

**Potomac and Chesapeake Association for College Admission Counseling**  
**General Membership Meeting – PCACAC Annual Conference in Norfolk, Virginia**  
**April 23, 2013**  
**Minutes**

Called to order by Carolyn Doyle, President, at 11:15 a.m. with approximately 90 people in attendance.

The Minutes of the October General Membership meeting were approved by voice vote, following a motion from Lou Hirsh and a second from Kathleen Martin.

Treasurer Report, Mary Layman:

- She explained the new format of the financial report.
- She reported that we are fiscally in good shape.

Committee Reports:

- Lou Hirsh, Chair of the Admission Practices Committee, reported that all cases brought to the Committee's attention this year were resolved by phone calls to institutions, and no further action was warranted; some cases brought to Committee's attention were referred to the State or Regional ACAC where the questioned institution is located. He noted that he is increasingly seeing cases that are not specifically clear in the SPGP. He encouraged members to contact him if they have questions or concerns and reminded the group that the specifics of the Committee's work are kept confidential; we serve the Association and our students when we bring questionable actions to the Committee.
- James Massey, Chair of the College Fair and College Night Coordinating Committee, thanked the members who have submitted college fair information, and he expressed appreciation to Arlene for getting the information on the PCACAC website. He said that the Committee is looking for new members, especially from Virginia.
- Jenifer Blair, Chair of the Communications Committee, noted that her Committee is responsible for keeping the website and the Facebook page up to date, and the Committee is launching an E-list after the Conference. She asked that presenters of sessions at the Conference send their handouts, if any, to her for posting on the website, and she requested that anyone interested in being the editor of *The Anchor* contact her.
- Heather Jeter, Chair of the Conference Committee, shouted a big, "Hoorah!" for the successful Conference now completed, and she thanked all those who assisted in making it so.
- Scott Mayer, Chair of the Credentials Committee, asked for a motion to approve the Bylaws changes, and, following a motion from Paul Feakins and a second from Kathleen Martin, the changes were approved.

Specifically:

○ **Article VIII Duties of the Officers**

Section 5 d. lists the Standing Committees that report to the Secretary- we need to add Communications Committee and remove Publications and Research, and Technology.

○ **Article IX Standing Committees**

Section 1 provides an alphabetical listing of the committees (we need to add Communications Committee (new item c.) remove the Publications and Research Committee and Technology Committees (current items m. and n.). The change will also result in re-lettering the other committees which are listed in alphabetical order.

○ **Article X Duties of the Committees**

Section 1 provides a listing of the committees and highlights their responsibilities.

We need to add Communications and remove Publications and Research Committee and Technology Committee (current items m. and n.).

New item c. will read: "Communications committee shall create, monitor and manage the primary communications venues used by the PCACAC organization to promote events, activities and professional networking. These include our Website, Anchor newsletter, Facebook page and PCACAC E-list." (This addition will necessitate a change in the lettering of the other committees which are listed in alphabetical order.)

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- **Article XI Executive Committee**  
Section 3 d. lists the committees that report to the Secretary- we need to add Communications Committee and remove Publications and Research Committee and Technology Committee.
- **Article XII President's Council**  
Section 1 f. designates which standing committee chairpersons are on the President's Council. We need to add new item 3. Communications Committee and remove Publications and Research Committee and Technology Committee (current items 12 and 13), this change will also necessitate the reordering of the Standing Committees which are listed in alphabetical order.
- Anthony Ambrogio, Chair of the Current Trends and Future Issues Committee, announced that periodic polls will be posted on PCACAC's Facebook page.
- Jayne Fonash, Chair of the Government Relations Committee, reported that the Virginia House of Delegates members, Tom Rust and Alphonso Lopez, were touched by the reception they received during their appearance at the Conference Luncheon on Monday. She noted that the Committee members plan to continue their advocacy in the state houses of Maryland and Virginia.
- Paul Horgan, Chair of the Inclusion, Access, and Success Committee, noted that issues of access to higher education are growing around the country, not shrinking, and PCACAC's work will continue to serve an important function for our region's students and counseling professionals.
- Dave Weiner, Chair of the Membership Committee, reported that our membership continues to grow and, as of this morning, we have 791 members.
- Ali Hieber, Past-President and Chair of the Nominating Committee, thanked the members of her committee: Bruce Chamberlain (Georgetown University, DC), Audrey Hill (Montgomery College, MD), Jayne Fonash (Loudon County Academy of Science, VA), and Lucy Neale Duke (Cristo Rey Jesuit High School, MD) for their work this year.
- Sue Rexford, Chair of the Past Presidents' Committee, announced that Valerie Gregory at Access UVA was this year's recipient of the Jack Blackburn Award, that the Strategic Plan was approved by Presidents Council on Sunday, and that the Living History project (chaired by Dal Holmes) should be completed in time for PCACAC's 50<sup>th</sup> anniversary celebration in two years.
- Robyn Lady, Chair of the Professional Development Committee, reported that the Committee continues to do outreach with county systems, and, in October, it hopes to train 150 counselors in Baltimore County. She also said that there are plans to institute professional development events for our members on the college side, possibly in conjunction with PSAT Day and the VACRAO tour, and the Committee is doing outreach to counselor training programs at colleges as well as having a presence at other associations' meetings, such as ASCA. She announced that Barbara Hancock is chairing the Summer Institute.

