

**PCPA EXECUTIVE BOARD MEETING**  
**16 October 2011**

**Present:** Todd Eicher, Amanda Gunther, Linda Hall, Dwayne Hilton, Dan Kennedy, Amanda Ries, Brian Root, Kate Linder, Dan Pretz, Morgan Rizzardi, Amber Sherman, Mindy Somerville, Tara Snyder, Tom Steiner, Charmaine Strong, Dave Watters, Diane Williams

**Absent:** Michael Bumbry, Allison Shumar, Christina Wood

- I. Call to Order:** D. Watters called the meeting to order at 1:06 p.m.
- II. Roll Call:** C. Strong documented all in attendance.
- III. Approval of Minutes:** The minutes of 23 June 2011 were approved as read. Due to the lack of members in attendance at the June meeting, the 4 issues presented for an online vote were read; documentation attached. Motion to accept by A. Sherman; second by M. Rizzardi.
- IV. Old Business**
  - a. Bylaws Review Committee:** D. Watters discussed the lack of clarity with the bylaws relative to board vacancies and also, the succession of the president, in light of an unforeseen situation. There is no distinction in vacancies. M. Shupp to chair a bylaws review committee; D. Watters to assist. Interested Board members to contact either M. Shupp or D. Watters.
  - b. Statement of Inclusion:** PCPA does not have an inclusion statement; ACPA requests that all state CPAs have a statement. K. Linder will initiate statement for review.
  - c. ACPA Summer Leadership Meeting:** D. Watters reported on his attendance at the meeting this past summer in Louisville, KY. NASPA membership did not meet the required number of affirmative votes to consolidate NASPA and ACPA. NASPA has withdrawn from participation in a 2014 joint conference. Interesting time on the national level. ACPA has initiated a major membership recruitment drive.
  - d. Audit Update:** A. Sherman reported that she has contacted several accountants to perform a full audit on the PCPA books. Informed that none of the three contacts could complete a full audit. Was suggested that, unless we have concerns about the books, we do not need to pursue a full audit, which is also expensive. Motion by A. Sherman that we forego an external audit based on the professional advice received from an accountant; second by A. Ries. Motion passed unanimously. A. Sherman moved that a certified letter from D. Watters be sent to Joe Puzycki informing him that we accept the Association's finances as presented and releasing him from any liability; second by K. Linder. Motion passed unanimously.
- V. Treasurer's Report:** Report presented by A. Sherman. Total assets as of 14 October are \$15,536.32. The majority of conference revenues and expenses not reflected. Noted that the \$86.07 expenditure of "Registration Booklets" be changed to reflect "Conference Programs." T. Eicher moved to approve; second by M. Somerville; motion passed unanimously. Report attached.

**VI. Conference Update:** D. Williams presented an overview of the annual conference expenditures; approximately \$5,000 deficit. After conference and all accountings are completed, will be able to determine where the negative line items fall. D. Kennedy suggested a task force to review what has worked in the past, what are the current issues, and how to move conference forward in the future. D. Kennedy agreed to chair and will include “old timers” from the Executive Board as well as some of the young professionals.

**VII. Commission Chair Reports**

**a. Membership:** M. Rizzardi initiated a google group list serve. MALS to outreach to members who have not joined the google group. 74 memberships will expire in October. Will outreach, after conference, to encourage renewals.

**b. Constituencies:** K. Linder shared information which was contained in the Summer 2011 newsletter regarding two issues: The Office of Civil Rights (OCR) Dear Colleague Letter and Senate Bill 448 on medical amnesty. See online Summer 2011 newsletter for full report of issues.

**c. Communications:** B. Root outlined the newsletter cycle – deadline of 11 Nov, Feb, and May. Would like more info from MALS for the newsletter. Will also accept pictures and articles from other conferences/workshops. PCPA is on twitter; will be tweeting during conference. Wants to migrate members from Facebook group to Facebook page.

**d. Professional Development (Keystones):** M. Somerville plans to host an east Keystone in early December on autism. Discussion around the upcoming Asberger’s workshop at St. Francis on 14 December 2011. M. Somerville will contact Dave Wilson to discuss, although the idea was to do the drive-in in the east. Discussion on utilizing technology to provide Keystones. Suggested that spring workshop focus on grant writing, since previously suggested and can be hosted by IUP.

