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2019-11-08 PCA Executive Council Meeting Minutes, August 17, 2019

Pennsylvania Counseling Association

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PENNSYLVANIA COUNSELING ASSOCIATION

A Branch of the American Counseling Association

Executive Council Meeting Minutes August 17, 2019

As a state branch of the American Counseling Association, the Pennsylvania Counseling Association accepts the responsibility to serve and represent Pennsylvania's professional counselors by providing leadership and professional development. The purpose of the association is to enhance human development throughout the lifespan and to promote professional counseling.

Meeting commenced at 1:14 pm.

Introductions/Roll Call:

Officers of the Pennsylvania Counseling Association

Present

- President: Nellie Scanlon
- President-Elect: Steve Kuniak
- Past-President: Joe Behun
- Secretary: Ashley Deurlein
- Treasurer: Derek Parker

Branch Chapter Officers

Present

- NEPCA: Kevin Snow
- GPACA: Nicole Johnson
- GPCA: Melanie Kautzman-East

Branch Division Officers

Present

- PACES: Eric Owens
- PAMCD: Fawn Robinson
- PASERVIC: Nora McDonald
- PASGW: Matt Nice

Not Present

- PALGBTIC: Dominic Petitto
- PAMGCA: Michelle Steimer
- PACAC: *vacant*
- PCCA: Lauren Brubaker

Special Interest Group

Standing Committees (non-voting)

Present

- Conference: Ashley Deurlein
- Ethics/By-Laws: Gregory Roth
- Finance/Budget: Derek Parker
- Government Relations: Travis Schermer
- Membership: Angelica Galvan

Not Present

- Archives: Mark Kenney
- Nominations and Elections: Samantha Urbanick

Special Committees (non-voting)

Present

- Graduate Student Liaison: Nicole Flack
- Marketing and PR: Steve Kuniak

Not Present

- Awards: Deborah Duenyas
- Journal: *vacant*
- Past Presidents: Paul Datti
- Social Media: Kathryn Nuff

Guests

Present

- N/A

Quorum present with 11/15 voting members. (6 votes needed to pass)

MOTION (Eric Owens): Approve the consent agenda (seconded by Joe Behun), 11 yes, 0 no, 0 abstentions. Motion approved.

Approval of June 8, 2019 Minutes

Copies were distributed in advance of the meeting for board review. The president asked if there were any additions or corrections to the minutes that were distributed in advance of this meeting. Being that there were no corrections, the minutes stood approved as read.

No additions or corrections proposed. Minutes will stand approved as read.

Officer Item/Action/Discussion Items:

President – Nellie Scanlon

Discussion items:

- New contract with CMA (Deneen) and the importance of keeping Deneen for PCA continuity for now.
 - On average, we are paying approximately \$1000 or more per month for services.
 - Manages website, membership databases, 5 electronic bulletins/month, secure online payments (paypal and TCS), updates website content. Deneen provided information on how to update some things on website on our own.
 - Concerns about Deneen's response time to PCA emails. Nellie requested a 2 day turn around; this would result in increased costs. Turnover time has been agreed on to be within 7 days. All email blasts need to be reviewed by President to establish a timeline based on need/ importance.
 - Membership services, \$4/member. We would like more notifications to members when membership is expiring or has expired. Currently at 2 renewal and 1 follow up.
 - Event registration, not included in this contract due to use of Whova. Nellie informed board about Divisions/Chapters using the database and the costs that PCA incurs as a result of event setup costs.
 - Deneen will provide a copy of transactions, membership reports, and invoices monthly. Executive Committee/President will have a phone conference with CMA post board meetings 4 times/year to discuss any changes or concerns.
 - Current cancellation timeframe has been modified from 6 months to 90 days.
 - Nora suggested modifications to "CMA will complete the PCA request (website services)..." and "five electronic bulletins per month or 60 per year".
 - Derek spoke with PNC and membership could be done via Quickbooks (auto invoices, etc) with

- Postcards advertising PCA Conference sent to LPCs in PA who are not currently members.
 - What are the pros and cons to doing this? - moving forward with an Ad Hoc Committee.

Action item:

- Appointment of Terence Yee as JPCA Editor
 - **MOTION (Nellie) Appoint Terence Yee as Journal Editor (seconded by Derek Parker) 11 yes, 0 no, 0 abstentions, motion approved.**
- Approval of new contract with CMA (Deneen)
 - **MOTION (Eric Owen), Table discussion about CMA contract till next board meeting, (seconded by Joe B.) 11 yes, 0 no, 0 abstentions, motion approved.**
 - Discussion: Eric is hesitant to sign a two year contract when the board needs more information and is looking to remove her. Nora stated concern of Deneens actions (potentially Deneen dropping PCA) as a result of tabling.

President-Elect – Steve Kuniak

No discussion or action items.

Past-President – Joe Behun

No discussion items.

Action item:

- Strategic Plan: Vision.
 - Current PCA Vision: The Pennsylvania Counseling Association is an organization of professional counselors who value a collegial community, continuous learning, service to others, visionary leadership, and a commitment to professional ethics and standards of practice.
 - **MOTION (Joe Behun), Accept the new vision statement developed (seconded by Eric Owens), 11 yes, 0 no, 0 abstentions, motion approved.**
 - New Vision: The vision of the Pennsylvania Counseling Association is to represent all professional counselors of the Commonwealth in the continued development of professional identity through advocacy, legislative action, and servant leadership.
 - Use of the word “all” to ensure school counselors are included.

