hard mail:**

**Membership applications**

**Submitted July 14, 2007; PCA Executive Board Quarterly Meeting**