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PCA Board of Directors Meetings

Pennsylvania Counseling Association (PCA)

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8-5-2005

### 2005-08-05 PCA Secretary's Report

Pennsylvania Counseling Association

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## SECRETARY'S REPORT

August 5, 2005

PCA Executive Board Meeting  
State College, PA

Duties Performed –

Contacted Kathy Powell from AMHCA via email to inform her that PAMHCA was voted reactive by the board and we are in need of contact information on PAMHCA's Executive Council as well as the cost of membership dues for the Division.

Answered questions from the membership on the workings of the website, including passwords and usernames and potential update date.

Distributed all PANO information to registered membership through the PCA Listserv.

Coordinated with Connie Matthews to gather reports during my absence prior to August meeting.

Coordinated with Becky Willow to update PCA Directory.

Forwarded request to Holly Moore for mailing labels.

Updated mass e-mailing list for PCA Board.

Respectfully submitted,

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