

PCPA > April 14, 2000 Minutes of Executive Board

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PCPA EXECUTIVE BOARD MEETING April 14, 2000 Eden Resort, Lancaster, PA

Present: Mary Ellen Bayuk, Amy Cotner-Klingler, Beth Clark, Todd Eicker, Kerri Gardi, Dwayne Hilton, Mary Lou Kennedy, Victoria King-Garwood, Mary McGinnis, Joe Merkle, Ken Miller, Maria Mitchell, Amy Pagoda, Joe Puzycki, David Wilson

Absent: Steve Catt

I. Call to Order

President Mary Lou Kennedy called the meeting to order at 9:13 am.

II. ACPA Relationship Statement

President Mary Lou Kennedy and President-Elect Victoria King-Garwood attended the state division meetings of the 2000 ACPA Conference in Washington, D.C. on March 31 and April 1, 2000. Included in the information disseminated at those meetings was the fact that ACPA, as the mother organization of CPA, wants a more structured relationship with the state organizations by 2002. At that time, in order for a state to use the CPA name and to receive support from ACPA, 51 percent of a state's membership must also be members of ACPA. Currently 27 percent of PCPA's members belong to ACPA. The decision of how to proceed with this is up to each state. Currently ACPA is conducting a pilot program with several states to assess its effectiveness. The cost of a dual membership (ACPA and PCPA) would be \$80.00 per person if their institution is a member or \$90.00 per person if their institution is not. Under dual membership all dues would be collected by ACPA and only \$10.00-\$15.00 would be given to PCPA. If an individual chose to belong only to the state organization, dues would be set at \$20.00 (currently PCPA has the highest dues at \$25.00 a year). Under dual membership with ACPA states would be eligible to take advantage of the various discounts and services that APCA would offer. If less than 51 percent of a state's membership does not belong to ACPA support would be minimal, the state would not be able to use the CPA name, which is a registered trace mark, and state members would not be eligible for CEUs.

Mary Lou reported that this issue was unveiled a year ago by ACPA and that there is a three year plan in which to phase it in. PCPA has not discussed this and we must begin to do so now.

Ken Miller recommended that the PCPA Executive Board make a list of specific questions that require answers and that this discussion continue at the Board's June retreat. In addition, he recommended that this issue be taken to PCPA's membership at the October conference and that it be the first item on the Business Meeting agenda. It was also recommended that we contact the Ohio and Michigan Executive Boards to determine how they are dealing with this issue. Specifically, the following questions were raised:

- How is ACPA going to market PCPA membership to those Pennsylvania professionals that don't belong to ACPA?
- What will ACPA do to help PCPA increase its membership?
- How many states have 51 percent of its membership belonging to ACPA?
- What strategies did these states employ to get to 51 percent?

- How much money is a state getting back for dual membership—we'd like specifics: how will it work, who will keep track, etc.
- What is ACPA doing with the remainder of the dues that it is keeping?
- Will a state be permitted to keep its own bank account and is there a cap on such an account?
- Will a state be permitted to keep the interest on an account?
- Will ACPA be able to tap into a state's conference proceeds?
- Can ACPA handle dual associates with regard to technology, data bases, etc.?
- Do other national organizations have dual membership or do most have parallel membership?
- If we decide to have dual membership with ACPA and if we see a decline in our membership what would ACPA suggest?
- Why do we have more members in ACPA than in PCPA?
- Can we get a list of those states participating in the pilot program?
- How does all of this impact on graduate students?
- What is the student membership of ACPA?
- What will ACPA do to encourage their members to join their state organizations?

Finally, it was recommended to invite state division leader Regina Sargent to the June retreat.

III. By-Law Adjustments

Discussion centered on Article II, Section 3 of the By-Laws: Dues. The current wording of this section does not reflect the current practice of PCPA. We do a rolling collection of dues—they are payable in either April or October. It was noted that an administrative change can be made and ratified by the Board. The most up-to-date copy of the by-laws can be maintained on the web and this fact plus the URL of the web site needs to be published on any paper copies of the By-Laws that are distributed. Beth Clark moved and Ken Miller seconded the following motion: Annual dues shall be paid for a membership year in October or April and renewal is due one year from the renewal month. The motion carried. This motion will be inserted into Article II, Section 3 of the By-Laws.

