

Maryland Career Development Association Minutes of Board Meeting April 25, 2008

Present: Pamela Allen, President-Elect; Janet Wall, Treasurer; Karol Taylor, Public Relations; Susan Gordon, Public Relations, Marilyn Maze, Past-President

Pamela called the meeting to order at 9AM.

Susan Gordon introduced herself. She is a career advisor at American University, has worked for the federal government, the Commission for Women, and Vantage with 15 years of career counseling experience. She is also part of a peer supervision group.

Treasurer's Report: MCDA has a balance for the year of \$2450. We are still waiting for a breakdown from Kim for the conference expenses. Janet called for a budget for next year's conference to guide spending.

NCDA Conference: Pamela would like our next event to be scheduled before NCDA so we can use that opportunity to promote it to our group. On July 8 from 8 to 10 PM we will co-host a party. MACCA and VCDA have each agreed to contribute \$350 and we are asked to do the same. Janet will create a flyer related to this party and send it to our listserv. Pamela agreed to take over the planning for this party now that Janet has set up the time and place.

****Marilyn moved and Susan seconded a motion to contribute \$350 to the party at NCDA. The motion passed.**

Marilyn sent out an email to the listserv about ordering MCDA t-shirts to wear at NCDA. Pamela placed orders for several to give to NCDA officials and local NCDA members, plus 6 to use as gifts at future MCDA conferences.

The cost of attending NCDA has, in the past, been paid in full for the President and partially for other officers up to the amount available. Being in Washington, DC, the cost is much less than usual (no airfare), so we should be able to afford similar support this year.

****Pamela moved that up to \$1000 be set aside for the President and up to \$500 for each for the other elected 2007-2008 officers of MCDA plus the newly elected President-Elect. Marilyn seconded, and the motion passed. (This could cost MCDA up to \$1000 for Pamela, \$500 for Maxine (President-Elect), and \$500 for Janet. Our current secretary resigned and Marilyn is covered by her employer.)**

Janet asked MCDA members to let her know if they have presentations at NCDA, but she has not yet heard anything. Janet has 2 presentations at NCDA. We also discussed encouraging graduate students to make presentations at MCDA conferences/workshops. Karol volunteered to review the NCDA program to see if she can find any other MCDA members who are presenting.

April Teleseminar: Janet reported that the teleseminar included 7 people, one of whom was in California. She felt it was very successful. Diana Bailey had set up the conference call, so it was free to MCDA. This worked very well for us. Pamela expressed a desired to do these quarterly.

Listserv: Currently, 4 people can approve requests to send information to the membership: Kim Wells, Pamela Allen, Marilyn Maze, and Janet Wall. We agreed that we need a formal policy so we can automatically approve items that are not controversial. Our policy should make it clear that any event sponsored by MCDA is automatically approved. Other events from similar associations should be approved if they do not compete with our own events. Any notice that is advertising a product is not approved. Our current example is MACCA, which is sponsoring a conference on May 9. This request was approved. We should revisit this policy if we have experience conflicts.

Elections: Marilyn reported that the open positions each have candidates:

President-Elect: Maxine Rush

Secretary: Veronica Boreland

Treasurer: Janet Wall

Marilyn will get the bios for these three people, compose a ballot, and send the ballot to Pamela and the Board for approval. Pamela is planning to ask Veronica to take over as secretary for the remainder of this year.

Publics Relations: Karol and Susan discussed their goals and agreed to work together to define what they will be doing.

Website: Kim had promised to give us information from a person/private vendor who reviewed our website and had suggestions. Marilyn agreed to contact Kim to get this information. We all agreed to search for other websites that are

well organized and offer services that we would like to offer. Janet suggested looking at America's Career Resource Network Association. Susan agreed to do a survey of major websites to identify some we might use as a model. Janet requested that we change our colors because she finds our current colors difficult to match. Marilyn wants to find a webhost that provides the ability to edit the website easily and other services. If the webhost offers online registration, we might be able to replace Thriva.

January Conference: Pamela would like to explore using the University of Maryland Conference Center or the University of Maryland Golf Course Clubhouse.

September/October Workshop: Karol will follow up with Karina Golden about the date for our workshop at Bowie.

Summer Workshop: Pamela is hoping to hold a summer workshop in the first week in August. She will email us with dates.