



2019

ANNUAL REPORT 2018-2019 of the
Professional Counselling Association
of the ACT and NSW (PCA ACT-NSW)
Inc.

Sune Nielsen President

PCA-ACT/NSW Inc

7/1/2019

For the year ending 30 June 2019

The Professional Counselling Association of the ACT and NSW Inc.

Your committee members submit the Annual report on the entity for Professional Counselling Association ACT-NSW Inc. year ended 30 June 2019.

Committee Members

The names of current Committee Members during the year and to the date of this report are:

- **Brenda Searle - ACT Branch**
- **Karen Wilkins – Treasurer - Penrith Branch**
- **Lorraine Dailey- Secretary and Public Officer-Sydney Branch**
- **Sune Nielsen- President - Sydney Branch**
- **Hun Kim – Sydney Korean Branch**
- **Mijin Seo - Sydney Korean Branch**
- **David Brasted – Central Coast Branch**
- **Phil Halstead – Illawarra Branch**
- **Poppy Krallidis – Penrith Branch**
- **Tanya Ellsworth – Illawarra Branch**
- **Janelle Lorenzini – Macarthur Branch**
- **Rachel How – Macarthur Branch**

The names of past Committee Members during the year and to the date of this report are:

- **Fiona Curll – Webmaster - Illawarra Branch**
- **Nigel Jones – Illawarra Branch**
- **Kylie Fawkner – Central Coast Branch**
- **Hanna Salib – vice Treasurer – Penrith Branch**

Principal Activities

The principal activity of our Association during the financial year was to continue to provide quality ongoing professional development and clinical supervision for PCA members across ACT and NSW. These activities occurred within a frame work of strengthening the established branches and forming new a branch in Macarthur.

TREASURER'S REPORT

INCOME	
Membership	\$ 31,377.00
Guest	\$ 375.00
Other	\$ 250.00
Total Income	\$ 32,002.00
EXPENSES	
Account Fee	-\$ 127.50
Accountant	-\$ 1,175.00
AGM	-\$ 350.00
Board Accommodation	-\$ 397.10
Board Meeting	-\$ 816.15
Board Travel	-\$ 1,838.76
Branch Expenses	-\$ 6,899.79
Branch Room Hire	-\$ 5,415.95
Equipment	-\$ 2,014.48
Insurance	-\$ 1,551.00
Other	-\$ 160.98
Supervision	-\$ 785.00
Symposium	-\$ 3,605.96
Web Master	-\$ 1,320.00
Total Expenses	-\$ 26,457.67
<i>Profit / (Loss)</i>	\$ 5,544.33

Operating Result: The operating profit amounted to \$5,544.33

Significant Changes in State of Affairs: No significant changes in the entities state of affairs occurred during the financial year.

After Balance Date Events: Since balance date there has been no significant event.

Indemnifying Officers or Auditor: No indemnities have been given or insurance premiums paid, during or since the end of the financial year, for any person who is or has been an officer or auditor of the entity.

Proceedings on Behalf of the Entity: No person has applied for leave of Court to bring proceedings on behalf of the entity or intervene in any proceedings to which the entity is a party for the purpose of taking responsibility on behalf of the entity for all or any part of those proceedings.

Auditor's Independence Declaration: The lead auditor's independence declaration for the year ended 30 June 2019 has been received and can be found at the end of this report. Signed in accordance with a resolution of the members of the Board.

President _____

Secretary _____

Dated this _____

This year's financial results have seen the PCA with a positive result. This is largely due to a larger number of membership renewals taking place prior to 30 June. Given the annual renewal system the majority of funds enter the PCA account once per year. This allows us to look forward and plan expenditure for the upcoming year to be in line with what our funds are allowing. The majority of funds goes towards the branches and is used by the local branch executives.

Part way through the year Karen Wilkins took on the role as treasurer. She has diligently taken on the new role, finding her feet within the task. It is great to have Karen's support in this area and I wish her most welcome. There are not really any major changes lined of within the department of treasurer, however processes will be firmed up and clarified.

Sune Nielsen

Former State Treasurer

PRESIDENTS REPORT

Dear Members, our intention for the past year was one of consolidation. Starting out with an almost brand-new board hoping to find our feet at the helm of the organisation, embarking on this, we began to establish a bit of a method for the journey. Our focus continued to be the current branches, facilitating the base of the PCA to develop itself. Another branch was opened in Macarthur where people had come together wishing to meet under the banner of the PCA. The Association now has 4 branches around greater Sydney and 8 in total in NSW and ACT.

Further changes to the board were thrust upon us during the year enabling a new group of people to come together to lead the PCA forwards. We seek and encourage involvement from all branches on the board, being keen for nominations from those branches that are less represented or even not at all. It is important that all branches are represented when we discuss where to head and what to do next. We meet face to face twice per year and use video conferencing regularly, allowing us to meet without extensive travel. It is important to us that we keep connected.

