

PCPA EXECUTIVE BOARD MEETING
4 February 2011

Present by teleconference: Kate Adams, Lynn Burke, Todd Eicher, Jeffrey Fazio, Linda Hall, Dan Kennedy, Kate Linder, Amanda Ries, Amber Sherman, Matthew Shupp, Mindy Somerville, Tom Steiner, Charmaine Strong, Terry Wigle

Absent: Tedd Cogar, Dwayne Hilton, Bryan Koval, Jessica Koval, Morgan Rizzarda, Dave Watters, Jenavia Thompson-Weaver, Diane Williams

- I. **Call to Order:** M. Shupp called the meeting to order at 9:07 a.m.
- II. **Roll Call:** Attendance recorded by C. Strong.
- III. **Approval of Minutes:** The minutes of 17 October 2010 were accepted as read. K. Linder moved to accept; second by J. Fazio. Abstention by Dr. Hall; was not at the meeting.
- IV. **Old Business:**
 - a. **PCPA Conference 2010 Wrap-Up:** 16 evaluations received; overall, conference was good. Positives: earlier starts to the day, enjoyed the “dinner on your own” and the opportunity to see West Chester, longer break-out sessions; and strong graduate student participation. Concerns: attendance numbers, traditions/formality/protocol missed (not sure what this means – no elaboration), outreach and dedicated push needed to target schools. Some great sessions and some under par. A. Sherman will review budget numbers from conference.
 - b. **PCPA Directory Update:** D. Kennedy shared first pass, rough draft of membership directory; used membership roster with college/university information; discussion of format – perhaps add committee membership, executive board position.
 - c. **PCPA Networking Nights:** A. Ries reported that a meeting was held at the conference concerning the networking night “west”; will present funding request at the spring board meeting; if funding needed earlier, will request via email to the Executive Board. Networking night “east” – in process.
- V. **Treasurer’s Report:** A. Sherman reported that approximately \$7,759.29 spent for conference expenditures; \$7,025 received. Total assets of \$17,172.03. Small discrepancy (\$50) with savings account; has been several years; trying to unravel. Obtained a debit card for PCPA use. T. Eicher moved to accept; second by T. Wigle.
- VI. **Commission Chair Reports**
 - a. **Membership:** A. Sherman reported as of January 2011 139 current members; listserv cleaned up. Has connected with MALs; asked MALs to contact ACPA members who are not PCPA members.
 - b. **Constituencies:** K. Linder reported on “guest columnist” for newsletter: Redefining Masculinity by Michael Bumbry, Temple University; two articles ready for next newsletter.

- c. **Communications:** M. Shupp shared report. B. Koval sent email to possible contributors (10) outlining several options. 21 March deadline for spring issue submissions. Suggested that the 3 times/year format be honored; noted that March, July, and November are the months for newsletters (job description). M. Shupp will connect with Chair.
- d. **Professional Development (Keystones):** M. Somerville thanked board for feedback. Spring Keystone will be devoted to “Grant Writing.” Investigating webinar as an option; also a DVD recording as a possibility. A. Sherman mentioned IUP contacts as possible presenter. M. Somerville asked IUP folks to get back to her with contact information. Discussion around scheduling the Keystones and the number of Keystones. A. Ries suggested that MALs email constituents to try to determine best possible timing for Keystone; A. Ries will design a google doc survey for MAL use. K. Adams will discuss with graduate students. A. Sherman will send updated membership rosters to MALs on 7 February.

VII. Member at Large Reports

- a. **Four Year Public West:** No report.
- b. **Four Year Public East:** J. Fazio reported that he emailed ACPA members who are not PCPA members; reaching out to other MALs about networking night.
- c. **Four Year Private West:** A. Ries reported ongoing membership efforts; working with M. Rizzardi on networking night in July; ongoing communication.
- d. **Four Year Private East:** L. Burke will be contacting constituents with updates.
- e. **Two Year West:** Working with former MAL from community college; assisting with networking night.
- f. **Two Year East:** No report.

VIII. Appointed Committee Reports

- a. **Faculty Liaison:** M. Shupp reviewed the discussion from October 2010 meeting on the Grady Roberts Writing Award concerns. L. Hall thanked Board for discussing her concerns; chair does not serve as a reviewer (this will continue) and will continue using a blind review process with the readers. D. Kennedy will post something to the web about the award; March newsletter will also have PR.
- b. **NBCC:** T. Steiner reported that things went smoothly with the hours; ACPA always very accommodating.
- c. **POAC:** No update.
- d. **Graduate Student Liaison:** K. Adams reported that ongoing effort is to link to graduate students across the state so that the graduate student population is representative across the state. A. Ries suggested that there be two graduate student liaisons - one from the east and one from the west. K. Adams and D. Williams are talking with graduate students about this professional development opportunity as they look towards graduation and transitioning to new professionals. K. Adams also mentioned that she and D. Williams are brainstorming ideas of implementing a support system for graduate students at PCPA and ACPA annual conferences to provide motivation and support of each other.
- e. **Historian:** No report.

- f. **Webmaster:** D. Kennedy reported that out-of-date job postings have been removed. Off-site job posting URLs remain. PCPA header graphic was stored on Bryan Valentine's storage at Pitt and no longer available, updated pages to use graphic from PCPA owned storage now. Created a centralized form for Executive Board members to submit their reports in the future. Output is in the form of an excel document that contains embedded links to uploaded documents on the WuFoo site (we can upload Treasurer's and membership report documents for example. Created job request form; consistent look and feel; reminder to webmaster to remove postings after a certain date; not password protected. Executive Board reviewed the "non-renewing membership survey."

IX. New Business

- a. **PCPA Logo:** J. Fazio attempted to locate high resolution version of the logo; not available. Sample reviewed. Issue raised about the inventory of PCPA items, if logo changes. J. Fazio agreed to redo current logo in high resolution, but will incorporate the text in the keystone; will also do additional samples. If logo changes, need to think about "roll out" of new logo.
- b. **PCPA Conference 2011:** Dates are 16-18 October 2011; possible locations narrowed down to Cranberry, Altoona and Monroeville. L. Burke noted that there were difficulties with the Radisson in the past; however, noted that the Radisson is now a "Double Tree."
- c. **Newsletters:** This is a benefit of membership; return to commitment to entice individuals to join PCPA.
- d. **Elections:** T. Wigle will email call for nominations week of 7 February; tentatively 28 February as deadline for nominations; elections are end of March/early April. Positions to be filled: President Elect, Recorder, Communications Chair, Membership Chair, MAL, Four-Year Private West, MAL Four-Year Public West, and MAL, Two-Year West. Recommended that Board members outreach to viable candidates. Discussion about terms of office for officer positions. Proposed revision to bylaws for electronic vote: Sections 3, 4, and 5 to be modified. Suggested that review of bylaws be added to agenda of summer retreat.
- e. **Strategic Plan and Equity and Inclusion Plan:** M. Shupp noted that ACPA requested the strategic plan and an equity and inclusion plan; will add this agenda for June retreat.

X. Good of the Order

- a. Good job, Matt, and thanks to everyone for flexibility with conference call, which worked well!

XI. Adjourn

- M. Somerville moved to adjourn; second by A. Ries. Meeting adjourned at 11:19 a.m.

Respectfully submitted,
Charmaine R. Strong
Recorder