

PCPA EXECUTIVE BOARD MEETING
13 October 2012
Hotel Carlisle

Present: Todd Eicker, David Greene, Amanda Gunther, Richard Kopp, Amber Racchini, Amanda Ries, Morgan Rizzardi, Allison Shumar, Dave Watters, David Zlockie

Absent: Ryan Cunningham, Dan Kennedy, Bryan C. Koval, Ronika Money-Adams, Dan Pretz, Brian Root, Tom Steiner, Charmaine Strong, Christina Wood

- I. **Call to Order:** A. Ries called the meeting to order at 1:07 p.m.
- II. **Roll Call:** A. Racchini documented all in attendance.
- III. **Approval of Minutes:** The minutes of 19 June 2012 were approved as read. Motion to accept by M. Rizzardi; second by D. Greene; motion passed unanimously.
- IV. **Old Business**
 - a. **Summer Leadership:** A. Racchini summarized information that was covered during the ACPA Summer Leadership Meeting. Discussion regarding PCPA becoming a dual member of ACPA will be addressed under new business. ACPA has recognition certificates and name badges holders available for distribution by the state CPAs. The Board agreed to order recognition certificates for all outgoing Board members. A. Racchini ordered enough name badge holders to use at annual conference and keystones. Discussion ensued regarding the need to use the ACPA logo on our materials including the website, membership brochure, and professional development marketing.
 - b. **Conference Chair/President-Elect Roles:** As mentioned during our June 19 Board meeting, the President-Elect will assume the co-chair responsibilities for the Annual Conference. This change will need to be included in the position description when we begin the new election cycle. D. Greene will continue as the Co-Chair for the 2013 Annual Conference and A. Racchini will serve as the other Co-Chair. A. Racchini and D. Greene will work to develop position description for each role as they begin planning the 2013 Conference. In addition, D. Watters and T. Eicker will review the bylaws and constitution for potential amendments and proposed language will be sent to the membership for an electronic vote.
 - c. **Faculty Liaison/Graduate Student Liaison:** A. Ries discussed her search for someone to fill the Faculty Liaison position. The Board supports the appointment of Dr. Kelley Kenney from Kutztown University of PA. As a follow up to the conversation that took place at our June 19 meeting, we will continue having two Graduate Student Liaisons serve on the Executive Board. A. Shumar will network throughout conference to find a first-year student to fill the vacancy. K. Kenney and the two Graduate Student Liaisons will work to identify someone from each graduate program to serve as a point of contact regarding PCPA information.

- V. **Treasurer's Report:** A. Racchini presented report and noted that the most costs associated with the Conference are not included and many attendees still need to submit payment. Total assets as of \$17,200.00. A. Racchini will create a Treasurer's report of expenses and income from the conference and present it at the next Executive Board meeting. B. Koval will assume the Treasurer's responsibilities once the finances from the conference have been finalized. B. Koval will present part of the Treasurer's Report at the next Board meeting as well. Based on conversation at ACPA's Summer Leadership Meeting, it was determined that two individuals should be on the financial accounts. B. Koval will be added to the account and A. Racchini will remain on the account throughout her role as President-Elect, President, and Past-President. T. Eicker moved to accept the report; second by D. Watters; motion passed unanimously. (Report attached.)

VI. **Commission Chair Reports**

- a. **Membership:** M. Rizzardi's report was reviewed. As Registration Chair for the Conference, M. Rizzardi indicated that some institutions are requesting an invoice. M. Rizzardi is going to follow up with D. Kennedy to see if one can be created and sent out via email once someone registers for an event online. M. Rizzardi is working to update the membership brochure with new pictures and the ACPA logo, create a recruitment committee, and will reach out to expired memberships. (Report attached.)
- b. **Constituencies:** D. Greene reported that he is working to create a constituencies committee at the conference. Five sub-committees will be formed. As this initiative is developed, the hope is for the committee to present at the annual conference. D. Greene is still working on a draft of the equity and inclusion statement.
- c. **Communications:** B. Root submitted his report electronically. Sent out an addition of the quarterly newsletter on August 27. Aiming to send out a post-conference newsletter highlighting the conference with photos and written recaps. Deadline to submit is November 2, 2012. Encouraged everyone to use #PCPA2012 on Twitter for the conference.
- d. **Professional Development (Keystones):** D. Zlockie is working with Ronika Money-Adams to organize the January Keystone at Penn State Brandywine. The Keystone will be held on January 11, 2013 beginning at 9 a.m. Speakers have not been solidified; however, the topic is Risk, Reward, and Challenges of Hosting a Conference. Goal is to have 30-40 attendees. D. Zlockie is looking for an institution to host the June Keystone in the West.

