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2019-08-17 PCA Executive Council Meeting Minutes, June 8, 2019

Pennsylvania Counseling Association

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PENNSYLVANIA COUNSELING ASSOCIATION

A Branch of the American Counseling Association

Executive Council Meeting Minutes June 8, 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 12:04 pm.

Introductions/Roll Call:

Officers of the Pennsylvania Counseling Association

Present

- President: Joe Behun
- President-Elect: Nellie Scanlon
- Treasurer: Derek Parker

Not Present

- Past-President: Charles Jacob
- Secretary: Kristen Hawk

Branch Chapter Officers

Present

- NEPCA: Kevin Snow
- GPCA: Mark Shoaf

Not Present

- GPACA: Astra Czerny

Branch Division Officers

Present

- PALGBTIC: Ryan Gruber
- PACES: Richard Joseph Behun (representing)

Not Present

- PAMCD: Krista Mallot/Fawn Robinson
- PASERVIC: Mike Verona
- PACAC: Danielle Moore
- PASGW: Matt Nice
- PCCA: Lauren Brubaker

Special Interest Group

Present:

- PAMGCA: Michelle Steimer

Standing Committees (non-voting)

Present

- Conference: Ashley Deurlein
- Finance/Budget: Derek Parker
- Professional Development: Ashley Deurlein

Not Present

- Archives: Mark Kenney
- Ethics/By-Laws: Gregory Roth
- Government Relations: Travis Schermer
- Membership: Angelica Galvan
- Nominations and Elections: Samantha Urbanick

Special Committees (non-voting)

Present

- Graduate Student Liaison: Nicole Flack
- Past Presidents: Paul Datti

Not Present

- Awards: Ryan Bowers
- Journal: *vacant*
- Social Media: Kathryn Nuff

Guests

Present

- Dominick Pettitto
- Debra Duenyas

Quorum present with 7/15 voting members. (4 votes needed to pass)

MOTION (Derek): Approve the consent agenda (seconded by Mark Shoaf), 7 yes, 0 no, 0 abstentions.

Motion approved.

Consent agenda adopted due to no objections.

Approval of February 2, 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 – Richard Joseph Behun

Discussion items:

- Joe reminded those in attendance of voting members vs not voting members.
- If planning professional development as an SGI, Chapter, or Division, please plan to market after the Annual Conference to not conflict or compete with conference registration, or plan for Spring professional development opportunities.
- PCA Vision Statement/Strategic Plan
 - From the three suggested edits from last meeting, Joe edited three proposals for the board and requested feedback. Nellie suggested a concise, less wordy approach. Paul suggested “competent”, “diversity” and “social inclusivity/justice” be included. Joe agreed and suggested “servant leadership”. Professional development determined to be removed and placed into

"Values". Ryan suggested that words used can also bleed into values. Joe and committee will take the statements formed and revisit in the August meeting.

- Keep: cultural inclusivity, servant leadership, social justice.
- (Kevin) "To ensure that all individuals have access to ethical, competent, and skilled professional counselors who practice cultural inclusivity, social, justice, and servant leadership."
- (Paul) "To ensure that all individuals have access to professional counselors who are dedicated to advocacy, cultural inclusivity, social justice, servant leadership, and the provision of ethical and competent services to all individuals."

Action item:

- Board vote to update the current mission statement as it reads (*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.*), to the proposed mission statement: *As a State Branch of the American Counseling Association, the Pennsylvania Counseling Association **promotes and supports the ethical and culturally inclusive practice of professional counseling in Pennsylvania and protects and advocates for all counselors and the clients we serve.*
 - Paul suggested including the word "competent" prior to "...ethical and culturally...". Mark Shoaf has concerns that the word "competent" passes judgement how someone practices and competency is more proactive and preparing someone as a professional. (who they are v. what we should be doing). Paul suggested the use of "promotes best practice and supports the ethical...". Joe suggested to not use "competent". Paul states ACA Preamble lists "practicing in a competent and ethical manner". Joe suggested the edit **promotes and supports the competent, ethical, and culturally inclusive practice...
 - **MOTION (Nellie): Accept the proposed Mission Statement for the PCA to read: *As a State Branch of the American Counseling Association, the Pennsylvania Counseling Association promotes and supports the competent, ethical, and culturally inclusive practice of professional counseling in Pennsylvania and protects and advocates for all counselors and the clients we serve.* (seconded by Ryan), 7 yes, 0 no, 0 abstentions, (Michelle Steimer not yet present in meeting). Motion passes.**