**VII. Member at Large Reports**

**a. Four Year Public West:** No report.

**b. Four Year Public East:** No report.

**c. Four Year Private West:** No report.

**d. Four Year Private East:** A. Ries has been promoting the conferences with constituents not registered for conference.

**e. Two Year West:** Vacant.

**f. Two Year East:** No report.

**VIII. Appointed Committee Reports**

**a. Faculty Liaison:** L. Hall reported on Grady Roberts Writing Award; winner will be announced this evening. Introduced two graduate student liaisons – Allison Shumar (first-year student at IUP) and second year Bloomsburg student Tara Snyder.

**b. NBCC:** T. Steiner reported that the 13 program sessions and keynote presentation met the criteria for National Certified Counselors (NCC) seeking recertification hours; this year’s conference format allowed NCCs to earn up to 6.5 contact hours. Individual NBCC Contact Hour Monitoring Forms will be available at the conference registration table and Attendance Verification Forms will be available for each program session. Also noted that permission to use

ACPA's NBCC provider number and ACPA's willingness to collaborate, keeps PCPA on the radar of ACPA.

**c. POAC:** T. Eicker noted that he will chair the Chief Student Affairs Roundtable tomorrow – possible discussion topics: student academic preparedness; faculty collaboration; etc.

**d. Graduate Student Liaison:** T. Snyder introduced herself.

**e. Historian:** D. Hilton reported that he is working on synthesizing, scanning documents; trying to organize the historical picture. Has a camera, purchased by PCPA; will turn over to a new historian.

**d. Webmaster:** D. Kennedy emphasized that the Executive Board needs to focus approach on how to manage electronic presence; suggested that the Communications Commission Chair and the President be aware and give clearance of what is going out in PCPA's name. D. Kennedy reported that he has posted items to web page, updated info related to conference, created conference-related items, updated membership form on Wufoo to reflect information for change in Membership Chair and updated employment pages posting a new position.

## IX. New Business

**a. Board Appointments:** D. Watters reviewed the Board picture:

1. Vacancies filled: Four-Year Private East – Michael Bumbry (Temple) and Two-Year East - Christina Wood (HACC)

2. Vacancies to be filled: President Elect, Two-Year West, Four-Year Private West, and Four-Year Public East

Discussion on plans to fill President Elect position. D. Watters emphasized that we must follow the Bylaws which gives the authority to the Executive Board to fill the vacancy. In light of bylaws, D. Watters moved to appoint A. Ries as President Elect; second by C. Strong. Motion passed unanimously. D. Watters will share the information at the Business Meeting on Monday, 17 October.

A. Ries moved to elect A. Gunther (W&J) as the Four-Year Private West MAL. Second by D. Watters. Motion passed unanimously.

Presently recruiting to fill Two-Year West MAL and Four-Year Public East MAL.

T. Snyder will serve as one of two Graduate Student Liaisons.

**b. Other**

1. A. Sherman raised the issue of IUP housing the Executive Board list serve which stimulated conversation resulting in D. Watters asking the President Elect and the Membership Chair to prepare a pros/cons on best options for membership and website integrity. Report to be shared at the February Board meeting.
2. Tax Exemption – have had federal tax exemption; must now also have state exemption. A. Sherman will investigate steps needed to pursue state tax exemption. D. Kennedy will assist A. Sherman with investigating.

3. D. Watters made motion to grant Dwayne Hilton PCPA Emeritus status; second by T. Eicher; motion passed unanimously.
4. D. Kennedy raised issue of pricing structure of membership. A. Sherman added that time also be spent on benefits of membership. C. Strong volunteered to do membership cost survey of CPAs across the U.S.

**X. Good of the Order**

**XI. Adjourn**

- a. M. Somerville moved to adjourn the meeting; second by D. Pretz. Meeting adjourned at 4:05 p.m.