Discussion continued regarding Article VII, Section 2, F. Legislative Committee. This item is to be removed from the By-Laws because it is addressed under the duties of the Constituencies Commission Chair.

Discussion concluded with an amendment to The Association Year, Article VIII, Section 3, Membership Year. This section should read: The membership year shall be May 1 to April 30 or October 1 to September 30, depending on when a member pays his/her dues.

IV. Approval of Minutes

The minutes of January 27-28, 2000 were reviewed and the following changes were made: on pages 2 and 3 Ken Snyder should be changed to read Ken Miller. Once these changes were made Ken Miller moved and Todd Eicker seconded that the minutes of the January 27-28 meeting were approved.

V. Treasurer's Report

Joe Puzycki gave the last treasurer's report of the fiscal year. PCPA took in \$1,537.30, \$1,045.00 of which came from the Keystone Seminar. Total assets of the association are \$13,538.57.

Dwayne Hilton asked if PCPA could do something with the money besides keeping it in a

savings account--for example, could it be put in a CD. Puzycki will bring options to the June Board meeting.

Kerri Gardi moved to approve the Treasurer's Report and Beth Clark seconded the motion. The motion carried.

VI. Membership Report

Beth Clark distributed an updated membership application which was different than the membership application which was distributed with the March Newsletter--the commissions and years in the field are listed correctly on the updated one. Beth asked that Board members photocopy and distribute the updated membership application at their respective institutions.

There are approximately 400 names in the membership database. Currently 236 are members. Included in this are those whose memberships have expired over the last year. Forty of the 236 did not renew their memberships in April 1999 and 24 of the 236 did not renew in October 1999. Thirty-three of the 236 have memberships that will expire this month. On May 1, letters will be sent to the 33 encouraging them to renew their membership.

The current membership of 236 consists of 201 regular members, 34 student members and one emeritus member.

Regarding the development of a list serve for members, the response from the Board was that it should be closed to members. Messiah will host the unlimited, archived list serve and it will be open to the 236 members. Discussion will be limited to professional development issues and job announcements. In addition, the minutes of Board Meetings, etc., can be distributed via the list serve. Membership in the list serve can be one of the advantages cited as being a member of PCPA.

Amy Cotner-Klingler moved and Joe Puzycki seconded the motion that PCPA go forward with the list serve as proposed by Beth Clark and that the list serve be open to and used by PCPA members for professional development purposes only. Dave Wilson thanked Beth Clark for doing this. Kerri Gardi is to put on the signature line of the list serve how to unsubscribe. The question arose as to where the list serve falls in terms of the commissions. It was decided that the Membership Commission should have responsibility for the list serve function. It was questioned whether this needed to be added to the bylaws. The consensus was that we should wait until October to see if the list serve is successful before we incorporate it into the bylaws. It was also noted that the Executive Board members should set the tone for discussions on the list serve and members of the Board need to be active participants. Further discussion was tabled until it is possible to determine whether the list serve will be successful. The motion passed unanimously.

Discussion then centered on the membership directory. It was agreed that the directory would be posted on the PCPA web site. There should also be a notice on the web site that if a member does not wish to have his or her name listed in the directory the chair of the membership commission should be notified. It was recommended that the PCPA web address be put on the signature of the list serve.

Dwayne Hilton asked if the membership chair could contact the MALs when an individual's membership is up. Dave Wilson suggested that the names of ACPA members who aren't PCPA members be given to the MALs.

VII. Professional Development Commission Report

Amy Cotner-Klingler reported that the Fall 2000 Conference Committee has

- toured the Eden Resort facility
- started developing the Conference budget and timeline (these are due to her April 21, 2000)
- booked keynote speakers Mela Dutka, Dean of Students at Smith College for Sunday night and W. Terrell Jones, Vice Provost for Educational Equity at Penn State for Monday; Jones will also do a program
- set the mailing date for the Call for Programs in May with proposals due in late June or early July
- reserved nine rooms for graduate students at a reduced rate; PCPA will subsidize this
- identified Kerri Gardi as the individual who will solicit corporate sponsors

Cotner-Klingler also reported on the Keystone Seminar Series.