**Executive Assistant Report, Arlene Ingram:**

- She announced that there are now forms open on the website for volunteers, nominating, Ann Powell, etc., and she encouraged us to note the deadlines.
- She reported that the membership form was improved this year and the Summer Institute call-for-proposals system worked well and will be continued.
- Carolyn Doyle expressed her appreciation to Arlene for everything she does, and the assembled group supported Carolyn's sentiment with a rousing round of applause.

**President-Elect Report, Mike Carter:**

- He announced that the Summer Retreat for the outgoing and incoming Board members is June 25-26.
- He encouraged the assembled members to attend the NACAC Conference in Toronto and to renew their passports.
- He noted that he will be contacting Committee chairs about their continued work during his term.

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President's Report, Carolyn Doyle:

- She noted that we need to keep growing our membership, especially in DC, Delaware, and West Virginia, as well as our revenue streams in order to continue our work.
- She reminded us of the need to grow our leadership through training and mentoring.

New Business, Carolyn Doyle, President:

- She announced Special Recognition as Honorary PCACAC Members for Anne Mickle (former PCACAC Secretary and member from St. Timothy's School in Maryland) and Don Birmingham (former Summer Institute Chair and member from Nansemond-Suffolk Academy in Virginia); their certificates will be mailed to them.
- Carolyn announced Special Recognition as Emeritus PCACAC Members for Karl Wolf (a 43-year employee of Shepherd College in West Virginia, a Richard L. Apperson Recipient, and a former PCACAC President) and Joe Monte (a 50-year member of the counseling staff at Albert Einstein High School in Maryland, a former PCACAC President, a former NACAC President, and a Richard L. Apperson Recipient).
- In response to his recognition, Joe addressed the gathering and reminded us, "There is something precious about PCACAC. We are able to act because we do so in harmony, and we've kept our ability to do our work together."

Election Results as announced by Ali Gauch, Past-President and Chair of the Nominating Committee:

- President-Elect: Kelly Farmer, Director of Freshman Admissions (Stevenson University, MD)
- Secretary: Jake Talmage, Director of College Counseling (St. Paul's School, MD)
- Delegates:
  - Barbara Connor, Director of College Counseling (Foxcroft School, VA)
  - Jennifer Evans, School Counselor (Broadneck High School, MD)
  - Karen Felton, Director of Admissions (The George Washington University, DC)
  - Heather Jeter, Director of College Counseling (Steward School, VA)
  - Kathleen Martin, Director of College Guidance (Wilmington Friends School, DE)
  - James Pennix, Dean of Admissions (Radford University, VA)

Installation of New Officers:

- The newly elected officers were given the oath of office.
- Carolyn Doyle passed the gavel and crab mallet to Mike Carter, making her Past-President and him President.
- Mike Carter passed the PCACAC charter to Kelly Farmer to keep during her term as President-Elect.

Recognition and Appreciation:

- Heather Jeter was recognized by Mike Carter for her efforts in producing a fabulous conference.
- Carolyn Doyle was also recognized by Mike Carter for her service as President.
- Carolyn Doyle recognized Ali Gauch Hieber for her service as Past-President.
- Carolyn Doyle recognized and thanked Arlene Ingram, Executive Assistant, for her service.

The meeting was adjourned at 12:10 p.m., following a motion from Joe Monte and a second from Karl Wolf.

Respectfully submitted,

Mike Oligmueller  
Secretary