

# MCDA Board Meeting

February 28, 2008  
La Madeleine Bakery Café  
Columbia, MD

Present: Kim Wells, President; Marilyn Maze, Past President; Janet Wall, Treasurer, Diana Bailey, CEU Chair, Maxine Rush, Member.

Meeting called to order: 10:15 AM

## 1. Attendance of Board Members

Kim urged us to pre-screen candidates for office to assure that people who volunteer to run actually intend to attend the meetings. Marilyn agreed to produce job descriptions, and to examine the bylaws for details on removing officers who are not performing their duties. Organizing committees would help to bring members up in the organization. We set the goal of initiating a Marketing/PR/Newsletter Committee and a Membership Committee. Suggested members to contact for these were Susan Oskin, Colis Passion, and Audrey Gunn. To implement this change, Kim will talk to the exiting committee chairs and see if they are willing to try this new way of getting the work done.

[From our bylaws: Any member of the Executive Board may be sanctioned by a majority vote or removed from office by a two-thirds vote of the Executive Board any regular or special meeting of the Executive Board at which a quorum is present for engaging in conduct prejudicial to the best interest of the Association or for repeated failure to perform the duties and responsibilities of an Executive Board Member.]

## 2. Annual Conference Recap

Diana said people either loved or hated the location. We affirmed that we want to get PowerPoints or PDF files from the presenters posted on our website. Claudia's talk contained a lot of statistics, which some people did not like, but career counselors need to do more with accountability. Parking was a problem. We needed better assignment of rooms. People liked the sit-down lunch. Holding the conference in DC caused some people not to come. We saved a lot of expense by having it in the facility of a board member. Next year we need to set a lower honorarium in advance and stick to that limit.

Kim will provide a financial summary, including the in-kind contributions of Howard University.

Diana shared that her Girls in Science conference had been standing-room-only.

## 3. Spring Workshop

After much discussion about topics, locations, and formats, we agreed on:

- Format: Teleseminar (a conference call, with the materials distributed in advance so everyone on the conference call could be looking at the same visuals).
- Topic: Writing Resumes or related
- Date: April 23, 6PM

Janet agreed to find a presenter.

## 4. Website

Kim will organize a conference call with Everett McCoy of Relevant Web who has evaluated our website and has suggestions for improving it.

Marilyn will continue to work toward setting up MCDA Members in LinkedIn for professional networking.

#### 5. NCDA Conference

We will ask Virginia and Mid-Atlantic if they want to co-host a party with us. Marilyn agreed to send the email address for the NCDA executive director (Deneen Pennington) and conference coordinator (Bobbie Carter) to Kim so Kim can contact them about this. [Janet has followed up on that with NCDA, VCDA and MACCA. A budget is needed and we need a location, which may be provided by NCDA.]

#### 6. Listserv Policy

Recently, someone at Howard Community College used our listserv twice to email a notice about his/her own conference. People think the conference is sponsored by MCDA, but they are just using our listserv without asking. Our website states that any member can do this. Kim suggested that we change the policy. (A revised policy will be distributed with these minutes. Please comment on it.). Marilyn agreed to ask Lorie Logan-Bennet if the listserv can be password-protected. (Lorie is really busy until March and agreed to get an answer then.)

#### 7. Next Newsletter

Please submit information/articles for the newsletter. Articles will include:

- Diana Bailey – Girls in Science Conference
- NCDA Conference Info
- March Workshop
- April Teleseminar