

## PCPA EXECUTIVE BOARD MEETING

27 June 2014

Park Inn – Mechanicsburg, PA

Present: M. Rizzardi, A. Ries, A. Racchini, B. Koval, M. Shupp, L. Grace, A. Elias, K. Kenney, C. Pritchett, D. Villar, B. Root, J. Konyak, M. Andino

- I. Call to Order: M. Rizzardi called the meeting to order at 10:20am.
- II. Roll Call : A. Ries documented all in attendance.
- III. Approval of January 31, 2014 Minutes: D. Villar moved to approve; second by K. Kenney. Minutes approved as written.

#### IV. Old Business

- a. MAL Networking Events: M. Rizzardi asked for an update regarding local baseball game networking events, and a decision was made to not move forward with these events this summer. A. Elias is hosting a “lunch and learn” on July 15<sup>th</sup> and invited other MALs to join in. M. Andino asked about successful MAL newsletters and it was discussed that R. Kopp should be contacted to use his format as a template for everyone. MALs will be exploring site visits and other networking opportunities – L. Grace, M. Andino and A. Elias will facilitate MAL conversation.
- b. Communication Plan: A. Racchini noted that little progress was made after October discussion and a decision was made to revisit and reassess plan. M. Andino will create a communication template. M. Rizzardi will rework president letter, MALs will send out an introduction/touch-base following, A. Racchini and D. Greene will do a follow up to all members once the academic year begins. This process will be coordinated by B. Root and oversight will be a function of the communication chair.
- c. Revisit by-law change: rolling membership language approved: A. Ries noted that the by-law change regarding membership language was approved by the membership and has been reflected in the by-laws.
- d. POAC to Council of Past Presidents: M. Rizzardi led discussion regarding changing POAC to Council of Past Presidents. There was some discussion in reference to whether this was simply a name change or a functional change to this office. M. Shupp will connect with D. Watters and will take the lead on reporting in October what changes should be made to this position.

**IV. Treasurer Report:** B. Koval submitted treasurers report to the executive board electronically before the meeting for review. The association, at present, has \$3000 more than at this time last year and is financially healthy. B. Koval and A. Racchini noted that an internal audit showed that there is \$300 discrepancy between the association ledger and the bank ledger. A very thorough review could not find where in the past years this discrepancy occurred, and may be a result of small amounts over time. The decision was made to move forward with the current ledger balance. B. Root moved to approve the treasurers report; second by M. Shupp. Approved as written.

#### V. Commission Chair Reports

- a. Membership: A. Shumar was absent but sent along membership report and noted that we currently have 39 dual members.
- b. Constituencies: M. Jones was absent due to his recent transition into a new position at Edinboro university.

- c. Communications : B. Root is working on the newsletter that he hopes to put out mid-July. He also noted that he hopes to get constant use of the social media accounts through content posted by members and asked the board for help with content. B. Root suggested Facebook ads for conference advertisement, and will work with A. Ries to develop.
- d. Professional Development: D. Villar is looking to grow this role and asked for new ideas and input from board and members.

#### **VI. Member at Large Reports**

- a. Four Year Public Wes: C. Dillman – no report.
- b. Four Year Public East: M. Andino is working on sending introductions to members in her area and will solicit submissions for the newsletter.
- c. Four Year Private West: J. Konyak will work with other MALs to hold a conference call to discuss ideas for growing the MAL program.
- d. Four Year Private East: R. Kopp – no report.
- e. Two Year West : A. Elias is hosting the “lunch and learn” on July 15<sup>th</sup> and will report back on how it went.
- f. Two Year East: L. Grace hopes to get an event in Philadelphia on the calendar soon, and will ask members if they are more interested in a baseball game, or a SIPS event.

#### **VII. Appointed Committee Reports**

- a. Faculty Liaison: K. Kenney noted that there are a total of 16 graduate prep programs in the state – 6 private, 7 PASSHE and 3 state related. She has connected with all program coordinators but is asking for an entire list of faculty in the state. K. Kenney stated that KCREP is no longer accrediting student affairs prep programs, only college counseling programs and this might be a point of note moving forward. She also mentioned that she has still not been able to get in touch with Grady Roberts regarding the writing award and will reach out to Pitt to see if any of his colleagues have been in touch. Discussion followed regarding what to do if Grady is no longer funding this award. Consensus was to take this year off to establish how we move forward if Grady is no longer sponsoring the award.
- b. NBCC – M. Shupp noted that we were able to use the NBCC provider number in April but will not be able to moving forward. Will discuss in new business.
- c. POAC - Vacant
- d. Graduate Student Liaison: C. Pritchett is looking to connect with the MALs to be part of the overall communication plan. B. Root asked C. Pritchett to do a 1 minute video to be posted online as a welcome to graduate students. K. Kenney mentioned Chi Sigma Alpha – a student affairs honor society – and asked C. Pritchett to look into this program. The association will be soliciting letters of interest for West and Central liaisons due 9/9.
- e. Historian: No Report.
- f. Webmaster: No report.

#### **VIII. New Business**

- a. ACPA Annual Report : A. Racchini sent the annual report via email to the executive board and asked for review and any changes as soon as possible.
- b. Change in NBCC Policy: M. Shupp gave history/context of NBCC role until present. As of May 1<sup>st</sup> we can no longer use ACPA’s provider number unless ACPA has primary involvement and share investment and profit. We can apply for our own individual provider number at an initial

- cost of \$3000 and \$300 annually. Discussion followed regarding use of NBCC and the NBCC position on the executive board. A decision was made to convene this role on an ad hoc basis.
- c. Brainstorm new Professional Development opportunities: M. Rizzardi noted that in recent history Keystones have not been successful. D. Villar suggested moving forward with consistent dates and locations, like the conference, so members can know to expect these events. B. Root suggested using technology to lessen the number of in-person events. A. Elias suggested an interest survey to be put out to membership. D. Villar will follow up with D. Kennedy to create this survey.
  - d. New Graduate Student Liaisons and POAC: M. Rizzardi noted that any interested graduate students from the West or Central regions should letters of interest by 9/9 and asked. C. Pritchett to help recruit for these position.
  - e. Welcome Packets: A. Racchini stated that last year she and K. Kenney made welcome packets for graduate students and sent them along to program directors. M. Rizzardi, C. Pritchett and K. Kenney will work on these packets this year with a hope to have them mailed by September 1<sup>st</sup>.
  - f. Letter of Support for Executive Board Positions: M. Rizzardi mentioned receiving an example from MoCPA of a letter of support from executive board member's supervisors when accepting board positions. Discussion occurred and it was decided to make this form available if board members would like to use it during discussion with supervisors.
  - g. Conference Updates: A. Ries provided copies of the conference budget and schedule. Discussion regarding increase in cost and keynote speakers occurred and A. Ries will send a revised budget showing the actual costs for keynote speakers and will add in facebook advertising costs. Questions, ideas or input about the conference can be directed to A. Ries or members of the conference committee.
  - j. Grady Roberts/Conference Awards: K. Kenney discussed the Grady Roberts award previously and A. Racchini mentioned that solicitation for conference awards will be sent out soon.

#### **IX. Good of the Order**

Morgan will be attending the ACPA Summer Leadership retreat in Tampa, FL on behalf of PCPA July 14th-July 17th

#### **X. Adjourn**