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Additional Questions Submitted at the National Postal Forum (NPF) PCC Opening Session in Anaheim, CA

Jim Nemec, Vice President of Consumer and Industry Affairs, answered some of your questions at the 2015 NPF PCC Opening Session. For the questions he was unable to address due to time constraints, he agreed to provide answers at a later date. We have compiled the answers to the questions you asked which can be viewed on the PDF attachment.

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Questions Submitted from the 2015 National Postal Forum's PCC Opening Session

1. **Q: Trying to grow our National PCC event is a top priority. However, it has been communicated that PCCs can't pay for speaker's fees or travel. In a small/medium market, this makes it more than challenging to find new speakers to keep the event fresh and attractive to bolster attendance. Would you reconsider this rule/stipulation?**

A: Whenever possible, speakers should be invited to be, and should serve as, speakers on a volunteer (non-paid) basis.

If a PCC believes there is a compelling reason to pay a speaker a fee and/or for travel expenses, then the PCC should consult with the PCC Program office for guidance regarding how the situation should be handled.

2. **Q: Who is authorized to sign contracts on behalf of the PCCs?**

A: *Publication 286* states that the Postal Co-Chairs must sign all contracts for their PCCs.

3. **Q: Who can sign checks from a PCCs bank account?**

A: If the PCC is using the Postal Service Tax ID, then the Postal Co-Chair's signature must appear on the check. However, *Publication 286* also says that the checks may be signed jointly by the Postal Co-Chair and the industry Co-Chair.

4. **Q: How can smaller area PCCs keep finding compelling presentations for meetings that will draw professionals in our area to meetings?**

A: Based on the April 2015 PCC Advisory Committee (PCCAC) survey results conducted by the Education Subcommittee, it was determined that small business mailers represent a significant number who make up PCC membership. Given this finding, the Education Subcommittee will establish a strategic initiative that will focus on small business education needs.

Moreover, the National PCC Program Office, in conjunction with the Education Subcommittee will be distributing new workshops-in-a-box that should help small businesses. One of the new workshops will be Every Door Direct Mail. For other PCC workshops-in-a-box, please visit the RIBBS website at <http://ribbs.usps.gov>.

5. **Q: Will small market PCCs get more help?**

A: In addition to the above answer, the PCCAC Education Subcommittee will be piloting a Virtual Education Program in the Southern Area in the next couple of months. The purpose of the program will be to reach more geographically dispersed PCCs, including small PCCs that are not able to attend in-person education opportunities.

6. **Q: If a venue for a PCC event requests that the PCC have insurance to cover liabilities for loss and damage caused by attendees at the event, does the Postal Service provide this insurance?**

A: The Postal Service self-insures and sometimes the venue will accept a letter to this effect from the Postal Service. Please consult with the PCC Program Office regarding this letter.

An alternative that has been used in some prior instances is for the PCC to take out an insurance policy to cover the particular event, using PCC funds to pay for this insurance.

7. Q: Can meetings of the PCC be co-hosted with industry members if the industry member(s) want to “sponsor” the meeting?

A: Being featured as a co-host of a PCC event would be a special benefit and would therefore be prohibited.

Sponsors and donors to the PCCs may receive simple acknowledgements provided that certain other requirements set out in Publication 286 are followed. See pages 15 and 16 of *Publication 286*, “*Appropriate Acknowledgement of Donations and Sponsorships*”.

8. Q: Can PCCs define membership so that it makes it easier to track membership growth?

A: For the 2015 award year, membership will be measured as it has been in the past. For next year, the PCCAC is putting together a special definition of membership to be used for the specific purpose of measuring membership growth. This new definition will be sent out to the PCCs soon.

9. Q: How is a competitor defined?

A: We recognize that, currently, *Publication 286* includes a broad definition of a competitor.

The PCCAC is considering developing additional written guidance to clarify the definition, and show how it is to be applied to particular circumstances.

10. Q: How can industry members gain access to PCC best practices that are currently posted on the Postal Service’s internal PCC BlueShare website?

A: Long term, the PCCAC Communication Subcommittee is exploring the possibility of establishing a PCC micro site. This website will be password protected that will allow industry members to have access to PCC information that is of value to them.

In the short term, information that is critical to PCC industry members that is on the PCC BlueShare site will be made available on the PCC page on the Postal Service’s RIBBS website (<http://ribbs.usps.gov>).

11. Q: Can PCCs conduct silent auctions in order to raise funds to support PCC activities?

A: Yes, under certain specific circumstances. One option is for the industry members to run the silent auction independently of any Postal Service employee or organizational involvement, and then donate the funds to the PCC. There may be state or local laws that would apply and which the industry members would have to consider. The other alternative would be for the PCC to run the silent auction and in this case, a few rules and restrictions must be observed. If your PCC is interested in a silent auction, please consult with the PCC Program Office for details.

12. Q: Can PCCs use PCC funds for scholarships?

A: No, Publication 286 expressly prohibits this (see *Publication 286*, “*Charitable Endeavors*”, page 15).

13. Q: Can PCCs require membership dues?

A: *Publication 286* states that PCCs may charge “reasonable” membership fees.

Membership fees should be determined by the Executive Board of the local PCC or by the general membership.

However, note that *Publication 286* also states that “no one should be excluded from participating in the PCC because of the inability to make donations or contributions or pay membership fees and the local PCC Executive Board may waive payment of membership fees for good cause.”