**MCDA Board Meeting Minutes**

January 8, 2020-7:00-8:00pm

Attendees:

Lucinda Nobles, Maria Schaeffer, Karol Taylor, Sabira Vohra, Indira Jackson, Carolyn Owens, Natalie Kauffman, Alicia Cheeks, Pam McHugh

Vote on Minutes

President Elect-N. Kelly Shavon

Treasurer-Maria Schaeffer

Virtual Assistant & website-Alicia O’Brian

National Legislative Committee-Natalie Kauffman

Annual Conference Update

* Sue Pressman-President Elect of ACA has been contacted to be the Keynote by Karl Taylor, Rose Howard will confirm
* 13 Proposals received to date, 9 looked to be acceptable. Karol, Kelly and Lucinda will comprise the Evaluation Committee
* Karol will reach out to the other 4 presenters to see if they are willing to tweak their presentations to align more with the audience.
* Maria and ? met with Bebe at the Sheraton to discuss deposit received in prior year, confirm dates of conference, room needs and cost of 2020 Conference. Reference to $20,000. For prior contract???
* 4 breakout rooms and a larger room for lunch were booked already using the larger room as a break out room, 15 minutes allowed to set up room for lunch. How much would a 5th breakout room cost? Maria didn’t get those figures. There will be a continental breakfast and registration will be in the lobby. No end od day cookies provided by Sheraton as has been the case in the past. Lucinda will confirm all details of the event with the Sheraton. The food prices quoted include:

$14.00=Breakfast

$44.00=Lunch

$6.95=Break

Rooms are not included in the $20,000.

* Question arose about why we are paying the hotel for two full days when we are only using 1 ½ days? My notes indicate conference dates and times as follows:

Thursday, April 2, 2020-8:00am-5:00pm; and

Friday, April 3, 2020-8:00am -5:00pm

In past conferences, Thursday was dinner in the evening with a keynote speaker.

* Lucinda will email Kelly with questions/points about the meeting with the hotel, try to negotiate.
* Karol wants to see copy of the contract to review for ideas
* Discussion of paying for Sue Pressman’s hotel room for the Conference (apparently paid for in Northern Virginia (Arlington)
* Lucinda asked that Alicia start marketing the Conference on the MCDA site.
* Inquiries about registration received—desire to keep fees the same, though no Conference in 2019.
* Need to determine:
* Conference theme;
* If we will have vendors
* Happy Hour with beer and wine with cash bar available
* There will be a Keynote on Friday at lunch as well as Awards
* Rose will coordinate NBCU’s at end of the day
* MCDA will dissolve its relationship with the Maryland Counseling Association (MCA); MCDA is owed $7,000. From MCA Lucinda is making attempts to meet with the MCA Board to recover the funds.
* Award nominations are forthcoming (need an accurate count of members)
* Karol will send out membership renewals week of January 20, 2020
* Need to review proposal for paid services-Alicia will make sure that programs are complete and available the day of conference
* Representatives for the other Agenda were not present

Event/Reminder:

Skill Builder- LIVE WEBINAR “Modern Career Theories to Improve Practice” by Mark Savicas, scheduled for Thursday, January 16, 7:30 p.m. - 9:00 p.m.

Meeting adjourned 8:02pm