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PCA Board of Directors Meetings

Pennsylvania Counseling Association (PCA)

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10-27-2006

### 2006-10-27 PCA Executive Council Meeting Minutes

Pennsylvania Counseling Association

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

State College, PA

October 27, 2006      Fiscal Year 2006-2007

Present:            **20 Total**  
                      **12 Representative Votes**

*Officers*

Joan Kaylor	President
Connie Matthews	Past-President
Paul West	President-Elect
Ami Hooper-Knox	Secretary
Jim Matta	Treasurer

*Division/Regional Chapter Representatives*

Peggy Lorah	PAGLBTIC President
Jennifer Eaton	GPCA President
Donald Strano	PACCA President
John Patrick	PACES President
Mary Ann Baron	PAMHCA President
Ruth Hoskins	PASERVic President
Shon Smith	PAMCD Representative/Conference Chair

*Standing Committee Representatives*

Maura Krushinski	Ethics/By-Laws Chair
David Arena	Government Relations/PACP
Holly Moore	Membership Chair

*Special Committee Representatives*

Kerrienne Breig	Awards Chair
Mark Lepore	Journal Committee
Grafton Eliason	Journal Committee

*Others*

Elizabeth Brewer	PSCA President
Nicki Covey	PAMHCA Treasurer

***Call to order:***

President-Elect Paul West called the meeting to order at 6:15 p.m. President Kaylor will be arriving late due to a family emergency. Everyone is asked to please sign the card that is being passed around as well as the sign in sheet for the secretary.

***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 July 22, 2006 Executive Board Meeting as submitted.**

**Moved:** Peggy Lorah  
**Seconded:** John Patrick  
**Motion carries.**

**Reports:**

*Past-President* – Connie Matthews reports that she attended the NAR annual conference meeting in Maine a few weeks ago along with Peggy Lorah and Kelley Kenney. Next year the NAR annual conference will be in PA either in the Hershey or State College area.

*Treasurer* – Jim Matta needs the divisions/chapters to complete their annual reports by mid-November in order for him to be disseminating funds back to the divisions/chapter. Please be indicating whom you want the funds to be sent to. The appropriate forms can be obtained from Jim.

**Consent Agenda:**

**Motion to accept consent agenda with items noted for discussion.**

**Moved:** Shon Smith  
**Seconded:** Peggy Lorah  
**Motion carries.**

**Chapters**

*GPCA* – Jennifer Eaton is requesting permission to change GPCA's by-laws, which will say that they need permission from PCA to change their by-laws. This will bring them in line with PCA's requirements. Paul West asks if they have followed their own by-laws in requesting this change, and Jennifer confirms. This change has been reviewed by the By-Laws Chair for PCA.

**Motion to approve the request from the GPCA to change the language in their by-laws as indicated in their letter dated 10/11/06.**

**Moved:** Shon Smith  
**Seconded:** John Patrick  
**Motion carries.**

**Divisions**

*PAMHCA* – Mary Ann Baron says they will withdraw request for change to by-laws until they can be reviewed by By-laws Chair. Keystone Fund request handed out to be reviewed by the board. Jim Matta reviewed the criteria for reimbursement from the Keystone Account for the board and PAMHCA falls within the guidelines with their request.

**Motion to approve reimbursement to PAMHCA for expenses incurred in starting up their division as spelled out in their proposal.**

**Moved:** Peggy Lorah  
**Seconded:** Connie Matthews

**Discussion:** Connie asks Mary Ann if there are additional expenses that are anticipated. Mary Ann reports that there will be other costs in the future for mailings etc. but she would prefer to speak to her board about it instead of throwing out a figure off of the top of her head. Continued discussion about whether it would be more beneficial for PAMHCA to take a lump sum of money and then return what is not used, while being accountable for what is used or taking money for reimbursement as they need it.

Connie offers a friendly amendment to Peggy's motion to allow PAMHCA up to \$500 in funds to be used for development of their division within the next year. Funds are to come out of the Keystone Fund.

**Peggy accepts the friendly amendment.**

**Discussion:** Connie asks if PAMHCA has to draw the whole \$500 now or can she draw the \$284.80 now and take the other later once she spends it and is in need of reimbursement.

Paul asks Mary Ann which would be easier for her and Mary Ann reports that the lump sum would be easier for her.  
Peggy calls for the question.  
**Motion carries.**

*PSCA* – Liz Brewer reports that PSCA is working closely with the ASCA who has been focusing on a systemic approach to counseling. January 19-20 will be the Governing Board Meeting in Harrisburg. She encouraged PCA members to join PSCA with the 1,700 current PSCA members. PSCA is offering workshops around the state over the next year. Sherry Lovry does crisis counseling in the schools and helped out with the recent Amish school shooting. PSCA is going to be continuing the “What Works in School Counseling?” that PCA collaborated on last year and Judy Bookhamer requested to Liz that PSCA and PCA continue to collaborate on projects together. The PSCA Conference is April 18-21, 2007. Connie Matthews asks how School Counselors are addressing the at-risk students in their school under the new, more educational based model and Liz reports that they are doing more groups (system based) and only some individual counseling.

Break for desert at 7:29 p.m.

Return from break at 7:42 p.m.

**President Joan Kaylor has now joined us and will resume leadership of the meeting.**

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

**Moved: Shon Smith**

**Seconded: Paul West**

**Motion carries.**

### **Committees**

*Archives* – Carl Back had hoped to make it but is ill and cannot travel due to his heart concerns. He put in a request for \$50 for a new filing cabinet and has said that he will be stepping down from Archives at the end of this year. Paul West says that we need someone to fill this position and any interested parties or anyone with any names should pass that on to Joan. Carl will just need to submit his financial request and will be reimbursed for the new filing cabinet.

