

MCA Summer Retreat

July 9, 2009 6:00 PM to 9:00 PM

MINUTES

Meeting called by Amanda Baker

Location: Diana Bailey's home

Attendees (alphabetical order): Pamela Allen, Diana Bailey, Amanda Baker, Veronica Boreland, Michelle Carroll, Lynne Eskite, Sue Gordon, Marilyn Maze, Hollis Paschen, Janet Ruck, Maxine Rush, Janet Wall

WELCOME AND INTRODUCTIONS:

Members introduced themselves. Amanda noted that this was her first "official" meeting as new president.

Approve/Adopt Old Minutes:

No minutes needed to be approved.

Announcements:

Janet noted that the Job Bank will prove to be a good investment, as well as an excellent resource and promotional tool. Several jobs will be posted to her and everyone will eventually have access. Karol talked about CDFs and its excellent resource and promotional properties. Diana did a "Show and Tell" on the new MSDE-published student handbook, "Prison to Workforce" curriculum that Hollis and Audrey Gunn completed. She suggested that copies of it be available online or downloaded for all members.

OLD BUSINESS

January 2009 Conference Wrap Up:

Janet W. stated there wasn't enough information to be sure what to say other than to address income from reimbursements. Janet: "We are in the black in transactions," but added that there were some outstanding invoices.

Treasurer's Report (See detailed handout distributed at meeting):

Expenses from Shady Grove event haven't been paid yet. Amanda noted that Pamela will take care of the unpaid invoice(s) because the expenses were incurred under the latter's presidency. Reimbursement vouchers were discussed. Substantial monies "flow through" the website via Member Clicks. Regarding the MemberClicks income and expenses, Marilyn noted the numbers on the first page were not accurate. She explained the problem is an ongoing one where "people will say they are coming to an event and will bring their payment at that time, and, then, they never show up." She concluded that at this time, the

problem is unsolvable, adding that she will try to calculate what this is costing us. She is eager to devise a cancellation policy for events and other workshops.

Maxine volunteered to help on the membership committee. Janet W. suggested that as the new president, Amanda might consider sending out a "Please come back" letter to all former members. Marilyn added that membership recruitment efforts should also be addressed in the newsletter.

Review Spring 2009 CEU Events:

Participating members agreed that events went well, although some went more smoothly than others. Diana handled the CEUs for one of the events and student evaluations and plans to forward the forms to the appropriate member. Janet W. noted that she had "some issues" that called for improvements. Marilyn stated that the lack of "good equipment" and "more practice using the Web Cam" for her GoToMeeting Webinar at CCBC in Hunt Valley resulted in some unexpected obstacles. Nonetheless, the challenges were met and the presentation was well-received. Karol noted the Rules of Engagement need to be advertised and asked who will do the next GoToMeeting. Sue Gordon volunteered to be the "guinea pig" for the next meeting. This will be a "live" event. (Note: since the "retreat," Sue has scheduled her GoToMeeting event for September 15?). Janet W. said she would contact GoToMeeting. The price quote for MCDA is \$258 a year. Additionally, Janet W. suggested we do a Professional Development Plan to handle the various events.

Website 'Update:

It was noted that MCDA has a great deal of money that flows through Member Clicks. (See budget handout.) Marilyn warned that the numbers on the first page "are not accurate." Paula Brand and Lynn Eskite have been working hard on the website. Lynn had problems with email addresses and passwords, but should have it solved by the end of July.

NCDA Conference Overview:

All attendees were extremely enthusiastic about the trip e.g. what they learned, the people they met, their shared interests, etc. "I felt very proud to be a part of it," said Pamela. "There were so many members present plus so many wonderful people with so much in common."

Other Old Business:

Diversity – An ongoing issue is the perceived lack of representation of males. It was agreed that photographs of MCDA males would be made available for the website. Diana suggested looking at the overlap of demographics in order to include both gender and race, suggesting more active linkage with MACD and other organizations that are always interested in partnering.

NEW BUSINESS

Plans for 2009—2010:

- ◆ Amanda asked that someone volunteer to read through the MCDA by-laws to ensure that we are providing the services and following the rules that we say we are.

- ◆ Members agreed we must cultivate ways to increase membership. Not only was partnering with other groups discussed, but the possibility of promoting activities during National Career Development month in November. Additionally, Diana offered to use her position with MSDE to partner with two ancillary connections, Penny Cunningham, a statewide specialist with ASVAB Career Exploration Program, and MSDE's Richard Scott, a specialist in school counseling who has excellent distribution lists.
- ◆ Amanda noted that NCDA research grants are available to anyone doing research related to information in a career field.
- ◆ Everyone approved the possible purchase of "new membership pens" to be used as an enticement "gift" for new members. Diana stated she could obtain inexpensive pens from an associate; Amanda felt the prices of her pens were probably lower. Janet W. urged that all aspects of this idea to considered prior to purchase.
- ◆ Amanda suggested someone compile a list of past MCDA presidents.
- ◆ Janet proposed partnering with Virginia Career Development Association for a joint CDF program and said she would contact them.

Upcoming Events & Dates:

- ◆ Sunday, August 16, 11:30 AM – "Book Signing and Brunch," Johns Hopkins Club for authors Karol Taylor and Janet Ruck celebrating new book on Federal Jobs. Entrance: \$25.00
- ◆ "Early September" for Sue Gordon's Webinar.
- ◆ January 22, 2010 – MCDA Conference
- ◆ March 19, 2010 – Katherine Reins, CCPP, "Career Interest Inventory."

BOARD MEETINGS – *until further notice, all board meetings will be held at Diana Bailey's home.*

- ◆ August – No meetings.
- ◆ September 12 (Saturday), 10 AM—12 PM
- ◆ November 1 (Sunday), 2— 4 PM
- ◆ January 13 (Wednesday), 5—8 PM
- ◆ March 6 (Saturday) 10 AM—12 PM
- ◆ May 2 (Sunday), 2—4 PM