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2006-10-17 PCA Secretary's Report

Pennsylvania Counseling Association

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SECRETARY'S REPORT

October 27, 2006
PCA Executive Board Meeting
State College, PA

Duties Performed –

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.

Assisted new administrative coordinator with becoming aquatinted to her position and answering some of the questions she was asked from the membership on resources membership was looking for in regards to liability insurance coverage, private practice support, etc.

Developed workshop to be presented at Annual Conference.

Assisted President-Elect with updates to the new website.

Purchased a jump drive to use to store archived electronic files that are maintained by the Secretary. Backed up information on jump drive.

Recruited 2 members, 1 new and 1 whose membership had lapsed. Both registered for the conference.

Engaged in dialog with Executive Council on ways to reach more D&A Counselors, LPCs in private practice, and general counselors who are not already part of PCA.

Assisted membership in questions regarding conference information (CEUs, hotels, directions, times, workshops, registration).

Discussed with some divisions/chapters the importance of submitting reports and financial records each quarter and at a minimum yearly in order to remain active with PCA.

DISCUSSION ITEM: Return of one day conference registration option.

Respectfully submitted,

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