Secretary – Ashley Deurlein

Discussion item:

- Report completion : Reports should include a summary of what has happened within your Chapter/ Division/Committee since the last meeting under “Report”.
- Contact information up-to-date with secretary.

No action items.

Treasurer – Derek Parker

Discussion item:

- Treasurer's Report
- IRS Update
 - Last check was cashed at IRS. Awaiting return of non-profit status (estimated 90-180 days).
- Discussion on Ongoing Financial Situation

No action item.

Consent agenda adopted due to no objections.

Special Interest Group Discussion/Action Items:

Chapter Discussion/Action Items:

GPACA (Greater Philadelphia Area Counseling Association) – Nicole Johnson

- no discussion or action items

GPCA (Greater Pittsburgh Counseling Association) – Melanie Kautzman-East

- no discussion or action items

NEPCA (North Eastern Pennsylvania Counseling Association) – Kevin Snow

- no discussion or action items

Division Discussion/Action Items:

PACAC (Pennsylvania Association of Child & Adolescent Counselors) –

No report submitted

Derek will reach out to determine current leadership.

PACES (Pennsylvania Association for Counselor Education and Supervision) - Eric Owens

no discussion or action items

PCCA (Pennsylvania College Counseling Association) - Lauren Brubaker

No discussion or action items.

PALGBTIC (Pennsylvania Association for Lesbian, Gay, Bisexual, and Transgender Issues in Counseling) -

Dominic Petitto

No discussion or action items

PAMCD (Pennsylvania Association of Multicultural Counseling and Development) – Fawn Robinson

no discussion or action items

PASERVIC (Pennsylvania Association for Spiritual, Ethical, and Religious Values in Counseling) - Nora

McDonald

No discussion or action items.

PASGW (Pennsylvania Association of Specialists in Group Work) – Matthew Nice

No discussion or action items

PMGCA (PA Military and Government Counseling Association) – Michelle Steimer

No report submitted

Archives – Mark Kenney

No report submitted.

Awards – Deborah Duenyas

Discussion item:

- Currently seeking reviewers for award nominations. Those interested should email Deborah

No action items.

Conference – Ryan Bowers & Ashley Deurlein

Discussion:

- Acceptance rate this year was 48%. Accepted 40- 60 minutes, 36 posters, 12-30 minute roundtables, and 4-90 min division sessions. Confirmations from presenters are due August 18, 2019.
- Registration is open: currently 50 conference & 13 preconference.
 - Adjust price of conference for nonmembers to make more of a benefit of having a PCA membership - could help increase membership through conference registration.
 - Eric stated that the conference rate was dropped a few years to bring in more SW and other mental professionals and was never increased again. Steve has been notified to modify this with conference co-chairs for next year's conference.
 - Volunteer hours. Draft 10 volunteers to serve at least 6 hours, particularly on Friday and Saturday morning for registration area and conference preparation Friday morning.

No action items.

Ethics/By Laws - Gregory Roth

no discussion or action items

Government Relations – Travis Schermer

no discussion or action items

Graduate Student Liaison – Nicole Flack

Discussion Items:

- Starting a Graduate Student Interest Group
 - Looking for meetings at different schools and at the conference. Nicole has concerns that this may conflict/compete with CSI at the school level but would be a good idea for at the conference.
 - Joe - SGIs are developed for a more permanent population that would need to have by-laws. The turnover would be greater and a potential struggle for member number maintenance.
 - Eric does not think an SGI would be an appropriate avenue for this request.
 - Derek suggested Nicole as Graduate Student Liaison start a committee that would meet the needs and requests being discussed. Nellie and Ashley will follow up with Nicole.

No action items.

Journal - Terence Yee

No report submitted

Marketing and PR - Steve Kuniak

No discussion or action items.

Membership – Angelica Galvan

No discussion or action items.

Nominations & Elections – Samantha Urbanik

No report submitted.

Past Presidents – Paul Datti

no discussion or action items

Professional Development – Ashley Deurlein

Discussion items

- PCA CE Sponsorships
 - Specifically limited to PCA's Chapters, Divisions, and SGIs
 - More Division collaboration initiatives. This gives PCA and the group exposure and could increase membership through CE/PD opportunities throughout the year.
- Ashley will email Deneen for blast to membership for Professional Development Chair vacancy with write up.
- PCA will not move forward with partnership with Cognitive Behavioral Institute for CE Sponsorship.

No action items.

Social Media - Kathryn Nulph

no discussion or action items

Additional Report Items

A. Old Business –

- N/A

B. New Business –

- N/A

C. As May Arise –

- Steve/Sponsorships approximately \$3200, totally 7 at this time. Steve is looking for additional sponsors - board should email him with any ideas/leads. Inform him of any undergraduate programs that may be interested in sponsorships - Joe recommended PSU's & Rehabilitation and Human Services Program. Steve is also looking for other avenues to get the word out about PCA (radio, tv, etc). Sponsorship discussion will happen in December this year.
- Joe/All memberships should go through PCA. When members renew or join their Chapter/Division, they should be completing through PCA, not straight to Chapter/Division. PCA loses money when this does not happen (\$4 to Deneen to process membership from PCA but Division is receiving full \$10/\$15).
- Joe/Conferences in the Spring, recommends Chapters and Divisions to investigate apps as an alternative to registration via Deneen.

D. Upcoming Meeting Dates:

- Friday, November 8, 2019, at the Penn Stater Hotel and Conference Center at 1:00p.
- Saturday, February 8, 2020, Location TBD.

Motion to adjourn by Nellie Scanlon. Second by Ashley Deurlein. Motion approved.