

PCPA EXECUTIVE BOARD MEETING
24 January 2013
Teleconference

Present: Ryan Cunningham, David Greene, Amanda Gunther, Dan Kennedy, Richard Kopp, Bryan Koval, Ronika Money-Adams, Dan Pretz, Amber Racchini, Amanda Ries, Morgan Rizzardi, Brian Root, Matt Shupp, Charmaine Strong, Dave Watters, Christina Wood, Dave Zlockie,

Absent: Todd Eicker, Kelley Kenney, Allison Shumar, Tom Steiner,

- 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 13 October 2012 were approved as read. Motion to accept by D. Watters; second by B. Root; motion passed unanimously.
- IV. **Old Business**
 - a. **Travel to ACPA Conference:** Conference in Las Vegas this Spring; A. Ries unable to attend; D. Watters is attending and will represent PCPA; PCPA will pay the registration fee. D. Greene, Community College of Philadelphia, is also planning to attend. Membership brochure in process of being updated; will provide for the ACPA showcase. A. Ries will mail some swag she has to D. Watters. A. Racchini pointed out that there are a couple of different PCPA logos - need to make sure that if new "swag" is ordered, the logo with the "Pennsylvania College Personnel Association" spelled out is the logo used. B. Root will email high resolution logo to Executive Board. C. Wood added that HACC works with Colonial Advertising; good quality, good price; will send contact to A. Ries if new giveaways are needed. Also suggested that we devise some incentives to ACPA Pennsylvania members to join PCPA.
 - b. **ACPA Dual Membership:** A. Racchini reported that we are able to "test" the dual membership initiative for a couple of years. Recommends that we do try this out. D. Kennedy suggested that we also purchase ACPA personal liability insurance for the officers of PCPA - president, president-elect, past-president, recorder, treasurer. A. Racchini and A. Ries will investigate and will put forward an electronic vote in the future. Move to vote on becoming dual members by B. Koval; second by A. Gunther. Motion passed.
 - c. **MAL Event Funding:** R. Money-Adams, C. Wood, R. Kopp, R. Cunningham discussed holding three events throughout the state (East, West, Central). MALs will hold separate discussion (C. Wood will organize) and propose funding needs to the Executive Board for vote over email.
- V. **Treasurer's Report:** A. Racchini stated that the 2012 conference has been mostly completely cleared, with the exception of awards which are being ordered by D. Watters and A. Ries. Current assets: \$15,318. A. Racchini requests that moving forward with conference expenses that each expenditure has an invoice so that there is a paper trail when processing payment. B. Koval will move forward putting together a Google form for expenditures/invoicing. Motion to approve

Treasurer's Report by R. Kopp; second: R. Money-Adams. Motion passed with one abstention (B. Koval).

VI. Commission Chair Reports

- a. **Membership:** M. Rizzardi reports that membership has increased since this time last year. The largest growth has been on the east side of the state, and student membership has almost doubled since this time last year. D. Kennedy, B. Koval will investigate PayPal account once Dual Membership has been processed. M. Rizzardi will connect with D. Kennedy to review the member exit survey.
- b. **Constituencies:** D. Greene reviewed the equity/inclusion statement. Vote will take place in New Business.
- c. **Communications:** B. Root reported he received good feedback on the last newsletter. In process of preparing next issue; asks all Executive Board members to submit something by 14 February.
- d. **Professional Development (Keystones):** D. Zlockie reported that January Keystone was postponed for March; will work with D. Kennedy to have registration online (by 1 February). Keystone title is "Risk, Reward, and Benefit of Hosting a Conference;" advertising forthcoming. Site is PSU Brandywine.