President-Elect – Nellie Scanlon

Discussion items:

- Board Retreat at the Penn Stater on Saturday, August 17, 2019, 8a-4p.
 - Purpose of the retreat would be to meet everyone, brainstorming, outlining a vision for the year; Board rules and norms in the morning and Board meeting in the afternoon. Opportunity to see the conference site and plan more appropriately for November. (If not in favor, the meeting would be at Duquesne University in the afternoon on same proposed day.)
 - Could be an overnight, lodging paid by PCA (executive board, committees, and divisions). Ryan affirmed that this would be an imperative opportunity to be able to provide a cohesive approach as an organization to be more successful as a professional group and in the conference.
 - Ryan suggested a Doodle Poll to determine availability of voting members. Nellie will contact leadership as a "Save the Date" and RSVP.

Action item:

- Contract with Deneen Pennington.
 - Working without a contract for the last year. TCS houses membership information, payment information, data reports, event registration, website management. Deenen contacts TCS to make all of our changes. Concerns: turn around for the website updates is lagging and not beneficial to membership and organization functioning; we could be communicating directly to

TCS. Cost for Deneen per month is \$750, \$4/transaction for membership, \$8 for member certificates, \$10/event registration, and checks are mailed to her, then to Derek. We pay TCS \$200/month for the website. This year, we will most likely be utilizing Whova for conference registration (Joe and Derek) so utilization for her will decrease. Deneen reported that Richard Yep had reached out to her in the past because ACA cost too much for PCA to pay, and that was how she became involved with PCA.

- Concerns: What will we save if we took this on ourselves? Would an Executive Director position be appropriate to manage this? How are the responsibilities distributed among leadership if no Exec Director. Conversation with TCS to determine if this is something that we can do feasibly - Does it interface to quickbooks for PNC compatibility?
- **MOTION (Joe): Table the discussion for the next meeting (second by Ryan G). 8 yes, 0 no, 0 abstentions, (Michelle Steimer now present for voting). Motion passes.**

Past-President –

No report submitted

Secretary –

No discussion or action items

Treasurer – Derek Parker

Discussion item:

- Quarterly Budget Report & Finances moving forward
 - Membership and Conference needs to increase revenue or cuts in Lobbying will need to occur. Tax bill from 2011 is the last payment (just submitted) to renew the tax-exempt status. Changes with Deneen's contract and Executive Director would need to be assessed from a budgetary standpoint prior to moving forward.

Action item:

- 2019-2020 Budget Proposal
 - Increase Professional dues \$89 to \$91 to coincide with price increases as part of a yearly increase. Increase conference expense by \$10,000. Addition of Board Retreat.
 - **MOTION (Joe): To approve the budget proposal as presented (seconded by Kevin S); 7 yes, 0 no, 1 abstention (Derek). Motion passes.**

Special Interest Group Discussion/Action Items:

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

Discussion items:

Action item:

- Request a board vote to transition the Pennsylvania Military and Government Counseling Association from a Special Interest Group to a Division of the Pennsylvania Counseling Association.
 - By-Laws were approved by Ethics/By-Laws, and they have been active for 30 days.
 - **MOTION (Joe): To approve PMGCA as a Division of PCA (second by Ryan G). 8 yes, 0 no, 0 absentions. Motion passes.**

Chapter Discussion/Action Items:

GPACA (Greater Philadelphia Area Counseling Association) – Astra Czerny

- no discussion or action items

GPCA (Greater Pittsburgh Counseling Association) – Mark Shoaf

- 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, no discussion or action items

PACES (Pennsylvania Association for Counselor Education and Supervision) -

no discussion or action items

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

Discussion items:

- PALGBTIC is looking to update pricing for a potential PreConference Institute this year to include a PALGBTIC member rate. Is this within the PCA webmaster (registration manager) ability? Ryan reported that this has been addressed already in the meeting discussion.

