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PCA Board of Directors Meetings

Pennsylvania Counseling Association (PCA)

9-16-2005

2005-09-16 PCA Secretary's Report

Pennsylvania Counseling Association

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SECRETARY'S REPORT

September 16, 2005
PCA Executive Board Meeting
State College, PA

I. Duties Performed –

- A. Contacted 5 Rehabilitation Facilities' Marketing personnel concerning exhibiting at the conference.
- B. Answered questions from the membership on the workings of the website, including passwords and usernames and potential update date.
- C. Distributed all PANO information to registered membership through the PCA Listserv.
- D. Secured accommodations at the Penn Stater for the conference.
- E. Coordinated with Becky Willow to update PCA Directory.
- F. Forwarded request to Holly Moore for mailing labels.
- G. Updated mass e-mailing list for PCA Board.
- H. Facilitated communication between graduate students and our new Graduate Student Liaison.
- I. Answered questions from others wanting information on our Graduate Students Scholarship.
- J. Signed up to be a Critical Response/Emergency-Disaster Volunteer in my local area and registered with multiple organizations to be deployed to the southern areas of the U.S. for Hurricane Katrina Relief
- K. Answered questions for membership concerning use of the PCA website (username & password issues)
- L. Met with new Marketing Chair, President, and PAGLBTIC President in Gettysburg on Saturday, September 10, 2005 to review marketing strategies

Respectfully submitted,

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