Respectfully submitted,  
Charmaine R. Strong  
Recorder

Timestamp	Teleconference.	Motion to approve minutes from 2/24/11 Executive Board	Motion to approve Treasurers Report submitted by Amber Sherman.	Motion to approve \$200 for appetizers and non-alcoholic beverages at the PCPA West Networking Social to tentatively be held on July 19, 2011.	Motion to approve \$800 to fund president's trip to the ACPA Summer Leadership Institute.	Name
6/24/2011 10:55:18	Yay		Yay	Yay	Yay	Amanda Ries
6/24/2011 10:55:44	Yay		Yay	Yay	Yay	Kate Linder
6/24/2011 11:07:24	Yay		Yay	Yay	Yay	Mindy Somerville
6/24/2011 12:00:01	Yay		Yay	Yay	Yay	Tedd Cogar
6/24/2011 13:50:13	Yay		Yay	Yay	Yay	Matthew Shupp
6/24/2011 18:31:42	Yay		Yay	Yay	Yay	Dan Pretz
6/24/2011 19:07:44	Yay		Abstain	Yay	Yay	Dwayne Hilton
6/27/2011 8:39:57	Yay		Yay	Yay	Yay	Todd Elicker
6/27/2011 9:02:48	Yay		Yay	Yay	Yay	Amber Sherman
6/28/2011 9:17:34	Yay		Yay	Yay	Abstain	Charmaine Strong
6/30/2011 15:00:16	Yay		Yay	Yay	Yay	Morgan Rizzardi
7/2/2011 12:08:34	Yay		Yay	Yay	Yay	David Wallis
7/5/2011 8:43:02	Abstain		Yay	Yay	Yay	Jeff Fazio

# PENNSYLVANIA COLLEGE PERSONNEL ASSOCIATION

TO: PCPA EXECUTIVE BOARD  
 FROM: AMBER SHERMAN, TREASURER  
 RE: TREASURER'S REPORT (June 16, 2011 to October 16, 2011)  
 DATE: October 16, 2011 (Revised October 18, 2011)

## PCPA CHECKING ACCOUNT

**CASH BALANCE** **6/15/2011**      \$      **12,829.46**

**CASH RECEIPTS:**

Membership	6/29/2011	\$	15.00
Membership	8/1/2011	\$	75.00
Membership	9/8/2011	\$	25.00
Conference (2010 payment)	9/8/2011	\$	175.00
Membership	9/30/2011	\$	45.00
Conference	9/30/2011	\$	175.00
Conference	10/7/2011	\$	700.00
Membership	10/7/2011	\$	290.00

**Total Cash Receipts** **\$      1,500.00**

**TOTAL BALANCE + RECEIPTS + INTEREST** **10/16/2011**      \$      **14,329.46**

**CASH DISBURSEMENTS:**

DATE	CK#	ACTION	PAYEE	AMOUNT
6/21/2011	DC	E-BOARD MEETING	DoubleTree	\$ 457.03
7/25/2011	1529	ACPA Leadership Institute	DAVID WATTERS	\$ 799.14
6/1/2011	N/A	SERVICE CHARGE	PNC BANK	\$ 5.00
7/1/2011	N/A	SERVICE CHARGE	PNC BANK	\$ 5.00
8/1/2011	N/A	SERVICE CHARGE	PNC BANK	\$ 5.00
9/1/2011	N/A	SERVICE CHARGE	PNC BANK	\$ 5.00
10/14/2011	DC	Conference Program	HUB Copy Center	\$ 86.07
10/16/2011	1531*	2011 Awards	Pittsburgh Trophy	\$ 255.89
10/16/2011	1532	VOID Check (made check payable to wrong entity)		
10/16/2011	1533	Reimbursement (Overpayment)	Washington & Jefferson	\$ 15.00
10/16/2011	1534	DJ Sunday Night	Robert Mehalik	\$ 500.00

\*check number is out of sequence – check # 1530 will be listed on next report\*

**Total Costs** **\$      2,133.13**

**10/16/2011**      **TOTAL BALANCE** **\$      12,196.33**

## PCPA SAVINGS ACCOUNT

**6/15/2011**      **CASH BALANCE** **\$      3,338.97**

**CASH RECEIPTS:**

DATE	CK#	ACTION	AMOUNT
6/30/2011		INTEREST	\$ 0.28
7/29/2011		INTEREST	\$ 0.27
8/31/2011		INTEREST	\$ 0.31
9/30/2011		INTEREST	\$ 0.16

