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PCA Board of Directors Meetings

Pennsylvania Counseling Association (PCA)

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9-16-2005

### 2005-09-16 PCA Executive Council Meeting Minutes

Pennsylvania Counseling Association

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*Minutes of PCA Executive Council Meeting*  
State College, PA  
Quarterly Board Meeting  
September 16, 2005      Fiscal Year 2005-2006

Present:            **13 Total**  
                      **8 Representative Votes**

Connie Matthews	<i>Officers</i> President
Ami Hooper-Knox	Secretary
Paul West	Treasurer

Joanna CastroShaffer	<i>Division/Regional Chapter Representatives</i> PASERVIC President
Peggy Lorah	PAGLB TIC President
Mary Matlak	GPCA President
Mark Kenney	PAMCD Representative/Budget & Finance Chair
Kelley Kenney	PACES President

Judy Bookhamer	<i>Standing Committee Chairs</i> Conference
Kathleen Holden	Professional Development

Susan DelPonte	<i>Others</i> Administrative Coordinator
Nadine Mastroleo	Newsletter Editor
Martha Inskip	Marketing & Public Relations Committee

***Call to order:***

President Matthews called the meeting to order at 10:13 a.m.

***Roll Call:***

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

***Reports:***

***Secretary*** – Ami Hooper-Knox requests corrections to the minutes from the August 5, 2005 Executive Board Meeting. No corrections noted.

**Motion to approve the minutes as submitted.**

**Moved:** Joanna CastroShaffer

**Seconded:** Ami Hooper-Knox

**Motion carries.**

***President*** – Connie Matthews passed around her report. Paul West asked questions regarding note in report about having more than one signatory on the account so that there is never a time when we are in a crunch with no one to sign and send out checks since, as we stand now, there is only one signatory on the PCA accounts. Connie reports that she discussed with Mark Kenney who would be a good candidate for that position and a decision was made that the Secretary would be ideal since the position is an elected position to the board and the term of office for the position is for multiple years. Connie noted that she would also like to make a change to the by-laws to reflect the need for this in the years to come. We are still

term of office for the position is for multiple years. Connie noted that she would also like to make a change to the by-laws to reflect the need for this in the years to come. We are still working on the transition from Sue Thompson to Paul West and anyone with outstanding invoices should follow up with him so that he can track whether a check has been written or not.

**Motion to set up the accounts so that there are 2 signatories (Treasurer and Secretary) but that only 1 signature is needed for checks to be written.**

**Moved:** Kelley Kenney

**Seconded:** Paul West

**Discussion:** Paul West asks how we would go about making this change to the by-laws. Mark Kenney explains the process.

**Motion carries.**

**Motion to accept the Secretary's and President's Reports.**

**Moved:** Mary Matlak

**Seconded:** Mark Kenney

**Motion carries.**

*Treasurer* – Paul West reports that he has been working to get materials transferred from Sue Thompson and is working with PNC Bank to gather information on how to get everything transferred. He reports that he plans on spending time sorting through the materials he gets from Sue and trying to figure out how things have been working and how they should be working. Ami Hooper-Knox points out the importance of checks and balances regarding our funds. Connie Matthews reminds us that historically we have had Treasurers who were meticulous in maintaining records, therefore there was little confusion or concern. She agrees that there should be checks and balances but that the board also has a responsibility to be monitoring the treasurer's report for inconsistencies in each specific area (chapters, divisions, etc). Joanna CastroShaffer inquires as to what is being held up other than reimbursements. Connie says that we have not been able to authorize printing or mailings, which includes getting the newsletter out with the conference information in it. Additionally, there may be a journal ready to go out, but due to the cost of the mailing, we really need to try to wait for the bulk mailing permit to get in place to help reduce the cost of trying to mail all of the journals first-class. Joanna asks if there is a debit card connected to the account that would be available for purchases. Susan DelPonte says that the previous Administrative Coordinator had one but she is unsure what name was on the card (hers, PCA, or another name). Connie requests that Paul look into getting a debit card for Susan to have access to funds regarding Administrative Coordinator duties. Mark makes a suggestion to Connie that she create a committee to address setting up policies and procedures, and roles and responsibilities of the Treasurer, so that we can avoid any further issues with our funds (hence, setting up checks and balances). Mark agrees to chair the committee as Budget and Finance Chair. Paul suggests we also review who gets reimbursed for what (travel expenses, office expenses) and which line item they come from. Connie reaffirms the importance of getting reports in on time to the Secretary prior to each meeting, so that everyone has an opportunity to review the reports, in particular the Treasurer's report, prior to each meeting. Connie forms a committee upon Mark's suggestion with Mark as chair, Paul West as Treasurer, Kelly Kenney as Division Representative, Mary Matlak as a Chapters Representative, Susan DelPonte to provide input from the perspective of the Administrative Coordinator position, and the Membership Chair (Holly Moore). Connie requests that anyone else who would like to and feels that they have something important to add, can provide input to this committee in order to help them in their work towards establishing effective policies and procedures.

