

PCPA EXECUTIVE BOARD MEETING
20 January 2012
(Pre-arranged Conference Call)

Present: Michael Bumbry, David Greene, Amanda Gunther, Linda Hall, Kate Linder, Dan Pretz, Amanda Ries, Brian Root, Amber Sherman, Allison Shumar, Mindy Somerville, Tara Snyder, Charmaine Strong, Dave Watters

Absent: Todd Eicher, Dan Kennedy, Dan Pretz, Morgan Rizzardi, Matt Shupp,
Tom Steiner, Diane Williams, Christina Wood

- I. **Call to Order:** D. Watters called the meeting to order at 1:04 p.m.
- II. **Roll Call:** C. Strong documented all in attendance.
- III. **Approval of Minutes:** The minutes of 16 October 2011 were approved as read. Motion to accept by A. Gunther; second by M. Somerville; motion passed unanimously.
- IV. **Old Business**
 - a. **Bylaws Update:** D. Watters reviewed background necessitating a Bylaws review. Motion to accept changes as presented with two corrections (Section 4. Succession, 4. Secretary - change from Secretary to Recorder; and, 5. Treasurer - change "the remaining term" to "this position") by C. Strong; second by A. Ries. Motion passed unanimously. Changes will be presented to the membership electronically; 30-day window to review - mail 25 January with close date of 25 February. E-Board members will be selected to count the votes.
 - b. **Elections:** M. Shupp is beginning to coordinate efforts; all asked to think of possible nominations; call for nominations forthcoming; elections in April. M. Shupp will email E Board a list of vacancies in near future.
 - c. **Membership Dues:** Discussion of the state CPAs' dues structure relative to PCPA dues. Also discussed the idea of offering membership to Delaware and WV who do not have CPAs and associated membership costs. A. Sherman and M. Rizzardi will prepare proposal for June meeting to include rates/benefits/associate member status (?)/line of communication via MALs. Noted that there are 5 associate members at this time; communication falls under private MALs.
- V. **Treasurer's Report:** A. Sherman presented reported and noted that the recent Keystone monies are not included. Total assets as of \$15,515.65. A. Sherman also reported that she has the state tax exemption application and will be gathering information needed to complete the application. A. Ries moved to accept the report; second by B. Root; motion passed unanimously. (Report attached.)
- VI. **Commission Chair Reports**
 - a. **Membership:** M. Rizzardi's report was reviewed. Discussion on the steady decline of membership. Noted that MALs are needed for the 2-year west and 4-year public east - A. Ries will work with M. Rizzardi to address 2-year west and D. Watters has been trying to connect with recommendation for 4-year public east. (Report attached.)

b. Constituencies: K. Linder reported that she authored article for newsletter on campus traditions and inclusivity; located guidelines for equity and inclusion statement from ACPA – will be more involved than anticipated and is to include a series of action-oriented steps and initiatives designed to assess compliance and ensure we are free from any discriminatory practices. Expects and desires constructive criticism when draft is shared with the Executive Board; plans to have draft within the next 6 weeks.

c. Communications: B. Root reported on the December newsletter; has received positive feedback. Plans to continue to feature guest authors for upcoming issues. Next issue is scheduled for March. B. Root is open to suggestions and photos. Question raised about the number of hits the newsletter received; B. Root will pursue with D. Kennedy to see if this can be determined. Reported that he plans to review PCPA materials to make sure materials have professional look and are up-to-date.

d. Professional Development (Keystones): M. Somerville reported on the great success of the January Keystone at Seton Hill. Feedback was mostly positive. Grant writing workshop being planned at IUP for 8 June 2012; speaker identified; currently searching for panelists. Planning a Keystone on the eastern side of the state. Will prepare a compiled feedback report. (Report attached.)

VII. Member at Large Reports

a. Four Year Public West: No report.

b. Four Year Public East: Vacant

c. Four Year Private West: A. Gunther reported she will be reaching out next week and will promote conference.

d. Four Year Private East: M. Bumbry noted that he is will to assist; bumbyr23@temple.edu.

e. Two Year West: Vacant

f. Two Year East: No report.

