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PCA Board of Directors Meetings

Pennsylvania Counseling Association (PCA)

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3-9-2007

### 2007-03-09 PCA Executive Council Meeting Minutes

Pennsylvania Counseling Association

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*Minutes from the Executive Board Meeting of PCA Executive Council  
Meeting*

Teleconferencing

March 9, 2007      Fiscal Year 2006-2007

Present:            **8 Total**  
                      **6 Representative Votes**

*Officers*

Joan Kaylor	President
Paul West	President-Elect
Ami Hooper-Knox	Secretary

*Division/Regional Chapter Representatives*

Jennifer Eaton	GPCA President
Mary Ann Baron	PAMHCA President
Lisa May	PASERVic Representative

*Others*

Colleen Tracy	Administrative Coordinator
Jennifer Bullock	MCCA President

Original meeting from February 23, 2007 was cancelled due to illness of President Kaylor.

***Call to order:***

President Joan Kaylor called the meeting to order at 10:09 a.m.

***Introductions / Roll Call:***

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

**Motion to approve the minutes from the October 27, 2006 Executive Board Meeting as submitted.**

**Moved:** Jennifer Eaton

**Seconded:** Mary Ann Baron

**Motion carries.**

***Reports:***

***President*** – Joan Kaylor wishes to add that as far as the licensing board is concerned, we can be a provider for CEUs because we are a state branch of the ACA.

***President-Elect*** – Paul West needs 1 or 2 volunteers for his Graduate Student Leadership Initiative (responsibilities would include reviewing applications of students who are interested and narrowing it down to 5). Mary Ann Baron volunteers.

**Motion to accept the officer's reports.**

**Moved:** Lisa May

**Seconded:** Paul West

**Motion carries.**

**Consent Agenda:**

**Motion to accept consent agenda with items noted for discussion (PAAOC, PAMHCA, Budget & Finance, PACP, Ethics & By-Laws).**

**Moved:** Paul West

**Seconded:** Ami Hooper-Knox

**Motion carries.**

### **Divisions**

*PAAOC* – Paul West provided some history on this division and the challenges they have faced in regards to having officers as the requirements are strict for who can be an officer. President Kaylor asked about the continued listing of PAAOC on the membership application as we would be accepting dues but not having a vote on the board. It will remain on the application for the time being.

**Motion to suspend the division until meeting at the 2007 conference when a decision can be made about changes in the chapter.**

**Moved:** Paul West

**Seconded:** Lisa May

**Motion carries.**

*PAMHCA* – Mary Ann Baron is looking for approval of their By-Laws with recent changes. These have been reviewed and approved by By-Laws committee.

**Motion to approve PAMHCA's By-Laws.**

**Moved:** Paul West

**Seconded:** Jennifer Eaton

**Abstention:** 1

**Motion carries.**

### **Committees**

*Budget & Finance* – Paul West has questions about the budget and expenditures/income from the conference but needs to wait until the Treasurer is present.

**Motion to accept Dr. Bill McHenry at Budget and Finance Chair.**

**Moved:** Paul West

**Seconded:** Ami Hooper-Knox

**Motion carries.**

Contact information for Dr. McHenry will need to be sent to Ami and Colleen. Joan Kaylor agrees to take care of this.

Conference – General discussion about the changes in the rates, in specific the one day rate.

**Motion to approve the rates for the conference as submitted by conference committee.**

**Moved:** Lisa May

**Seconded:** Paul West

**Motion carries.**

*Ethics/By-Laws* –

**Motion to accept the changes as proposed by the By-Laws Chair.**

**Moved:** Paul West

**Seconded:** Ami Hooper-Knox

Discussion: request for exact changes were read for all by Ami Hooper-Knox.

**Motion carries.**

Maura will be notified of the changes being approved by Ami.

Paul West explains to Jennifer Bullock how this will impact her Chapter, as they will need to make changes to their proposed By-Laws and resubmit them to the By-Laws Committee for

review.

*Marketing and Public Relations* – President Kaylor announces that the Chair position remains open and asks for any interested parties to let her know.

*Newsletter* – President Kaylor announces that the Chair position is now open and asks for any interested parties to let her know. Though, Nadine did agree to stay on for one more issue.

*PACP* - David Arena was not able to call in. Paul West raises questions regarding what PACP is doing for PCA and feels that they are not communicating with us about what they are working on. Joan Kaylor communicates that David is going to be talking to them about their continued efforts on behalf of PCA at the next PACP meeting. Further discussion tabled until the May meeting.

#### **Old Business:**

*Policy & Procedures Manual* – Everyone who needed to receive a copy should have (Executive Board Members, Chapter and Division Presidents, Standing Committee Chairs). Mary Ann Baron requested a copy be sent to her.

*Leadership Institute* – Paul West will be sending out letters (including to divisions and chapters) looking for contributions to support the program.

*Website* – Paul West reported that he changed the password for the “Members Only Section” at the beginning of the year as we had discussed and it seemed to go well overall. He suggests that we begin to put more critical information in this section of the website. Joan Kaylor asks Paul if he will continue to be part of this committee once he takes on the presidency, and he confirms that he will unless someone else wishes to.

#### **New Business:**

*PCA's Organizational Handbook* – President-Elect Paul West would like to have a 2-day strategic planning session over the summer so that one day can be devoted to the Organizational Handbook and the other day to Strategic Planning. He is looking to have this at Alvernia College as they have a conference center and participants could stay in the dorms. Paul agrees to have the dates sent out to the board via email once he gets the dates from Alvernia.

*LPC List* – Mary Ann Baron questioned whether or not we have a list of LPCs from PA and if not, how we can purchase one. We do have a copy and the Secretary keeps track of it with the most recent one having been purchased in March 2006. Questions raised about whether or not we can purchase another, more recent one. Consensus is that purchasing another copy would be appropriate. Mary Ann states that PAMHCA would be willing to help with the costs and encourages other divisions to do so as they can use it to increase their membership numbers. Discussion over the need to increase membership numbers in general. Ami Hooper-Knox raises the question about whether or not there is allotment in the budget for it. Joan Kaylor agrees to work with the Treasurer to have the budget balanced better, and then approach each division about contributing to the expense of the LPC list. Mary Ann requested the list be sent to her by the Secretary.

#### **Announcements:**

*May is Mental Health Month* – Mary Ann Baron discusses some of the things that PAMHCA is doing to recognize this. Paul West suggested that we add this to the website as well.

*PASERVIC* – Lisa May announces that they are having their annual retreat the weekend following the May meeting (18-20<sup>th</sup>). Information is on the website under their page.

**Motion to have President Joan Kaylor ask Treasurer Jim Matta for an updated budget and income/expenditures sent to President-Elect Paul West for review. Once it is approved by Paul, it will be sent to Budget and Finance Chair Bill McHenry for review as well. It will then be sent out to the board so that we can have an electronic vote for approval.**

**Moved:** Paul West

**Seconded:** Lisa May

**Motion carries.**

Our next meeting will be on Friday, May 18, 2007 at 10:00 a.m. in State College. Further information regarding exact room location will be forthcoming. Meeting will run until about 3:00 p.m.

**Motion to adjourn.**

**Moved:** Paul West

**Seconded:** Ami Hooper-Knox

**Motion carries.**

Joan Kaylor adjourns meeting at 11:52 a.m.

Respectfully submitted,

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