

MCDA Teleconference Minutes for July 17, 2008

Meeting called to order 4:36 pm. A quorum of voting members was not in attendance.

Members in attendance: Pamela Allen, Dr. Marilyn Maze, Dr. Janet Wall, and Karol Taylor

Introductions made. Agenda reviewed and approved

Meeting Dates, Times & Location: Future meetings discussed. Projected Conference call in two weeks, July 31 at 4:30 pm. Janet suggested using <http://freeconferencingcalling.com>. Pamela is considering the possibility of holding a face-to-face Board meeting August 9 or 23, or a telephone meeting August 19 at 4:40 pm.

Old Business

The Profit/Loss statement from the January 2008 Conference continues to be outstanding. Pamela would like the information to make informed financial decisions about the January 2009 Conference. Marilyn will develop an estimate and Pamela will follow up with last year's President, Kim Wells.

New Business

President report: Pamela thanked everyone for our work on the NCDA reception. Pamela stated direct food expenses exceeded proposed budget; however, other cost were less i.e. paper goods, cake, etc. She will get the final expenditures from MACCA and MCDA by July 25. If expense incur an over run, she proposed the balance remaining from her unused conference expenses be applied. Pamela did not have a room; registration, parking, mileage and meals will be the only expense she will submit.

NCDA Conference Review: Pamela liked the idea of the different formats of the 90 minutes, 60 minutes, and round tables. She suggested and members agreed that the Board could try this type of formats for MCDA's January 2009 Conference.

2008-09 MCDA Programs: Pamela wants to expand more statewide participation and more membership involve. A recommendation to achieve this is to hold monthly events, one or more through November, and resume in February. Possible areas and location include Frederick area, Baltimore City and County, and Southern Maryland as well as location i.e. Loyola College, Bowie State University. In addition, actual traditional style events, programs can include webinars.

Open Board Positions: As allowed by the MCDA bylaws, Pamela will appoint new Board members until we have a full slate for an election. Pamela made suggestions for people for Marilyn to contact to run for President-Elect. Pamela has already appointed Janet Wall to serve as Treasurer and Newsletter editor.

Fall Programs:

Proposed: eLearning CDF sponsored by MCDA and led by Dr. Janet Wall and Karol Taylor. Discussion took place about benefit of an eLearning course to attract younger folks, and about adding to the professionalism of the organization.

Pamela gave permission to Janet and Karol to begin promoting the training after review of material. Janet will email promotional flyer and an example of a memorandum of understanding for Pamela's review.

September/October: A presentation presented by Kim Wells is tentatively to be held in September; Pamela will follow-up with Kim to discuss and confirm program. MCDA wants to collaborate with Bowie State for a fall workshop: Karol is an alumnus and has contact with several professors. She will investigate further possible programs, times and availability.

January 2009 Conference: Pamela is working on a developing a theme for the conference. Possible style of programs based on NCDA national conference was discussed. Pamela wants to institute a formal a call for proposals. Karol had provided several samples. Conference information i.e. call for program needs to be posted by mid- or late August.

Fundraising: Review sponsors for NCDA 2008 conference, Pamela pointed out DeVry and other such places could be approached for possible January 2009 conference sponsorship

Membership: Marilyn to follow up with Pamela.

Marketing: Karol plans to do the marketing.

Treasurer: Waiting for Conference report.

Newsletter: Janet needs articles. She is also waiting for the article about the NCDA Conference promised by the NCDA Board from the Southeastern Trustee.

Meeting Adjourned: 5:36 pm.

Respectfully submitted,
Karol Taylor