Our main aim is still, like last year, to keep building and strengthening the base of our organisation. During a meeting last year with ACA, of which we are a member association, we discussed our intention namely the focus of the State body to provide robust support for mutual members; This was something that the ACA welcomed, offering support where possible.

The branch organisers, whether it is an individual or a team are the key to the success of the PCA, the Association is only as strong as its individual branches. I congratulate them all on doing a tremendous job and encourage the branches to develop and grow into the future. The board will support with as much financial backing as possible from our overall funds. After the AGM we will review our budget for the coming year and the financial allotment to branches.

As always, we encourage the autonomy of the branches to facilitate their meetings to encourage originality gauged for their individual needs; whilst enjoying collegiality under the Constitution and the Procedures. Please discuss any concerns or requirements with your board representative. The key goal for the board for the year ahead is to build strongly on what is thriving in the branches. We would like to keep hearing from you all and work with you to continue to build resilient branches. We would also be looking for opportunities to open new branches where there are groups of interested members.

Sune Nielsen

President

WEBMASTER'S REPORT

I would like to thank all the members for their patience and understanding whilst I settle into the role of Webmaster. The support from the board, and in particular Lorraine and Phil Dailey, has been endless and much appreciated. I am slowly getting familiar with the Apricot System and what is required of the role.

One of the challenges we are faced with, and something that is out of our control, is the membership updates from ACA. Like us, they are also limited in number of staff / volunteers who are able to multitask and meet all requirements.

My aim is to send out a reminder once a month, to all PCA members, letting them know their ACA membership and/ or insurance policy is about to expire. Once you have renewed your ACA membership or insurance policy, you can email me a copy of your receipt at webmaster@pcaonline.com.au and then I will be able to update your details on the PCA system. In doing this, your details will be up to date and we will not be as depended on ACA in providing membership details to us.

I am not in a position where I can respond to emails on a daily basis. I do try and action emails two to three times a week when I can. Once again, I appreciate your patience and understanding and look forward to meeting you over time through the various PCA or other events we get to attend.

Poppy Krallidis

COMMUNICATION MANAGER

I started in the role in 2019. It has been a steep learning curve learning how to use the PCA emailing system and being the main contact for PCA inquiries. As a volunteer I have done my best to answer or forward inquires to the relevant board members for follow up. At the same time, I have been provided two opportunities to grow my counselling business so there has been much juggling of priorities. I thank the Board members for their support and encouragement during this time.

I have learned a lot about the running of the PCA by attending the zoom monthly board meetings. Lately our focus has been on preparing and organising a successful symposium and AGM for our members.

The PCA website offers the opportunity to the public and PCA members to advertise private workshops and training opportunities at a relatively small cost. Should you or anyone you know wish to advertise on the website please email info@pcaonline.com.au

Tanya Ellsworth

SECRETARY'S REPORT

Another year has passed and our association continues to flourish, presently we have 262 members.

A new branch in was formed in Macarthur late last year, thanks must go to Rachel Hows who diligently pursued its formation, doing the background work to find venues, raise support and reach the goal. Janelle Lorenzini and Kerry Armor continue to work with her toward a robust group.

Sadly, Fiona Curll was forced to resign as webmaster however before she left the board, she was able to document many of the processes and procedures to assist those of us who are more technology challenged. Fiona continues to have an active role as Illawarra convenor/supervisor. On behalf of our members we extend our heartfelt thanks and best wishes for the future.

We welcomed Poppy into the webmaster role and she valiantly grappled with Wild Apricot to master the website and database. Again, a big vote of thanks to Poppy for stepping up.

Pursuing the aim to spread the workload, we welcomed Tanya Ellsworth in the role of Communications secretary and she is gradually settling into the role of gatekeeper ensuring that all your emails get answered by the appropriate person in a timely manner.

Rachel Hows has been assisting by taking minutes of the board meeting in an efficient and effective manner.

Janelle Lorenzini and Phil Halstead have done a splendid job on arranging the present symposium – sourcing and contacting our presenters, putting together an interesting and informative day, as well as undertaking the marketing and advertising to ensure its success.

In the coming year I hope to have strategies to support those supervisors who continue to sustain the PCA to ensure quality supervision; a contact list of presenters accessible to Event managers and technical and teaching support on the efficient use of the features of the database.

Please note in your diaries the 19th September 2020 for the next AGM. Venue will be announced in due course. Suggestions for a symposium theme are welcome.

Remember this is YOUR association please take an active and creative interest to ensure it's success by volunteering at branch or board level.

Lorraine Dailey