No action items

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

no discussion or action items

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

no discussion or action items

PCCA (Pennsylvania College Counseling Association) – Lauren Brubaker

No discussion item.

Action items:

- PCCA is submitting new bylaws which reflect the change in membership rules regarding all members needing to belong to PCA, and is asking the board to approve these bylaws.
 - **MOTION (Joe): To approve the updated bylaws to reflect that PCCA members must be PCA members (seconded by Kevin), 8 yes, 0 no, 0 abstentions. Motion passes.**

PASERVIC (Pennsylvania Association for Spiritual, Ethical and Religious Values in Counseling) – Michael Verona - *Not present for discussion, no representation for PASERVIC at meeting.*

Discussion item:

- Nomination and election of the PASERVIC President for 2019-2020, input, guidance, and selection.
 - **MOTION (Ryan G): Table this discussion to Old Business to address Division support service (seconded by Joe), 8 yes, 0 no, 0 abstentions. Motion passes.**

Committee Discussion/Action Items

Archives – Mark Kenney

No report submitted, no discussion or action item

Awards – Ryan Bowers (Debra Duenyas- chair & Nicole Flack-Cochair)

No discussion item

Action Item:

- President needs to review the credentials of the proposed new Chair for the Awards Committee, as Ryan is stepping down from the position as of 6/8/2019.
 - Nicole cannot co-chair and remain Graduate Student Liaison (she will be on the committee)
 - Paul will assign a mentor for both Nicole and Debra.
 - **MOTION (Joe): Accept Debra Duenyas as Chair to the Awards Committee (seconded by Nellie). 8 yes, 0 no, 0 abstentions. Motion passes.**

Conference – Ryan Bowers & Ashley Deurlein

Moved to old business

Ethics/By Laws - Gregory Roth

no discussion or action items

Government Relations – Travis Schermer

no discussion or action items

Graduate Student Liaison – Nicole Flack

No discussion or action items.

Journal - (*vacant*)

No discussion item

Action item:

- Charles has stepped down as editor to the Journal. Joe has sent out an ad to request for CVs, one person has submitted CV in interest. Karen Capsannis - therapist in post grad fellow at PGH pastoral institute, Outpatient therapist, practitioner, writing tutor experience, editorial experience. Concerns that she has no publication experience and that she considers herself "comfortable with APA".
- **MOTION (Ryan): Approve the candidate for the Journal position (seconded by Mark S). 0 yes, 8 no, 0 abstentions. Motion does not pass.**
 - Ryan has concerns that the new individual does not have the background/counseling identity to represent the JPCA. Kevin would like someone with a publishing history. Kevin suggested putting the posting into CSNet. Extend call beyond membership through new avenues for wanted ads.