**Total Cash Receipts** **\$      1.02**

**10/16/2011**      **TOTAL BALANCE + INTEREST** **\$      3,339.99**

**CASH DISBURSEMENTS:** **\$      N/A**

**10/16/2011**      **TOTAL CASH BALANCE** **\$      3,339.99**

**10/16/2011**      **TOTAL ASSETS** **\$      15,536.32**

# PCPA MEMBERSHIP REPORT

## October 16, 2011 (updated 10.24.11)

**PCPA Current Membership Data Base (173)**  
**GoogleGroups Listserv (83 members; 88 pending)**

### Institution Type

Two Year CC	17
Four Year Public	89
Four Year Private	61
Other	6

### Expiration Dates

October 2011	68
October 2012	80
October 2013	11
October 2014	1
October 2015	3
October 2016	2
October 2017	1
October 2019	1
October 2020	1
Emeritus	5

### Membership Type

Emeritus	5
Associate	6
Regular	105
Student	57

### Membership-At-Large Representation

Two Year East	7
Two Year West	10
Four Year East Private	22
Four Year West Private	39
Four Year East Public	48
Four Year West Public	41
Other	6

### Accomplishments:

- Created a GoogleGroups listserv to replace the former listserv housed by Messiah College as we could not add new members. The GoogleGroups listserv has a generic log-in and can be passed along easily with no affiliation to a college or university. So far it seems to be working well.
  - Add [pcca-listserv@googlegroups.com](mailto:pcca-listserv@googlegroups.com) to your contacts to send and receive messages
- Sent our new constituencies lists to each of our four MALs so that they can communicate accordingly. Will send updated list within the next month as people are still continuing to join/renew membership.
- Served as the Registration Chairperson for the annual conference and outreached to current membership and graduate programs in the area. 59 persons will be in attendance – 17 graduate students; 42 regular members

### In Progress:

- Final push for membership as we still have 68 current members whom have not renewed their membership which will expire at the end of this month. **MALs** think of creative ways to outreach to your constituents. **Everyone** continue to encourage your colleagues to join.
- We still need MALs for the 2 year, West and 4 year Public, East positions.

## Annual PCPA 2011 Business Meeting

All were welcomed and the meeting was call to order by President Dave Watters.

The Treasurers report was presented by Amber Sherman (forthcoming electronically; attached to Executive Board minutes). The report is subject to change after the end of the conference, and the up-to-date information will be sent out electronically. Total assets are approximately \$15,500. Discussion regarding PNC, including why there is service fee, and would there be a higher yield savings account. State tax exemption to be investigated in the near future.

The Membership report was presented by Morgan Rizzardi (Report forthcoming electronically; attached to Executive Board minutes). Looking to fill MAL positions (2-year west and 4-year public east); once filled, they will continue to reach out to constituents. Non-renewing members will have follow up contact from Chair.

Dave Watters shared the State of the Organization report. Hard copy distributed. Executive board had a lot of turn over; all but one vacancy has been filled, and the Executive Board is now excitedly moving forward. Discussion of notable accomplishments (outlined in handout). Organization is financially sound, but remaining financially conservative remains the goal. Planning on pursuing official non-profit status. Membership recruitment continues to be a goal, but need to begin to think creatively regarding being aware of shrinking budgets and cost-conscious professional development spending.

Membership confirmation of appointed positions was presented by Dave Watters. Discussion of how Executive Board vacancies came to be. Discussion of bylaw reviews. Past president and committee to review and propose changes to bylaws; formal vote to hopefully take place at conference next year. President-elect position needed filled. Amanda Ries appointed at the 16 October Executive Board meeting to this position. Opportunity for questions and statement from Amanda Ries. Clarification on positions that will be open for elections in February; at that time, there will be an election for president elect.

The ACPA/NASPA Consolidation proposal was reported by Dave Watters. ACPA passed the measure, NASPA did not. Joint conference in 2014 was planned before merge vote; NASPA had since pulled out of that contract. ACPA will still be holding the 2014 conference in Indianapolis. ACPA is being proactive after this in membership drive in marketing membership to NASPA members.

Good of the order:

Kate Linder offered a challenge to the membership: think of just 2 people to involve in PCPA in the future, and start working with them now to get them to commit to be involved. Be deliberate in growing the organization.

Amber Sherman noted that PCPA is looking for topics of interest to the constituencies, and institutions that are interested in hosting. Also asked to also keep in consideration the number of institutions that are in the Philadelphia area. The group was asked to market and extend our visibility to schools in that area, i.e., host a conference in that area, a networking night, or a Keystone.

Meeting adjourned.

Respectfully submitted,  
Amanda Ries for Charmaine Strong