*Administrative Coordinator* – Susan DelPonte reports that she is still in transition but working with Becky Willow. She has been forwarding information on membership to Holly Moore

and has some items to cover with the Treasurer. She has been working with an IT guru friend of hers, on trying to get to the core of the website and has not yet been successful. Ami Hooper-Knox notes that she has some files from the past webmaster that she will forward to Susan for her to utilize in exploring the website. Mark Kenney recommends to President Connie that we create a committee to be responsible for deciding what goes on the website so there is no confusion. Connie asks the Marketing/PR Chair, Martha Inskip be the chair of the committee. Kelly Kenney agrees to send Martha the name of 2 PACES members who may be interested in being on the committee, Peggy Lorah agrees to be the Divisions Representative, Susan DelPonte will also be on the committee. Judy Bookhamer recommends that the By-Laws/Ethics Chair is part of the committee and Connie agrees that it would be helpful to determine appropriateness of material if the By-Laws/Ethics Chair was part of the committee. **Motion that if needed, the existing website is closed down & a new website is then created.**

**Moved:** Mark Kenney

**Seconded:** Peggy Lorah

**Discussion:** Joanna CastroShaffer asks what the timeline would be for completing this task, and who would be responsible for monitoring the work. Mark Kenney suggests that we support the President in making the appropriate decisions for the organization and acting in a faithful manner by reporting back to us at the next board meeting about what changes are made.

Motion is amended to reflect: that the board grant the President with powers to make decisions about the website upon the recommendations of the Administrative Coordinator and her assistant to help expedite the process of getting PCA back online in updated format, and then report back to the board in November concerning what changes are made.

**Moved:** Mark Kenney

**Seconded:** Peggy Lorah

Paul West presents a friendly amendment that this gives the President or her designee the permission to set up service with a new server if needed. Mark Kenney accepts that friendly amendment.

**Motion carries.**

**Motion to accept Administrative Coordinator's report.**

**Moved:** Joanna CastroShaffer

**Seconded:** Paul West

**Motion carries.**

**Motion to accept consent agenda with items pulled for discussion as noted on the agenda plus PACES, PAMCD, Newsletter, and Professional Development.**

**Moved:** Peggy Lorah

**Seconded:** Mark Kenney

**Motion carries.**

*PACES* – Kelley Kenney reported that people are working diligently on preparing for the ACES Conference. Kurt Kraus brought up a question to Kelley as to if PCA would be interested in doing something to welcome ACES members to PA in addition to, or along with, what PACES is doing. Kelley asks for suggestions of things to do and a sum of money to do it. Connie Matthews asks where we stand with Chi Sigma Iota's participation in the ACES conference and Kelley reports that she was told that CSI's by-laws prevent them from co-sponsoring events. Connie asks how much money is being requested and Kelley reports that \$200 would be helpful. Connie begins discussion of the amount by stating that she feels this is a reasonable amount. Paul West says he has some concern over voting to expend money when the board does not know what state the financial books are in. Connie agrees and adds that she feels comfortable with the budget but that Paul should be given an opportunity to review the books first. Kelley reports that at this time she is unaware of how