VIII. Appointed Committee Reports

a. Faculty Liaison: L. Hall reported that she noted that there is nothing on the website regarding Grady Roberts Writing Award but has contacted B. Root (newsletter) and D. Kennedy (web) to include information. Also sending info to faculty teaching graduate programs and utilizing the graduate student liaisons to reach grad students. D. Watters requested that the Grady Roberts information “url” be given in all correspondence. Will contact B. Koval, 2011 awardee, to see if he will contribute something for the newsletter. Also suggested that conference info be distributed asap.

b. NBCC: No report.

c. POAC: No report.

d. Graduate Student Liaison: Allison Shumar reported that she and T. Snyder will be reaching out to student affairs program graduate students throughout the state.

e. Historian: No report.

f. Webmaster: Report reviewed. D. Kennedy raised questions in his report about Paypal accounts and direct front page PCPA.net links to facebook and twitter accounts; discussion tabled since D. Kennedy was not able to attend the conference call. B. Root asked to work with D. Kennedy on the facebook/twitter question and present a proposal at the June meeting. Invoice submitted to renew

theWufoo subscription for \$299.40. M. Somerville moved to accept; second by C. Strong. Unanimous approval. (Report attached.)

IX. New Business

- a. ACPA Conference:** D. Watters will be attending; M. Bumbry, D. Greene and L. Hall will also be attending.
- b. 2012 PCPA Conference - “Holistic Approach to Student Success:”** D. Greene presented some thoughts: possibility of inviting vendors - impact positively and otherwise; marketing - with the right kind of marketing, believes that the graduate student population will be attracted to conference; location may also impact graduate student attendance (hopefully) in a positive way; suggested that we may consider using the same central location two years in a row; designated mentor/mentee meeting time; case study information; tailoring things so that PCPA presenters would be able to present to the 2013 ACPA conference; entertainment - great space at conference (inside and outside) for activities; planning to have information available in a timely way. D. Watters will pursue securing a final report from D. Williams on the 2011 conference to include costs, budgets, numbers of attendance, conference evaluations, etc. M. Somerville moved to accept the hotel Carlisle and Embers Conference Center as the conference site, 14-16 October 2012; second by K. Linder. Motion passed unanimously.

X. Good of the Order

- a.** Question raised about honorariums for Keystone presenters; no honorariums for the January Keystone. A. Sherman will email Executive Board should the question arise with upcoming spring Keystone.

XI. Adjourn

- a.** A. Sherman moved to adjourn the meeting; second by A. Ries. Meeting adjourned at 2:50 p.m.

Respectfully submitted,
Charmaine R. Strong
Recorder

PENNSYLVANIA COLLEGE PERSONNEL ASSOCIATION

TO: PCPA EXECUTIVE BOARD
 FROM: AMBER SHERMAN, TREASURER
 RE: TREASURER'S REPORT (October 17, 2011 to January 19, 2012)
 DATE: January 19, 2012

PCPA CHECKING ACCOUNT

CASH BALANCE	10/16/2011	\$ 12,196.33		
<u>CASH RECEIPTS:</u>				
Conference Fees	10/19/2011	\$ 30.00		
Conference Fees	10/19/2011	\$ 175.00		
Conference Fees	10/19/2011	\$ 2,600.00		
Membership Fees	10/19/2011	\$ 570.00		
Membership Fees	10/28/2011	\$ 250.00		
Conference Fees	10/28/2011	\$ 2,485.00		
Conference Donation (Chartwells)	10/28/2011	\$ 750.00		
Conference Fees	12/1/2011	\$ 350.00		
Membership Fees	12/1/2011	\$ 270.00		
Membership Fees	1/18/2012	\$ 25.00		
Membership Fees	1/18/2012	\$ 375.00		
Conference Fees	1/18/2012	\$ 114.56		
Total Cash Receipts		\$ 7,994.56		
TOTAL BALANCE + RECEIPTS + INTEREST	1/18/2012	\$ 20,190.89		
<u>CASH DISBURSEMENTS:</u>				
DATE	CK#	ACTION	PAYEE	AMOUNT
10/1/2011	N/A	SERVICE CHARGE	PNC BANK	\$ 5.00
10/03/2011	DC	Conf Nametags	Staples	\$ 88.98
10/16/2011	1530	Conf Evaluations (Printing)	Robert Morris Univ	\$ 26.50
10/16/2011	1535	Conf Keynote Speaker	Robert Zullo	\$ 500.00
10/18/2011	DC	Conf Hotel Bill	DoubleTree	\$ 6,600.18
10/25/2011	1536	Conf Overpayment (Hilton)	Penn State Univ	\$ 35.00
11/1/2011	N/A	SERVICE CHARGE	PNC BANK	\$ 5.00
12/1/2011	N/A	SERVICE CHARGE	PNC BANK	\$ 5.00
1/10/2012	1537	Keystone Meals	Aramark	\$ 750.00
Total Costs				\$ 8,015.66
1/18/2012	TOTAL BALANCE			\$ 12,175.23

