

PCPA EXECUTIVE BOARD MEETING
18 April 2013
Teleconference

Present: Todd Eicker, David Greene, Dan Kennedy, Kelley Kenney, Richard Kopp, Bryan Koval, Amber Racchini, Amanda Ries, Morgan Rizzardi, Brian Root, Matt Shupp, Charmaine Strong, Dave Zlockie

Absent: Ryan Cunningham, Amanda Gunther, Ronika Money-Adams, Dan Pretz, Allison Shumar, Dave Watters, Christina Wood

I. Call to Order: A. Ries called the meeting to order at 9:07 am.

II. Roll Call: C. Strong documented all in attendance.

III. Approval of Minutes: The minutes of 24 January 2013 were approved as read. Motion to accept by D. Greene; second by B. Root; motion passed unanimously.

IV. Old Business

- a. **ACPA Dual Membership:** A. Ries reported that she has worked with ACPA, M. Rizzardi and A. Racchini to resolve conflicts. PCPA membership levels do not compliment the ACPA membership levels – types are fine – but, length of time is the issue. Most PCPA memberships are one year; few with five years. Dual Membership will allow online payments for conference, Keystones, etc. A. Racchini motioned to move forward with dual membership for one year; M. Rizzardi second; motion passed.
- b. **ACPA Conference Attendance Updates:** D. Greene reported that conference was a positive experience and he learned things that can be transferred to our annual conference; networking with other CPAs, sees how we can grow as an organization. Connections at the ACPA conference to connect with people from the state (Ohio); begin to encompass more people in PA through specific reach outs.
- c. **MAL Event Funding:** R. Kopp reported that a meeting was held to talk about networking event. Couple of ideas: 1. programming for graduate students but don't want to be in conflict with Keystones – outreach to graduate programs across the state; divided schools across the state; looking at date; identify east, west, central area locations; 3 May – 17 May date range; 2. Networking event – something in the summer. Where to hold event – need to do something in the central area (Harrisburg area); make it more than a happy hour so folks will drive. 3. College site visits – host visitors – mini panel discussions, tours, institutional-specific differences; see interworking of other institutions; end with happy hour. More depth to the program. Lots of support for the ideas generated; concern with costs for host institutions and proposed dates conflict. Suggested some time in the fall (August/September) – would give opportunity to talk about the upcoming conference. Suggested that a PR flyer be developed and all graduate programs could distribute flyer during their respective graduate student orientations. Can also promote events at the Summer Keystone. Grow this into a solid program for the fall as a kick off for the conference. R. Kopp asked to connect with the other MALs to discuss and move forward.

d. **Graduate Student Liaison Transition:** Allison Shumar will be graduating and the first-year graduate student who had agreed to serve has not been involved. K. Kenney will assist with notifying other graduate programs. Dr. Kenney asked to connect with the first-year fellow and see if he would like to reconnect and serve as the liaison. If he does, a new first-year will be then be recruited.

V. **Treasurer's Report:** B. Koval thanked A. Racchini for her help during the transition. B. Koval gave overview of the Treasurer's Report; total balance of \$10,107.33. A. Racchini moved to approve; C. Strong second. B. Koval abstained. Motion passed.

A. Racchini reported that she learned that, when the PCPA account was initially opened, the account name was PA College Personnel Association - Joseph Puzycki, Treasurer. Trying to resolve this. Does not impact day-to-day operations. A. Racchini and B. Koval are pursuing. Federal tax-exempt number paperwork as well as the initial account paperwork - looking for these items.

VI. **Commission Chair Reports**

- a. **Membership:** M. Rizzardi reported that most growth is in the eastern side of the state and PCPA is growing as an organization out east; western side dipping. T. Steiner moved to Emeritus Status - 6th member. Needs current/home address info for the Emeritus members - will put info on listserv. Discussion of how to reach members who want to be involved in various aspects of PCPA - will connect with D. Kennedy. Current website notes to contact M. Rizzardi to be on listserv; if not a member, she writes to them and tells them to join/pay dues. Will change wording on the website to reflect that a user needs to be a member.
- b. **Constituencies:** D. Greene reported that inclusion statement has been added to the membership brochure; will work with D. Kennedy to update the online information.
- c. **Communications:** B. Root reported that the March newsletter launched; folks did not follow through with submissions; 14 June deadline for the June newsletter; every 3 months, will have newsletter. How to use social media and/or listserv to engage people with PCPA in between newsletters and events. Executive Board asked to "like" the page and ask friends to join.
- d. **Professional Development (Keystones):** Report is in new business.