much PACES will be asked to put towards the reception as she has not been told how many people will be attending or what the conference center is charging. Paul says he feels that we should be matching what PACES puts forth. Mark Kenney cautions us to review the budget that was approved in May so that we know what line item we are taking these funds from so we do not throw the budget out of whack. Connie comments that we could consider pulling it from Marketing/PR since this is a Marketing/PR opportunity but that the money for Marketing/PR may be utilized for marketing ideas so we may have to consider taking it from other areas. Ami Hooper-Knox suggest the potential of providing reimbursement to PACES at a later date for a portion of what they put forth, once the budget and finances are reviewed. Kelley likes the idea but reports that PACES has limited funds as it is and that would be stretching them even further.

**Motion to authorize an email vote of Kelly's request over allotting money for the ACES conference once Paul reviews the finances and can report back to the board on our status via email.**

**Moved:** Peggy Lorah

**Seconded:** Kelley Kenney

**Discussion:** Judy Bookhamer says that we should speed this up if possible, so that we can make sure our name gets in the program for co-sponsorship.

**Motion carries.**

*PAMCD* – Mark Kenney reviews his report that was submitted at the meeting. He asks where we stand with the finances of the conference and presents a proposal to the divisions to sponsor a reception for Dr. Patricia Arrendondo, in recognition of all that she does. He would ask the divisions to pick up the costs of the reception. He does note that he still needs to verify that Patricia Arrendondo will have the time in her schedule for it, and what the financial feasibility of it would be. The conference chair will need to investigate what options are available for the timing of a reception and the costs associated with it. Judy Bookhamer reports that possibly the most ideal time would be either Saturday evening or Sunday morning. Connie Matthews suggests that we consider many options including using the funds divisions put forth to reduce the costs to people who attend a breakfast on Sunday, but at the same time being sure that the divisions are recognized for their contribution. Judy says she will also look into perhaps including it in with our regular breaks, again depending on Dr. Arrendondo's schedule. Judy will look at options and get back to Mark who will then pass the information on to the Division Presidents who can then give feedback on the options.

Lunch Break – 12:23 p.m.

Reconvene – 12:56 p.m.

*Conference* – Judy Bookhamer thanks the board for getting the word out for RFPs for the conference. We have had a good response including new presenters this year. The conference format is about the same; Patricia Arrendondo is the Keynote Speaker; still working to get vendors; the conference flyer is prepared and will be sent out with newsletter; looking to have some presenters offer their workshops more than once so attendees have more of an opportunity to attend those topics; there are four Pre-Conference Workshops for Friday afternoon; there is still interest in having each division have someone lead a roundtable discussion for about 35 minutes and the plan is to hold them Saturday afternoon, additionally, if there are enough divisions represented, that time slot will be set aside for only the roundtables and no other workshops will be running at the same time; the cut off for Pre-Conference Workshop registration was moved back to 3 weeks prior to the conference to avoid an issue from past years when presenters and participants were upset over late notice of cancellations. Mark Kenney suggests that Judy send the updated conference information to him so he can forward it out on the PAMCD listserv and recommends that other divisions do

