The meeting was called to order by Michael Carter, President, on Thursday, September 19, 2013 at 6:30 pm.

Mike Carter introduced the new Executive Assistant, Rhonda Douthit, to the membership, rdouthit@pcacac.org.

The Minutes of the April 2013 General Membership meeting were approved by voice vote following a motion from Mike Carter and a second from Jake Talmage.

Mike Carter introduced PCACAC’s Delegates and recognized PCACAC members sitting on NACAC national committees.

Treasurer’s Report, Mary Layman, Treasurer, treasurer@pcacac.org:
- The financial review came out very positively. Our accountant also received a great review.
- We are using new software, but there’s been a learning curve.
- The Balance Sheet is strong; PCACAC is fiscally healthy.

Committee Reports and Announcements:
- Admission Practices, Lou Hirs, louhirsh@udel.edu:
  o Contact Lou or Jake if something seems amiss.
  o All is confidential.
  o Let students know this is about them—they have rights.
- College Fair/College Night, James Massey, Jr., jmassey@umd.edu:
  o Thank you to Arlene Ingram and Rhonda Douthit for on-line College Fair Form.
  o Committee members will be at national fairs—please support.
  o Contact James if interested in joining.
- Current Trends, Anthony Ambrogi, gambrogi@rmc.edu:
  o Articles and resources are available on our website.
  o The committee will be reaching out to identify trends in our region.
- Government Relations, Jayne Fonash, jayne.fonash@lcps.org: Planning Government Advocacy Days in each state capitol this winter. Please be a part—it will be a great experience. PCACAC has a voice!
- Inclusion, Access and Success, Paul Horgan, paulhorgan@capehenry.org:
  o Needs members for Anne Powell mentoring program. New ideas include social media and a cohort group.
  o Still building Joining Hands for College program. Let Paul know if you want to help run a program/carry it forward in your town/city.
- Student Support Grant, Lucy Neale Duke, lduke@cristoreybalt.org: Remember, PCACAC has a grant program to support students if counselor doesn’t have budget. See the article in The Anchor. Next cycle coming up (Dec 1 – Feb 1); $800 max to reach out.
- Membership, Carl Ahlgren, cahlgren@gilman.edu:
  o Carl is a new chair and would like to meet with the Membership Committee.
  o Encourage people to join if not already. It’s easy from the PCACAC Home page on the website, www.pcacac.org, under “Membership Information”.
- Nominating, Carolyn Doyle, cdoyle@archmereacademy.org:
  o Nominating process begins Oct 1. Looking for President-Elect, Treasurer, and 2 Delegates (Chair of Professional Development and Chair of Government Relations).
  o Mike Carter recognized all Past Presidents of PCACAC.
Past Presidents’ Committee, Sue Rexford, srexford@cesjds.org:
- Living History being built. Please contact Sue or Dal Holmes, jmholmes@dmv.com, if interested.

Professional Development, Robyn Lady, ralady@fcps.edu:
- Thanks to all involved with SI leadership.
- Accepting bids to host the 2014 Summer Institute. Submit by Oct 1 through the link on our Home page at www.pcacac.org.
- If interested in hosting a day-long Drive-In Worship, contact Robyn by Oct 15.
- Committee Meeting to be held after Membership Meeting today.

Conference planning, Heather Jeter, heather.jeter@stewardschool.org:
- The 2014 Spring Conference will be held April 27-29 in Richmond, VA. Call for proposals is already on-line at www.pcacac.org. Suggested session topics available there also.
- 2015 is the 50th Anniversary of PCACAC conferences; will be at The Homestead in Hot Springs, VA. There are shoulder dates and very affordable options.

Site Selection, Arlene Ingram, aingram@pcacac.org:
- Already have site for 2016—Ocean City, MD – Princess Royale.
- If anyone would like to help with future site selection, please contact Arlene.

Communications, Aun Dra Weissert, aweissert2@washcoll.edu, and Rosemary Martin, rmartin2@su.edu:
- We are now on Facebook and Twitter; finalizing e-list. Share your photos!
- The Anchor is getting a facelift and will now be in blog format. Share your ideas with Rosemary.

Fund Development, Judy Hingle, jkhingle@fcps.edu: Costs are increasing. Need more members on the committee. If interested, meet afterwards or contact Judy.

President’s Report, Michael Carter, President, mcarter@sssas.org:
- Members are encouraged to get involved.
- Recognized Lisa Hill.
- Recognized Joan Mudge who is retiring.
- NACAC President’s Reception in Hall E.

The meeting was adjourned at 7:11 pm following a motion from Mike Carter, a second by Kathleen Martin and a voice vote by the members.

Respectfully submitted on September 23, 2013:

John Talmage
Secretary