*Conference* – Shon Smith reported that as of right now we have 166 registrations plus 2 walk-ins and 14 vendors. Shon will only be filling the role of Conference chair through the 2007 conference. Paul West and Shon were talking today and despite Shon's attempts to get the SCAs to send the conference information to the area programs, it does not appear as if that happened, so we need to look at alternative ways to get the information to the areas providers. Shon says that the board should look into the potential of PCA becoming State tax exempt, he thinks he may have tried in the past but we should try again. Ami Hooper-Knox asks the question of what happened to the one day rate for the conference that used to exist since it was brought to her attention that some people chose not to come this year because there was not a one day rate. Connie Matthews agrees that she also did some investigation and believes that the one-day rate disappeared over 5 years ago as a unilateral decision on the part of a past conference chair. The conference committee agrees to address this issue and bring it back in front of the board.

*Ethics/By-Laws* – Maura Krushinski passed around her report and requested that it be amended to read under bullet 3:....of the Branch Division officers and...

Under bullet 4: ...of the branch division members must be...  
**Motion to accept the proposed by-laws change to article 3 section 1 as presented by the by-laws chair.**

**Moved:** Connie Matthews

**Seconded:** Shon Smith

**Motion carries.**

Maura makes a recommendation to extend these changes to Article 3 sections 2 and 3.  
**Motion to allow an email vote on the changes to the by-laws as proposed by the by-laws chair above.**

**Moved:** Peggy Lorah

**Seconded:** Paul West

**Motion carries.**

*Government Relations* – Connie Matthews reminds us all that there is a position available on the Licensing Board and that it would be great to have someone close to PCA fill that position.

**Motion to support LeeAnn Eschbach as a nominee to the Licensing Board.**

**Moved:** Connie Matthews

**Seconded:** Shon Smith

**Motion carries.**

Connie Matthews says that it would be worthwhile for someone to go to the Legislative Institute in February on behalf of PCA. Nicki Covey reports that the ACA website has information on funding available and the board requests that Dave Arena looks into this.

**Motion to approve an email vote on allowing funds for a PCA representative to attend the Legislative Institute in February and change line items in the budget as necessary.**

**Moved:** Shon Smith

**Seconded:** Peggy Lorah

**Motion carries.**

*Graduate Student Liaison* –

**Motion to approve Cindy Urick as the Graduate Student Liaison.**

**Moved:** Shon Smith

**Seconded:** Paul West

**Motion carries.**

*Membership* - Holly Moore reports that member numbers are up; specifically the categories of professional and retired. Phone calls to past members are being conducted to see why they are not renewing but still processing if they are rejoining the organization.

*PACP* – The contract was received with costs totally \$10,700.00. Paul West has been speaking with staff from PACP and trying to gain an understanding of what issues they chose to address and what issues they do not but does not feel that he has been getting clear answers other than that there are numerous issues facing counselors today and PACP picks issues to tackle, but Paul feels like it is not clear to him how they chose what issues they are going to tackle. Discussion generated around the importance of knowing that they have our best interest at heart but also understanding that they can only do so much. General consensus that we need to get solid answers from PACP on these areas but we cannot hold off on signing the contract and sending a check.

**Motion to sign the PACP contract and send the check for the first quarterly payment.**

**Moved:** Ami Hooper-Knox

**Seconded:** Shon Smith

**Friendly amendment** was offered to send a letter along with the contract expressing PCA

concerns. Ami accepts.

**Opposition:** 1

**Motion carries.**

**Old Business:**

*Policy & Procedures Manual* – We need a committee formed in order to get this project completed. President Kaylor asks Connie Matthews to join her on this committee.

*Leadership Institute* – Paul West is ready to send letters out to the Counselor Education programs seeking applicants. He asks what do we want to consider as far as compensating participants as far as their conference rates are concerned, which are currently \$75?

Discussion around no compensation as other students pay for the conference unless they volunteer to help out in other ways. Paul would like to introduce this idea to the conference attendees tomorrow and begin taking up monies for it as well as going to Chi Sigma Iota and seeking funds for it. Connie Matthews asks if it would be possible to tap into the Emerging Leaders Fund from ACA.

*Website* – Paul West reports that the website has been active since August. If you are a Division please make sure your page is updated and if it is not, please get the information current with Paul so that he can get it uploaded. Also there are some pages on the home page that still need to be updated and some new people could really help out by taking a look at those pages and helping us get them up to date. Connie Matthews suggests that we look at having colleges put links on our website now that it is up and running but Paul says he would rather have a reciprocity arrangement where we have a link on their page and they have a link on our page. Connie and Paul agree to work on this together. In the “Members Only Section”, Paul wants to change the password every January so that people who are no longer members will no longer have access to the “Members Only Section” of the Website. He will work with Administrative Coordinator and the Membership Chair so that they have up-to-date information to give to members when the password changes.

**New Business:**

*PCA's 40<sup>th</sup> Anniversary* - Begin thinking about how to celebrate PCA's 40<sup>th</sup> Anniversary

**Announcements:**

Our next meeting will be on Friday, February 23, 2007 at 10:00 a.m. via teleconferencing. Further information will be forthcoming.

**Motion to adjourn.**

**Moved:** Shon Smith

**Seconded:** Peggy Lorah

**Motion carries.**

Joan Kaylor adjourns meeting at 9:23 p.m.

Respectfully submitted,

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