the same. Joanna CastroShaffer asked if all presenters have been notified of acceptance of their proposals and Judy says not yet but it should be handled within the next few days. Kelley Kenney asks where we stand for graduate student volunteers and Nadine Mastroleo reports that Anne Hull is actively soliciting volunteers. Judy reports that last year, after much discussion, we decided to waive the volunteer's next year's membership dues in return for their volunteering to help at the conference. Connie Matthews reminds everyone that it is important to recruit new attendees and to bring graduate students to the conference, but every person who attends the conference must be paid and registered, and the earlier you can let Judy know who is coming, the better for the preparation phase of the conference planning. Judy reports that we have no one signed up for sponsoring tote bags and there is some question as to whether Dusquene will do the notebooks again this year; we have no one who has offered to give pens or name badge holders either, so she encourages us to talk to our institutions about such sponsorships. Kelley Kenney agreed to contact ACA to inquire about the possibility of them giving us tote bags from previous national conference. President Matthews suggested that ACA Insurance Trust might be willing to donate/sponsor one of the items that we need as it is good advertising for them. Connie reminds us that we are not doing the dinner portion of the executive board meeting on Friday night, though we will have a desert break. Everyone needs to make sure they eat before they come to the meeting, which will start precisely at 6:30 p.m. If anyone asks when the conference information will be out, it should be within 2 weeks with the newsletter.

*Newsletter* – Nadine Mastroleo reported that the newsletter is completed and will go to the printer on Monday, September 19, 2005 and in the mail on Monday, September 26, 2005. She got numerous quotes and found that King Printing was the best price and provides high quality work. The plan is to have 550 copies made so there will be a few extras for handing out at the conference. Everyone's contact information will be listed in the newsletter, as well as the acronyms for the different divisions/chapters. Connie Matthews requests that Nadine check with Kerriane Breig about changing the deadline for award nominations due to the late distribution of the journal. Nadine also presents to the board the potential for sending out newsletters via email to those members who use email, instead of mailing to the whole membership and/or the potential for utilization of both print form and electronic form, as well as uploading the newsletter to the web. Connie Matthews says that perhaps we should wait until the November meeting where we will have more board members present and that we should entertain the idea of surveying our membership on which way they prefer to be contacted. Connie suggests that this question be added to the survey that Martha Inskip is generating for the Marketing/PR Committee to be placed in the tote bags at the conference. Connie says when we do talk about this topic, we need to remember that this does not have to be an either/or situation but we can do both, but limit the paper form for publication only a few times per year.

President Matthews proposes that since there is no action needed on Professional Development and Marketing/PR but there are some noteworthy points of discussion, she would like to quickly review those topics and continue to move forward with the meeting. Martha Inskip (Marketing/PR) will be creating a survey for distribution to the membership during the conference if anyone has suggestions for questions to go on the survey, please let Martha know. Kelley Kenney says that she has an ACA survey she can pass on to Martha that might have some ideas.

President Matthews requests that we extend the meeting for 15 minutes to address the new business item of PCA response to Hurricane Katrina.

**New Business:**

*PCA response to Hurricane Katrina* – Connie Matthews has asked Joan Kaylor to contact the Red Cross to ask if there is anything we can do at the conference to help them out, perhaps offer a training, a free table for displaying items or a spot on the take one table, basically asking them what will be helpful for them. Joanna CastroShaffer says that it would be helpful if we could even include that topic in the roundtable discussions. Paul West says it would be great if we could find a way for the Red Cross to have access to available therapists across the state, especially those with training in trauma work and questions if we could take a collection at the conference and have it donated on behalf of PCA. Mark Kenney points out that there are some agencies working/being created to lobby/advocate for redirection of funds from the government that were going towards non-priority projects and redirecting to relief efforts. Connie says this is something that she will get Dave Arena (Government Relations) involved in to gain more information. Mary Matlak says that there is a program in Pittsburgh that is working to provide assistance for people who have evacuated from the south (housing, schooling, etc). Mark says that they are looking for people to work with returning first responders in debriefing sessions and that we need to remember that there is a need for helping out the first responders, not only the victims.

No other questions or announcements.

Our next meeting will be November 18, 2005 at 6:30 p.m. at the Penn Stater in State College.

**Motion to adjourn.**

**Moved:** Peggy Lorah

**Seconded:** Kelley Kenney

**Motion carries.**

Connie Matthews adjourns meeting at 2:18 p.m.

Respectfully submitted,

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