

**Potomac and Chesapeake Association for College Admission Counseling
General Membership Meeting – NACAC Conference in Denver, Colorado
October 4, 2012
Minutes**

Call to order by Carolyn Doyle, President, at 5:41 p.m.

The Minutes of the April General Membership meeting were approved by voice vote following a motion from Joe Monte and a second from Jeff Smith.

Treasurer report, Mary Layman, Treasurer:

- She reported that we do have sufficient funds.
- The Financial Review has been completed by Jon Goddin, CPA; PCACAC's financial records are in order, and no errors or omissions were noted.
- Arlene Ingram, PCACAC Executive Assistant, is now an employee of PCACAC rather than a "contract worker."
- She urged the committee chairs to be more involved in the budgeting process for next year to better ensure the committees are able to achieve their goals.

Evelyn Boyd-White, NACAC President:

- She greeted and welcomed the PCACAC membership to the 68th Annual NACAC Conference.
- She reported that Jim Jump, former NACAC President and PCACAC member, is rolling off the Governance and Nominating Committee, and she encouraged someone from PCACAC to get involved at the NACAC level.

Carolyn Doyle asked PCACAC's NACAC Delegates to stand and be recognized.

Committee Reports

- Lou Hirsh, Chair of the Admission Practices Committee, reported that two *SPGP (Statement of Principles of Good Practice)* cases were brought to the Committee this year, and both were resolved without action being required. He encouraged people to file complaints when necessary and reminded the members that the Committee's actions are confidential. A list of institutions who have agreed to abide by the *SPGP* will appear on the PCACAC website, and the Committee is looking at ways to distribute the *SPGP* and the statement of *Students' Rights and Responsibilities in the College Admission Process* to members.
- James Massey, Chair of the College Fair and College Night Coordinating Committee, reported that a list of college fair coordinators in the PCACAC region has been compiled. The Committee is working on several initiatives to improve communication with and among PCACAC members.
- Scott Mayer, Chair of the Credentials Committee, announced that PCACAC's Bylaws are now in compliance with NACAC's bylaws and, this year, there will be no NACAC-initiated bylaw changes. PCACAC's revised bylaws were approved by NACAC on Wednesday, October 3, 2012.
- Anthony Ambrogio, Chair of the Current Trends and Future Issues Committee, reported that PCACAC is one of three NACAC affiliates that has its own CTFI committee. He encouraged members to review the growing library of articles on the PCACAC website.
- Jayne Fonash, Chair of the Government Relations Committee, reported that PCACAC is planning meetings with legislators in DC, Richmond, and Annapolis.

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- Paul Horgan, Chair of the Inclusion, Access and Success Committee, reported that there are four subcommittees of the Committee: Ann Powell Mentoring Program, Marion Flagg Scholarship, Joining Hands for College, and Helping Hand Grant. There is a new mini-grant program this year, and updates about it will be on the website. Carolyn Doyle announced that Paul will receive a Rising Star Award at the NACAC General Membership Meeting for his work on the Joining Hands for College Program.
- Dave Weiner, Chair of the Membership Committee, reported that we currently have 662 members, and he reminded members to renew. The Committee is planning a number of membership recruitment actions for this year.
- Ali Gauch, Chair of the Nominating Committee, introduced members of the Committee and reported that it is looking for nominees for President-Elect, Secretary, and six NACAC delegates for next year.
- Arlene Ingram gave a report for Sue Rexford, Chair of the Past Presidents' Committee. The Committee is working with Jayne Fonash on a Strategic Plan and with Mike Oligmueller on a Document Retention Policy.
- Robyn Lady, Chair of the Professional Development Committee, asked that proposals for the 2013 Summer Institute be submitted by October 13. She encouraged members to contact her if they are interested in hosting a Drive-In Workshop, and a joint-sponsored (with Kentucky ACAC) is already in the works. Rebekah LaPlante is coordinating activities for college members.
- Mike Carter gave a report for Heather Jeter, Chair of the Conference Committee. There will be a planning meeting on November 8, and the annual PCACAC Conference is scheduled for April 21-23, 2013, at the Sheraton Norfolk Waterside in Virginia. He reminded the members that session proposals are due November 15, 2012.
- Jenifer Blair, Chair of the Communications Committee, reported that this committee's status is moving from *ad hoc* to standing. Aundra Weissert, a Committee member, talked about the e-list initiative. It was announced that another Committee member, Rosemary Martin, has set up a Facebook page and will be managing it.

Arlene Ingram, Executive Assistant, encouraged members to use the PCACAC website because there is a lot of information on it, and she demonstrated some of the benefits of the Member Center. She also reported that Dal Holmes, a past president of PCACAC, is working on a Living History Project in conjunction with the PCACAC 50th Anniversary Celebration.

Carolyn Doyle, President, reported that she is working on two themes during her term: Refresh the PCACAC Committee Rosters and New Member Benefits. She also is committed to completing the procedural manual with Jayne Fonash's help.

The meeting was adjourned at 6:29 p.m. following a motion from Betty Delk, a second by Kathleen Martin and a voice vote by the members.

Respectfully submitted,

Mike Oligmueller
Secretary