VI. **Member at Large Reports**

- a. **Four Year Public West:** No report.
- b. **Four Year Public East:** Ronika Money-Adams submitted her report electronically. Introductory email including conference announcement sent June 2012. Sent a target email invitation to West Chester University and Cheyney University. Sent email invitation to area non-PCPA, ACPA membership. West Chester University Higher Ed. Counseling faculty have received grant to offset graduate student attendance to conferences such as PCPA. At least Grad will be presenting at the conference. R. Money-Adams is assisting with January Keystone Seminar planning and advertising.

- c. **Four Year Private West:** A. Gunther reported that 20-25 people attended the networking night in July. A. Gunther will reach out to revised membership roster after the conference. A. Gunther is working with D. Pretz and R. Cunningham to plan another networking event. A proposal will be sent out to the Board for an electronic vote.
- d. **Four Year Private East:** R. Kopp sent email to introduce himself as the new MAL and to provide an update on membership benefits, the newly elected Board, information for the Annual Conference, and ways to get involved in PCPA. R. Kopp sent the Fall “Four-Year Private East e-Newsletter” to remind members to register for the Conference and highlight the recent August “Sharing the Commonwealth” e-Newsletter publication. R. Kopp sent an email to all Eastern PA ACPA members to recruit and encourage them to join PCPA. Membership benefits and the upcoming Annual Conference were highlighted. R. Kopp will work with R. Money-Adams and C. Wood to create a networking event for the East. R. Kopp will continue to send quarterly email updates to his constituents via the “Four-Year Private East e-Newsletter” publication.
- e. **Two Year West:** No report.
- f. **Two Year East:** No report.

VIII. Appointed Committee Reports

- a. **Faculty Liaison:** No report.
- b. **NBCC:** T. Steiner submitted report electronically. Twenty five programs met criteria for NCC’s seeking re-certification contact hours. This is a record high for PCPA. All paperwork was prepared for the Annual Conference. M. Shupp has been shadowing T. Steiner and will assume the NBCC responsibilities.
- c. **POAC:** T. Eicker apologized because the Chief Student Affairs Roundtable email invitation did not get sent due to technological difficulties with his email system at Duquesne.
- d. **Graduate Student Liaison:** A. Shumar reported that she reached out to student affairs program graduate students throughout the state to promote the conference. She also attended two Brown Bag lunches at IUP to speak about getting involved in PCPA.
- e. **Historian:** Discussed the need to replace D. Hilton. A. Ries and A. Racchini will continue conversation and make recommendation ASAP.
- f. **Webmaster:** Report reviewed. D. Kennedy laid foundation on website for online payment. Updated the Conference website. Created email address for the Treasurer. (See attached report).

IX. New Business

- a. **MAL Event Funding:** The East and the West MALs would like to plan networking events. Dates and prices will be presented via email for an electronic vote.
- b. **Emeritus Status:** M. Rizzardi made the following motion: “Upon retirement from Westmoreland County Community College (Spring 2013), Tom Steiner will be granted Emeritus Status by the PCPA Executive Board.” D. Greene seconded. Passed unanimously.
- c. **Dual Membership with ACPA:** Board discussed benefits of becoming a dual member which include the ability to use ACPA’s state tax identification number (this would allow us to also collected payment online). Over the last

two years, ACPA has made changes to the dual membership process including the ability for a CPA to withdraw its monies from ACPA at any point by simply completing a request form. A. Ries and A. Racchini will follow up on the questions posed by the Board:

1. Can we opt out of offering dual membership if we aren't satisfied?
 2. Following up with MCPA to see how dual membership is working for them (they recently became dual members).
 3. Check with other CPAs to determine how they have managed rolling member expiration date (versus all memberships expiring in October)?
- d. PCPA Representation at ACPA Annual Conference Meeting:** A. Racchini made the following motion: "Upon request, PCPA will pay the ACPA member conference registration fee for the President (or his/her designee; must be a member of PCPA's Executive Board) to attend ACPA's Annual National Conference." Second by A. Gunther. Passed unanimously. A. Ries abstained.
- e. ACPA Social in Las Vegas:** A. Ries will pursue plans with other CPAs to determine the feasibility of co-hosting a social in Las Vegas. A. Ries will send estimated costs to Board for further discussion.
- f. Faculty Liaison:** A. Ries motioned to appoint Dr. Kelley Kenney as the faculty liaison. Seconded by T. Eicker. Passed unanimously.

X. Good of the Order

- a. None.**

XI. Adjourn

- a. R. Kopp** moved to adjourn the meeting; second by D. Watters. Meeting adjourned at 4:47 p.m.

Respectfully submitted,
Amber Racchini
President-Elect