PCPA SAVINGS ACCOUNT

10/16/2011	CASH BALANCE	\$ 3,339.99
<u>CASH RECEIPTS:</u>		
DATE	CK#	ACTION
10/31/2011		INTEREST
11/30/2011		INTEREST
12/30/2011		INTEREST
Total Cash Receipts		\$.43
1/18/2012	TOTAL BALANCE + INTEREST	
		\$ 3,340.42
<u>CASH DISBURSEMENTS:</u>		
		\$ N/A
1/18/2012	TOTAL CASH BALANCE	
		\$ 3,340.42
1/18/2012	TOTAL ASSETS	
		\$ 15,515.65

PCPA MEMBERSHIP REPORT

January 20, 2012

PCPA Current Membership Data Base (126)

Institution Type

Two Year CC	14
Four Year Public	58
Four Year Private	54

Expiration Dates

October 2012	101
October 2013	11
October 2014	1
October 2015	3
October 2016	2
October 2017	1
October 2018	0
October 2019	1
October 2020	1
Emeritus	5

Membership Type

Emeritus	5
Associate	5
Regular	85
Student	31

Membership-At-Large Representation

Two Year East	8
Two Year West	6
Four Year East Private	15
Four Year West Private	39
Four Year East Public	24
Four Year West Public	34

Accomplishments:

- Created a Google Groups listserv to replace the former listserv housed by Messiah College as we could not add new members. The Google Groups 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 pcpa-listserv@googlegroups.com to your contacts to send and receive messages
- Closed out all payments for the 2011 PCPA Conference in Monroeville
- Sent updated 2012 MAL lists to current MALs – Amanda Gunther, Daniel Pretz, Michael Bumbry and Christina Wood. Also, sent expired lists so they could reach out one more time
- Sent list of current graduate students to Graduate Student Liaison, Allison Shumar, so she could begin networking.
- Updated Access database from 2011 - We lost **54 members** from last year some being graduate students from conference in West Chester
- Created “Join PCPA” membership packets for non-members in attendance at the Keystone Seminar held at Seton Hill University on January 6, 2012

In Progress:

- Working on Google Groups listserv – making sure all are current members and re-sending invitations to those still pending
- **We still need MALs for the 2 year, West and 4 year Public, East positions**
- Beginning to work on 2012 PCPA Conference Registration materials with David Greene

Professional Development Commission Chair Report
 Mindy Somerville
 January 2012

Accomplishments

1. Hosted a Keystone on January 8, 2012 on Using Social Media in Student Affairs
 - a. 45 participants
 - b. 20 Members, 19 Non-members, and 6 Students were in attendance.
 - c. We had 3 presenters who were compensated with a waived registration.

Keystone: Jan 2012	\$ per person	# Registered	Total Income	Total Spent
Member Registration	30	18	\$ 540.00	\$ -
Non-Member Registration	40	19	\$ 760.00	\$ -
Student Registration	20	5	\$ 100.00	\$ -
Free Registrations	0	3		\$ -
Aramark Costs				\$ 750.00
Door Prizes (T-shirts)				\$ -
Totals	-	45	\$ 1,400.00	\$ 750.00
PROFIT	\$ 650.00			

- d.
- e. Overall feedback
 - i. Overwhelmingly positive response to presenters.
 - ii. Overwhelmingly positive overall Keystone response
 - iii. Suggestions for improvement include better advertising and having more time for presenters and participant discussion.

In Progress

1. Tentative Keystone planned for June 8, 2012 hosted by Indiana University of Pennsylvania
 - a. Proposed topic: Grant Writing
2. Looking into organizing a Keystone on the Eastern side of the state. Topic and host school are undecided.

Webmaster Report
January, 2012

Updated pages to provide link to conference satisfaction survey, removed link in Jan. 2012

Updated Executive Board contact information.

Created registration form for Spring Keystone with assist from Mindy S.

Updated front page to include information regarding Keystone and updated once registration deadline passed.

Provided Excel outload of registrants for Keystone.

Uploaded and posted December 2011 newsletter.

Submitted invoice to renew WuFoo subscription

Did some research on use of Paypal for Wufoo forms, we could do that but we would need to consider how we'd want the funds to transfer, and think about how to cover the PayPal service charge per transaction (about 3.5% of amount)...would we increase only for those using the service, increase for all to help get users to use it? Would we do it for all of our activities that require collecting funds?

Should we consider direct front page PCPA.net links to facebook pages and twitter accounts?

I'm happy to entertain any suggestions for additional content.

Submitted by Dan Kennedy