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7-22-2006

### 2006-07-22 PCA Executive Council Meeting Minutes

Pennsylvania Counseling Association

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*Minutes from the Strategic Planning Session of PCA Executive Council  
Meeting*

Monroeville, PA

July 22, 2006      Fiscal Year 2006-2007

Present:            **13 Total**  
                      **10 Representative Votes**

*Officers*

Joan Kaylor	President
Connie Matthews	Past-President
Paul West	President-Elect
Ami Hooper-Knox	Secretary
Jim Matta	Treasurer

*Division/Regional Chapter Representatives*

Peggy Lorah	PAGLB TIC President
Jennifer Eaton	GPCA President
Donald Strano	PACCA President
John Patrick	PACES President
Shon Smith	PAMCD Representative/Conference Chair

*Standing Committee Representatives*

Maura Krushinski	Ethics/By-Laws Chair
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*Special Committee Representatives*

Mark Lepore	Journal Committee
Grafton Eliason	Journal Committee

***Call to order:***

President Joan Kaylor called the meeting to order at 1:00 p.m.

***Introductions / Roll Call:***

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

***Reports:***

*Secretary* – Ami Hooper-Knox generates discussion on the need to keep electronic back up copies of all reports. Everyone agrees that it makes sense to keep hard copies to be turned over the archives, but that there should also be an electronic form. Agreement is that the electronic form should be in a format that allows it to be easily retrieved for reference, but not take up too much space, while also being able to cross platforms (Mac & PC).

Agenda modifications – add website under committees and Leadership Institute under old business.

*President* – Joan Kaylor has been working to establish committees, searching for new Administrative Coordinator, learn more about PCA business, and work with Shon Smith

on the conference. Colleen Tracy was the first person to respond to the advertisement for the Administrative Coordinator position. Joan met with her and would recommend her.

**Motion to accept Colleen Tracy for the position as Administrative Coordinator.**

**Moved:** Peggy Lorah

**Seconded:** Shon Smith

**Motion carries.**

Paul West asks when the debit card and the cell phone will be transferred so things can be taken care of on the financial side. Susan DelPonte will send the phone to Colleen and debit card to Paul. Joan will have Colleen open up the PO Box in her area. Susan will have mail forwarded after the PO Box is opened and Jim Matta will order Colleen a new debit card.

*Treasurer* – Paul West submitted his addendum effective 7/21/06 prior to the checks written today. He shared some concerns over our low membership numbers. Paul reported that he has been working to get information from PACP on how they determine how much we pay them so that we can inform our membership how much of their membership dues is tax deductible. Joan Kaylor suggests that we include the PACP representative in this discussion. Paul also reported that we were granted forgiveness from the IRS for not filing PCA taxes in the past.

**Motion to approve the minutes.**

**Moved:** Peggy Lorah

**Seconded:** Paul West

**Motion carries.**

**Motion to accept the officer's reports.**

**Moved:** Shon Smith

**Seconded:** Peggy Lorah

**Motion carries.**

**Motion to accept consent agenda with items noted for discussion.**

**Moved:** Connie Matthews

**Seconded:** Paul West

**Motion carries.**

**Consent Agenda:**

**Divisions**

*PAMFC* – needs to be removed from consent **agenda**, as they are no longer active.

*PAMHCA* – Mary Ann Baron had their secretary contact Paul West to get their financial concerns straightened out.

**Committees**

*Archives* – Joan Kaylor will send Carl Back a Get Well card.

*Awards* – Kerrienne Breig is requesting specific criteria for the David Hall award. Connie Matthews suggests that a committee be developed to address this. Joan says that she will appoint the Awards chair, Connie, and Brad Janey and have the criteria sent out for an email

vote.

*Conference* – Shon Smith requests that everyone review his report and the conference brochure and let him know if anything needs to be corrected or changed.

*Ethics/By-Laws* – Maura Krushinski reported that CAGP needs to make revisions to their by-laws. Maura has made a proposal as noted in her report, for changes to the PCA By-Laws. General discussion about wording of the proposal and question over whether the intention is national in regards to ACA or any national organization. Maura will reword the proposal and additional wording will be added in regards to the number (25%) of executive board members of each chapter/division that need to be PCA members and the number of chapter/division members that need to be PCA members. Maura agrees to submit this in writing to the president as soon as possible and will separate each change so that they can be voted on in separate motions.

*Journal* – Mark Lepore reports that they have enough manuscripts to publish the journal shortly, however 2 of them need some small editing corrections made. The committee has been discussing electronic (on the webpage) verses paper form of the journal, having the past 2 years available only to the members but all archival journals available to the general public which may bring people searching the web to our site and boost membership that way. The archival journals will need to put on the website in pdf format. There would also be instructions on submission of manuscripts on the webpage. During the transition, time between paper and electronic form, there are a few options to help during the transition (sending a postcard to membership, doing both one time, mass email to membership). Paul West expresses concern over whether or not there will be an option for those people who would prefer paper version over electronic version. Mark Lepore and Grafton Eliason state that electronic form does not cost the organization anything, so perhaps it should be considered the way to go. Grafton suggests that we donate a copy to all of the PA universities with counseling programs since students are always complaining that counseling journals are being cancelled and they would benefit from the accessibility of the journal. A suggestion is made to send out a card to the membership to let them know that they have the option of having the journal in paper or electronic format to see what the consensus is and whether or not we need to worry about how many paper form we need to print. Perhaps we could even celebrate a launch date for the journal as the day of the conference. Grafton will also look into getting it posted on EBSCO Host as well.

*PACP* – Paul West reports that we have not received an agreement from them for the president to sign regarding their representation of our organization. Paul asks if we want to make provisions today to make a payment in advance to PACP. Question raised as to if there is a need to pay without an agreement in place, as there is no penalty imposed if we do not pay, since no agreement is in place. In regards to the percentage that the members are allowed to write off in taxes, the Treasurer will report on this at the October meeting.

*Website* – Paul West has been researching a few options (100 mg (\$9.95/mo with a discount for paying for a year in advance is the best option – gate.com) for a new server for the website.

**Motion to move the website from pairnetworks.com to gate.com.**

**Moved:** Paul West

**Seconded:** Peggy Lorah

**Motion carries.**

Regarding web design, Paul says that getting the website up and operational is important, and then we can look at options for web designing. Connie Matthews expressed the importance of having a webpage that looks nice, but it is also important that it run well.

**Old Business:**

*MCCA* – tabled until revision to our by-laws is made.

*Publications & Procedure Manual* – This was discussed at strategic Planning Session (see notes)

*Leadership Institute* – Paul West is requesting approval to recognize the Institute as an initiative (information was submitted in May 2006). Joan Kaylor appoints Paul as chair of the committee and states that he can go out on behalf of PCA to present the Institute to the counseling programs across the state.

**New Business:**

None

**Announcements:**

Our next meeting will be held at the PCA Annual Conference on Friday, October 27, 2006 at 6:00 p.m. at the Penn Stater Conference Center.

**Motion to adjourn.**

**Moved:** Connie Matthews

**Seconded:** Peggy Lorah

**Motion carries.**

Joan Kaylor adjourns meeting at 3:33 p.m.

Respectfully submitted,

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