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### 2005-08-05 PCA Administrative Coordinator Quarterly Report

Pennsylvania Counseling Association

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**Administrative Coordinator  
 Quarterly Report  
 August, 2005  
 PCA Executive Board Meeting/Strategic Planning Meeting  
 State College, PA**

**Tasks accomplished for quarter:**

- Weekly retrieval of mail from Post Office
- Weekly print-outs of on-line applications
- Submission of membership checks and data to Treasurer
- Submission of membership applications to Membership Chair
- Bi-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

**Current projects:**

- Facilitating transition to new Administrative Coordinator

**Phone and Email Inquiries-May 20-August 4  
 Administrative Coordinator**

	<b>March-May 13</b>	<b>May20-August 4</b>
Ethics	2	1
Service referral	1	0
Membership	25	5
Professional/student contacts	0	0
Licensure & professional definitions	11	10
Private Practice	8	2
CEUs	1	0
Password requests	0	0
Certification requirements	0	0
Billing referral assistance	1	0
Attempt to reach board/division	3	0
Requests for info. on PCA publications	1	2
Requests for conference information	4	3
Regional position contacts or listing of LPC	3	1
Division interest	6	1
The field		2
Legislative & provider info.		3
Internal PCA Administration		30

*~60 Total*

Submitted August 5, 2005;  
 PCA Executive Board Quarterly Meeting  
 State College, PA