VI. Member at Large Reports

- a. **Four Year Public West:** D. Pretz reported that messages went to PCPA members and non-renewing members; will send exit survey link to non-renewing members.
- b. **Four Year Public East:** R. Money-Adams reported that messages went to PCPA and non-renewing members; received response from West Chester faculty member (Jackie Hodes) who is interested in being involved in PCPA; also interested in sending some of her graduate students to the Keystone. A. Ries noted that the Faculty Liaison K. Kenney will also connect with J. Hodes.
- c. **Four Year Private West:** A. Gunther reported that she will be emailing members about conference and will reach out to 20 non-renewing members to try and renew interest.
- d. **Four Year Private East:** R. Kopp reported that welcome/welcome back sent on 11 January; benefits of membership; save the date for conference. Also sent membership renewal to the expired members. Leadership and Commuter engagement opportunity at Drexel this summer; potential networking event in April ; will promote Keystone.
- e. **Two Year West:** R. Cunningham reported that he emailed current membership and to the one non-renewing member. Also assisting with the networking event. Sent email to non-members in his area promoting PCPA.
- f. **Two Year East:** C. Wood reported she reached out to members and new members as well as non-renewing members. Interviewed new member from Howard for the last newsletter. Promoted writing opportunity for newsletter as well as up and coming: Keystone, professional development opportunity in Harrisburg/Philadelphia; focus energy on getting constituents involved; target new hires. C. Wood is also taking the lead with the MALS with coordination of networking events.

VIII. Appointed Committee Reports

- a. **Faculty Liaison:** (Kelley Kenney) No report.
- b. **NBCC:** T. Steiner’s “final” report emailed; M. Shupp has been in contact with T. Steiner; M. Shupp is now listed as the PCPA contact person for ACPA’s provider #. Will be ready for Keystone in March.
- c. **POAC:** (T. Eicker) No report.
- d. **Graduate Student Liaison:** A. Shumar is preparing for comprehensives and could not attend this meeting but A. Ries reported that she is working to connect with graduate students.
- e. **Historian:** Vacant position; no report.
- f. **Webmaster:** D. Kennedy reported email account created for D. Greene so he could manage listserv responses for input regarding the equity and inclusion statement; encouraged board to use our account so that PCPA-related documents stay with the organization. M. Rizzardi has password for the listserv account, which can be easily passed on. Plenty of “space” to add accounts. D. Kennedy requested updated Executive Board membership information so that the website can be updated; A. Ries will forward information to D. Kennedy. D. Kennedy will be pursuing content management system in near future to centrally manage content and give more modern approach; no cost.

IX. New Business

- a. **Inclusion Statement:** D. Watters noted that a vote is needed to adopt; statement is required by ACPA and needs to be included in the end-of-the-year report. D. Watters moved to adopt the statement with final revisions; second by M. Rizzardi; unanimous approval.
- b. **Keystone Updates:** Previously reported.
- c. **Conference Updates:** D. Greene reported that he put together a rough schedule and is hoping that theme is set during February and a call for committee members is forthcoming - logistics and content are pre-destined. Graduate student programs will be a full day; needs someone to commit to that Sunday. Meal will be offered that day. President-Elect (A. Racchini) will spearhead the logistical part; co-chair (D. Greene) is content. 20, 21, 22 October - dates.
- d. **Elections:** D. Watters reported that he is organizing upcoming elections; M. Shupp will assist with clarifying vacancies and will forward to the Executive Board for review. D. Watters will put out call for nominations. As stated in the bylaws, two more members required to assist - C. Strong and D. Kennedy volunteered.
- e. **Bylaws:** D. Watters reported that dual membership will impact bylaws (articles 2, 8, 9, and 10). Will make some initial recommendations for change; A. Racchini will assist with final wording; develop overall strategy with how to report to membership.

X. Good of the Order

- a. Spring meeting - agreed that we will teleconference. A. Ries will send a doodle to schedule. Will connect with A. Racchini to coordinate summer retreat.

XI. Adjourn

- a. D. Greene moved to adjourn the meeting; second by M. Shupp. Meeting adjourned at 10:55 am.

Respectfully submitted,
Charmaine Strong

Recorder