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PCA Board of Directors Meetings

Pennsylvania Counseling Association (PCA)

10-27-2006

2006-10-27 PCA Administrative Coordinator Quarterly Report

Pennsylvania Counseling Association

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Administrative Coordinator

Quarterly Report

October, 2006

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

Weekly data entry of membership information into database

Obtain phone messages as needed; refer callers appropriately

Daily email responses and referrals

Track phone and email contacts

Updates of the Master contact list

Phone and Email Inquiries:

Topics generated primarily through emails:

Licensure, conference information, membership status, insurance, change of address, private practice, NCE exam, counseling referrals, PCA mailing list, website ads

Topics generated primarily through voice mails:

Licensure, conference information, membership status, insurance, change of address, risk assessment

Topics generated primarily through hard mail:

Membership applications

Submitted October 19, 2006;

PCA Executive Board Quarterly Meeting at the 38th PCA Annual Conference

State College, PA