

**Maryland Career Development Association  
Board Meeting Minutes, June 7, 2008**

Present: Kim Wells, President; Pamela Allen, President-Elect; Marilyn Maze, Past President

1. Website: Kim gave Marilyn a copy of the Relevant Web information. Marilyn agreed to follow up with Relevant Web and to identify other web services as a comparison. Pamela expressed her commitment to facilitate improvements to our website during her term as president.
2. Budget Follow-up: None of those present had information on the exact income or expenses for the January Conference. Marilyn agreed to contact Joanne at Liberto's for this information and provide by email to the entire group. The most recent report showed that one sponsor had paid \$1000, but not which one. Registration income was not broken out by event on the most recent statement.
3. NCDA Conference Update:
  - a. The July 8 event was discussed and Pamela agreed to follow up on Monday with the two other associations co-sponsoring the event to find out who should purchase which items. Necessary supplies include food (chips, cheese & crackers, etc.), soft drinks, wine, beer, and other alcoholic beverages, paper products (small plates, cups, napkins), and ice. A number of people have volunteered to help. In the future, volunteers will be asked to arrive at 7PM to help set up. Given that few MCDA members will be staying at the hotel that evening, ways to market the party were discussed.
  - b. T-shirts were distributed and Pamela agreed to write a cover letter to be mailed with the t-shirts that will be mailed to NCDA officials and local leaders.
  - c. Kim requested that we collect names of attendees at the door via a guest book. Marilyn agreed to take care of this.
4. Elections: We still do not have a candidate for President-Elect. Kim and Pamela asked Marilyn to send an email to the Board members asking each person to suggest the names of two people who would be suited to this position. Kim agreed to ask Harold Gray of the Howard Business School, then Linda Jones who runs a career advisor program at Howard. If both of these people turn us down, we will then proceed down the list of candidates. We hope to hold the elections in July, in order to give us an opportunity to seek a candidate at the NCDA conference, with an announcement at the party on July 8.
5. Officer Transition: Pamela is already taking over her responsibilities in preparation for the start of her term. Pamela and Kim plan to meet soon to go over the rest of the duties.
6. Summer Workshop: The selected topic will be: Advising students from diverse backgrounds. Kim will be the speaker. Univesum recently presented on this topic at NACE and Kim agreed to provide a similar presentation for MCDA on Saturday, September 6. Marilyn agreed to contact Loyola about allowing us to hold this workshop there. The workshop will be held in the morning, from 10-12, with coffee and networking from 9AM.
7. October Workshop: Pamela agreed to talk with Karol about Karina Golden and tie down the date for the fall conference
8. January Conference: Pamela asked Marilyn to contact Loyola about holding the January conference there. It would be a central location, low cost, elegant, and easy parking.