VI. **Member at Large Reports**

- a. **Four Year Public West:** Report attached.
- b. **Four Year Public East:** Report attached.
- c. **Four Year Private West:** Report attached.
- d. **Four Year Private East:** R. Kopp reported he emailed membership in March highlighting a save the date for conference; LGBTQ committee and the Equador trip.
- e. **Two Year West:** Report attached.
- f. **Two Year East:** Report attached.

Requested that MALs include the Executive Board listserv group when contacting their respective constituencies.

VIII. Appointed Committee Reports

- a. **Faculty Liaison:** (Kelley Kenney) K. Kenney reported on the Grady Roberts Writing Award; identified 13 institutions in the state offering some type of higher education degree; targeted these schools; sent letter, application for award, and an information sheet. Planning on a phone call reach out to each institutional contact trying to increase number of submissions and to increase PCPA involvement. Deadline for submission is 1 June.
- b. **NBCC:** M. Shupp noted that he does not have a report since the Keystone had to be cancelled. Has transitioned to serve as NBCC chair. Will work with programming committee to make sure NBCC credits are in order for the conference.
- c. **POAC:** T. Eicker reported that he will be transitioning from POAC to Historian and D. Watters will be transitioning to POAC.
- d. **Graduate Student Liaison:** Previously discussed.
- e. **Historian:** Vacant position; no report.
- f. **Webmaster:** D. Kennedy reported that some updates have been made. Working on content management system and will have something ready for the summer retreat. Database to be incorporated into the management system. (Report attached.)

IX. New Business

- a. **Keystone Updates:** D. Zlockie reported that the March Keystone was cancelled due to lack of attendance; thinks the timeline may have been problematic due to major conference conflicts; proposing a mid to late June Keystone; will work with D. Greene to surface topics. Will get a date and location ASAP. Requested that the use of technology be explored for those who would be unable to travel to the site. Both Brandywine and Drexel are willing to serve as host site.
- b. **Conference Updates:** Prior to the official conference report, M. Shupp proposed that Sunday to include a ½-day dedicated to graduate students to include a panel discussion of mid-level professionals. A. Racchini also noted a possibility for Sunday dinner keynote speaker who would tie in with graduate students/new professionals. D. Greene reported that the theme is ***Re-imagining the Student Experience:***
Learning outcome development and assessment
Encouraging growth
Advocating change
Delivering results
Reimagining the student experience and how we can impact those experiences. Contact ACPA members in PA to invite to conference. 20-22 October are conference dates. Need to define outcomes for conference. Use Wufoo for proposals. June - early bird registration. Next thing to happen will be a call out for committee members - logistics (A. Racchini) and content (B. Greene). Skeleton schedule to be developed to include things known which will continue - Executive Board to review and see if we all are in agreement with the timeframe.
- a. **ACPA Vision Day:** A. Ries reported that Dr. Kerr (University of Delaware), ACPA President, has reached out for assistance with planning. ACPA Vision Day was formerly Presidential Symposium. Occurs two weeks

before PCPA conference. A. Ries serving on this planning group.
Conversations just beginning.

- b. **Grady Roberts Award:** Previously reported.
- c. **Elections:** A. Ries reported that we are behind the timeline. Elections will move forward within the next couple of days. A. Ries, A. Racchini, and M. Shupp will connect with D. Kennedy and C. Strong to move the elections. Executive Board asked to solicit professionals to run for these various positions. M. Shupp noted that according to the bylaws, nominations are to be open for 30 days; but, new folks to be in place by 1 May.

X. Good of the Order

- a. June Retreat to be organized ASAP so that Executive Board can plan vacations around these dates.
- b. A. Ries thanked the Executive Board for all of their support and hard work and willingness to meet using technology. R. Will be transitioning to “past president.”

XI. Adjourn

- a. R. Kopp moved to adjourn the meeting; second by B. Root . Meeting adjourned at 11:20 a.m.

Respectfully submitted,
Charmaine R. Strong
Recorder