Membership – Angelica Galvan

no discussion or action items

Nominations & Elections – Charles Jacob

No report submitted. no discussion or action items

Past Presidents – Paul Datti

no discussion or action items

Professional Development – Ashley Deurlein

no discussion or action items

Social Media - Kathryn Nulph

no discussion or action items

Additional Report Items

A. Old Business –

- **Division Support Services (Ryan Gruber)**
 - Historically, leadership positions are for one year and after person steps down there isn't someone to take over. The division is not able to service their membership appropriately. Joe offered to look into establishing a committee as Past President (overseeing) in Nominations/Elections (with Samantha) to assist with transitions. Ryan suggested reaching out in the May - November timeframe to membership for leadership opportunities to create a pool of candidates for January elections. Ryan suggested creating resources such as webinars and support/mentors to refer to through transitions. For August meeting, Nellie would like to have a "Welcome/Orientation Packet" that would have resources that Division/Chapter leaders to have for their organizations- this would be the start of a "Board Protocol".
 - In addition to the Mission, Vision, and Value statements, a restructuring of the by-laws is necessary to address the current needs and evolution of the Board and organization. Joe will continue this work as Past President.
 - Ryan suggested a Conference contact/question/time frame to Q&A and promote leadership drafting. Nellie and Steve discussed doing this in this year's conference. Discussion about time frame for Orientation, PCI, Posters, Social Event. Board Meeting at the same time as PCI (1-4) with shared food opportunity, Orientation/Leadership (4-5), Posters (5-6), Reception (6-8).
- **Conference update (Ashley, Nellie, & Steve)**
 - Committee continues to coordinate to determine schedule, networking/party events, room planning and event incorporation. Over 60 proposal submissions at this point. Anyone interested in being a presentation reviewer should contact Ryan Bowers.
 - Sponsorships (Steve Kuniak) - form to solicit sponsors and expand exhibitors & vendors at the Conference to generate revenue. Tiered options that range from swag/signage and other advertising opportunities. Largest sponsorship is for the lanyard & other, Coffee break signage, bag sponsor, are all tier level buy ins. Need information on social media/website/app cycling/hits as a selling point (need to check with TCS and Whova). Whova is a flat fee (\$500) and we set up the cycling on the app/hotel monitor for however many sponsors we add on. Moving forward, marketing individuals in companies will be determined so it is easier to access in subsequent years. Ryan would like to make sure that there is an ethics clause that is included into the sponsorships. Steve indicated that part of the agreement states that we (PCA) are the final say and they (sponsor) must abide by our rules and conduct or they will be asked to leave the conference. Schools as exhibitors have less interest in tables to pay admin counselors due to lower interest - Steve would like to reach out to schools to boost undergraduate student attendance (Social Work, Psychology, Counseling, etc) to focus on Counseling identity and development. Ryan suggested that this be determined at the Conference Committee level and move forward.
- **Recognition to Derek Parker as Treasurer and Kristen Hawk as Secretary for the last 3 years of service with presentation of award for each.**
- **Joe passed the gavel to Nellie to transition to Past President and President, respectively.**

B. New Business –

- Secretary-Elect, Astra Czerny, is not able to step into her position.
 - **MOTION (Nellie): To appoint Ashley Deurlein to the position of secretary, effective July 1, 2019, for a three year term (seconded by Joe). 7 yes, 0 no, 1 abstentions (Ryan G). Motion passes.**
- **MOTION (Ryan): Create an ad-hoc committee to explore options for executive branch functions as a branch for the August meeting (seconded by Derek P.), 8 yes, 0 no, 0 abstentions. Motion passes.**
 - decisions to be voted on how to handle Deneen's contract. Vote out of the committee, then bring the proposal to be approved or denied. Need a financial analysis
 - Derek has already begun conversation with PNC and TCS. No chair has been determined for the Ad-Hoc, Nellie will determine committee, 7 currently sit on the committee
 - Information needed: Roles/Responsibilities for Executive director, TCS only, if the current board is capable of maintaining the responsibilities that Deneen currently maintains, TCS/PNC(Quickbooks) interface.

C. As May Arise –

- Sarah Kaufmann passed away approximately 2 months ago, she was a graduate student at Messiah. Sarah was an integral part of the Conference Committee over the last 5 years and a new committee member of the Government Relations. Give two awards for the Graduate Student Awards and Award Sarah for the Graduate Student Award. Comp luncheon for the family, they could receive her award.
- Joe passed on the Senate Bill 530 to Nellie.
- Ashley is stepping down as Professional Development Chair. Looking for an individual to take this vacancy. She will provide mentorship through the next year for the transition.
 - Leadership list needed, and start a transition (PASERVIC -president elect, GPCA-president elect, PACAC-president, GPACA-president elect?, Journal Editor, Professional Development) identifying that Mentorship is available for this with August 17th email. Ashley and Nellie will discuss in committee and contact leadership.
- Corrin Linkes, at Armstrong High School, is requesting support from PCA and its Chapters/Divisions for K-12 Staff Professional Development on October 14, 2019 (all day or multiple sessions that day) on supporting students of incarcerated parents. Mark Shoaf (GPCA) has requested the information/contact be sent to him since the district lies within GPCA jurisdiction and he believes to have an individual qualified for the content. Ashley will email Mark.

D. Upcoming Meeting Dates:

- August 17, 2019 @ Penn Stater. Nellie will email Leadership and Derek will need RSVP to hotel.

Motion to adjourn by Ryan Gruber, Second by Joe Behun. Motion passed.

Adjournment @ 3:14 pm.