I. Welcome and Call to Order
   President – Anthony Ambrogi, Randolph-Macon College (VA)
   a. The meeting was called to order at 10:49 am.

II. Consent Agenda:
   Secretary – Heather Jeter
   a. Approval of General Membership Meeting Minutes, September 2016: Scott Mayer
      moved to accept the Minutes; Alice Robertson seconded; all voted in favor.

III. Treasurer’s Report
   Treasurer – Joel Lang, Padua Academy (DE)
   a. PCACAC is financially sound
   b. We are working with a financial advisor to investigate how to best use our money.
   c. The budget for the 2017-2018 year has been approved, including an interim budget
      to accommodate the fiscal year change.
   d. The Executive Board has voted to move the fiscal year to October 1-September 30.

IV. Committee Reports and Announcements:
   a. Credentials and Bylaws – Scott Mayer, St. Christopher’s School (VA)
      i. New membership category definitions: To be compliant as an affiliate
         organization, we have to have the same membership categories as NACAC; our
         Bylaws will be amended to accommodate this change.
      ii. NACAC recommended we streamline our Bylaws by removing the awards
          section and placing it in the Procedure Manual.
      iii. Term limits for delegates: PCACAC will have a two-year consecutive term limit
          for its delegates; if a person is appointed or elected to a position linked to a
          delegate seat, this provision would allow a person to serve more than two
          consecutive terms as a delegate.
   b. Admission Practices – Jake Talmage, St. Paul’s School for Boys (MD)
      i. This committee educates membership about NACAC’s Statement of Principles of
         Good Practice (SPGP) and works to keep members in compliance with the SPGP.
      ii. Monthly case studies have been successful.
      iii. The work of the AP committee is confidential.
      iv. There have been 13 cases this year; 12 cases dealt with May 1 noncompliance;
          12 are resolved; 9 of the cases were outside our region.
c. *College Fairs* – James Massey, University of Maryland (MD)
   i. Great activity this year.
   ii. DC NACAC was revitalized this year; James expressed his appreciation to Crys Latham for her hand in its success.
   iii. Other high-volume NACAC fairs also went well.

d. *Communications* – Kellie Stewart, Gonzaga College High School (DC)
   i. Expressed her appreciation to everyone who posted photos to social media during the conference.
   ii. This year’s conference photos will be displayed on our website.
   iii. A Social Media Communications Survey will be pushed out in a few days; the goal is to evaluate members’ usage of social media to maximize the committee’s efforts.

e. *Conference Planning* – Rosemary Martin, University of Maryland (MD)
   i. The 2018 Conference will be held at Dover Downs in Delaware.
   ii. Site visits for 2019 are happening in the coming weeks; The 2019 site will be announced at NACAC in Boston.

f. *Government Relations* – Ginger Miller, Landon School (MD)
   i. The committee monitors state and federal legislation related to college counseling; reaches out to legislators to advocate for students in the college access, preparation, and funding.
   ii. Attended advocacy training in Washington, D.C.; went to Advocacy Days in Richmond and DC.
   iii. Next year, planning to add Annapolis and Dover.

g. *Inclusion, Access, and Success* – Chris Miller, Glenelg Country Day School (MD)
   i. Planning to have a Joining Hands event this summer.
   ii. Five Marion Flagg recipients had a great time at the conference; PCACAC would like to grow this number for the next conference.
   iii. The Student Support Grant is available to support college access initiatives.
   iv. New event: Pre-conference program on diversity and inclusion was well attended; thank you to William & Mary for hosting the program and to the presenters.

h. *Past Presidents* – Mike Carter, St. Stephens & St. Agnes School (VA)
   i. Serves as stewards of the association’s strategic plan; searches for new leadership talent; selects the Blackburn Award recipient; advises current presidential cycle.
   ii. Thank you for this year’s submitted nominations for the Blackburn Award.

i. *Professional Development* – Rebekah LaPlante, Virginia Tech (VA)
   i. PCACAC will continue public school counselor training programs throughout the affiliate.
   ii. DC and Maryland PD events were successful and well attended; very large Fairfax County PD event was well-received.
   iii. Would like to increase engagement with community college transfer counselors; looking for new ways to provide PD to members on the college side.
   iv. Summer Institute will be at Roanoke College July 17-18 and is especially beneficial for new professionals.
V. Election Results
Past President/Nominating Chair – Mike Oligmueller, The Potomac School (VA)
   a. President-Elect: Jake Talmage
   b. Secretary: Heather Jeter
   c. Delegate and Government Relations Chair: Ginger Miller
   d. Delegate and PD Chair: Rebekah LaPlante
   e. At-large Delegate: Sanjay Mitchell

VI. Recognition:
President – Anthony Ambrogi
   a. Board Members/Delegates
   b. Executive Committee
   c. Conference Planning Committee
   d. Executive Assistant
   e. Passing of the Gavel and Charter:
      1. Robyn Lady received the gavel as PCACAC’s next President.
      2. Jake Talmage received the charter as PCACAC’s President-Elect.

VII. President’s Remarks
President – Anthony Ambrogi
   a. Thanked Rhonda Douthit for her site selection work.
   b. We may move the date of the 2019 conference to a post-May 1 date; a survey will be pushed out to the membership to gauge reaction to this possibility.
   c. Called for volunteers to fill out interest form in the Guidebook app.
   d. Evaluations for sessions and the full conference may still be submitted.

VIII. Other Business
   a. Approval to change Secretary and Treasurer positions to three-year terms rather than two-year terms.
      i. Jayne Fonash moved to treat these votes as a block; Libby Weith seconded; all voted in favor.
      ii. Jake Talmage moved to accept the three-year term; Mildred Johnson seconded; all voted in favor.
   b. Joe Monti called for more public school counselors to attend PCACAC and charged the Executive Board with this mission.

IX. Adjournment
President – Anthony Ambrogi
   a. The meeting was adjourned at 12:00 pm.