- Her goal is to have a tentative list of 2000/2001 topics, presenters and dates available for the June retreat. In addition, she wants to post the information on the web and have a brochure available to members.
- Maria Mitchell is the Keystone East chair; the Keystone West chair position is open
- Discussion took place as to whether a Keystone Seminar should be held at State College during the Executive Board retreat or whether PCPA could co-sponsor a seminar with another organization. The feeling was that efforts should be channeled into having a productive Board meeting in June rather than trying to incorporate it with a Keystone Seminar. Ken Miller suggested holding something at Edinboro or possibly doing two seminars simultaneously--one in the east and one in the west. Dave Wilson questioned how we could justify the fact that the last three-four seminars have been held in the west. President Mary Lou Kennedy encouraged the Board and Amy to come to the June retreat with some concrete plans.

VIII. Elections Results

Todd Eicker, Maria Mitchell, and Amy Pagoda left the room for this discussion.

The following individuals have been elected to a post for the coming year:

- Dave Wilson--President-Elect
- Mary Ellen Bayuk--Recorder
- Jan Schumacher--Four Year Private East
- Dennis Riegelneegg--Four Year Private West
- Todd Eicker--Constituencies Commission Chair

For the position of Two Year East there were no nominations listed on the ballot. However, there were two write-in nominations. Ken Miller moved and Kerri Gardi seconded a motion to include the two write-in candidates as nominees for the Two Year East representative and have a run off election. The motion passed with a unanimous vote. Mary Lou Kennedy will contact Steve Catt to initiate the process and she will send out an e-mail to members asking them to cast their vote by April 28, 2000. For those individuals for whom PCPA doesn't have e-mail addresses, a paper copy will be sent. Provisions need to be made in the bylaws for ties and write-ins.

IX. Communications Commission

Newsletter

- Kerri Gardi thanked Dennis Riegelneegg and Mary McGinnis for submitting articles for the March Newsletter.
- The May Newsletter will have the election results, recognition award information, and conference program reminder and fees.
- Gardi requested that submissions for the May Newsletter be given to her as soon as possible.

Journal--although Gardi has not heard from Journal Editor Barry Jackson, Jackson left a voice mail message for Mary Lou Kennedy saying that he is working with PLAC and that he is still looking at funding a journal for PCPA.

Web Site

- Mary Ellen Bayuk is working on developing a site
- The URL of the site will be published in the July newsletter

Logo

- Number 7 was voted the best logo. Kerri Gardi thanked Damian Wilson, Kutztown University graduate, for the design.
- The new logo will be unveiled in June when the membership will receive post-it notes with the new logo and web site on them
- In July Beth Clark will send everyone a set of bylaws and a brochure with the new logo on it.
- Joe Puzycki will look into a new PCPA banner displaying the new logo
- Ken Miller will get price quotes on possible items that contain the logo and will distribute the information to the Executive Board via its list serve. The Board can then vote on which items they would like to sell.

X. MAL Reports

Mary McGinnis--Two Year West--had nothing new to report; she will continue to contact members in the west.

Ken Miller--Four Year Private West--distributed PCPA membership applications at two teleconferences hosted at Penn State Behrend.

Dwayne Hilton--Four Year Public East--has

- actively recruited Penn State Directors of Student Affairs and is asking them identify issues relevant to the field of student affairs
- identified institutions of higher education in the east where there are no PCPA members and has sent letters and applications to these institutions
- reached out to those individuals in the east who are members of PCPA

Mary Lou Kennedy asked Dwayne to share the letter he has sent with Mary and Ken.

XI. POAC

Joe Merkle and Mary Lou Kennedy have identified past presidents and executive board members. Kerri Gardi has all the newsletters from the beginning of PCPA and she will look at the information contained in them.

XII. Other Business

Board members were reminded to give Mary Lou Kennedy their end of year report.

President-Elect Victoria King-Garwood reminded everyone that the Executive Board retreat will be held June 22 and 23 at University Park; check in will be between 3:00 and 5:00 pm. The first session will start at 2:00 pm. A team building session will be held. Anyone knowing an individual who would be good at leading a team building session please e-mail Victoria. Materials on the retreat will be sent out in May.

Mary Lou Kennedy passed the gavel and stamper to President Elect Victoria King Garwood.

XIII. Adjournment

Ken Miller moved and Beth Clark seconded a motion to adjourn. The motion passed and the meeting adjourned at 1:40 pm.

Minutes respectfully submitted by
Mary Ellen Bayuk
Recorder



Direct questions, comments to the webmaster: [Mark Bauman](#)