



## MCDA January Board Meeting

**Wednesday, January 13, 2010 – 5:00 p.m. to 7:15 p.m.**

**Location: Loyola University Graduate Center, Timonium, MD**

**Meeting called by: Amanda Baker**

**Minutes Prepared by: Hollis Paschen**

**Attendees:** Diana Bailey, Amanda Baker, Paula Brand, Michelle Carroll, Lynn Eskite, Sue Gordon, Natalie Kauffman Marilyn Maze, Hollis Paschen

### Welcome

Meeting was called to Order by President Amanda Baker at 5:05 p.m. Some members were delayed due to rush-hour traffic. Natalie Kauffman brought a vast array of mealtime goodies for this dinner-hour meeting.

The primary purpose of the meeting was to review and solidify plans for the January 22 Annual Conference.

### New Business - Conference Updates.

Marilyn Maze reported that 54 people have signed up thus far for the conference. She anticipated more registrations, however, noting that a fair number of attendees sign-up at the last minute.

President Baker itemized numerous last-minute issues including name tags, baskets for collecting unused/refundable food and beverage tickets, volunteers to take impromptu photos and mug shots, no-cost plastic bags for attendees' literature and handouts, fliers for the "take one" table, CEUS/CC tally sheets, donated raffle prizes, etc. It was agreed that members would arrive by 7:30 a.m. to help set up, track attendance, answer questions and ensure, as best they could, a smooth-running event.

There was a lengthy discussion on coordination of logistics, break-out sessions, timing of awards presentations and raffle awards. MCDA purchased 20 books authored by keynote speaker Bob Orndorff. All conference presenters will be awarded a copy of Orndorff's book as well as a MCDA Certificate of Appreciation for being presenters. Extra copies will be given out as raffle prizes and offered for sale at a reduced cost.

Other raffled gifts such as a large gift basket from Trader Joe's, Karol Taylor and Janet Ruck's "Guide to America's Federal Jobs...", a calligraphy set, tote bags, and more were donated. It was decided that unlike previous annual conferences, raffle winners would be able to choose

their own gifts from the host of prizes lined up for viewing on the table in the luncheon room. If desired, winners could exchange raffle prizes with other winners.

President Baker passed around the following items for member review:

- A detailed conference booklet she designed and produced. Members unanimously approved the piece, judging it to be an excellent organizational, informational and promotional tool. It required few if any substantive changes.
- New membership pins with MCDA logo to be given to members upon conference arrival.
- A sketch of the large vanilla/chocolate sheet cake on order, replete with MCDA logo.

President Baker detailed the costs and meal options for the Loyola-catered menu.

Marilyn stated that the membership survey would not be complete in time for the conference.

Members took a tour of the Loyola facility noting what rooms were assigned for what specific events.

The necessity for a flier at the “take one” table advertising Laura Labovich webinar was noted. Janet Wall, who was not present, previously agreed to do them for this February 11th and March 19<sup>th</sup> event.

Potential locations for next year’s annual event were discussed. Anne Arundel Community College and University of Maryland at College Park were considered, as well as the possibility of a more “centralized” location in Annapolis convenient to members arriving from outside the Washington-Baltimore metro area.

### **Old Business**

Approve/Adopt Previous Minutes of 12/09: President Baker motioned to approve. Motion seconded.

A location for the MBTI event has not been solidified. Michelle Carroll is looking into reserving the main auditorium at UMUC in Largo, MD. Also. Marilyn plans to contact Dr. Jake Johnson, a faculty member at Bowie State University who stated he was exploring the possibility of a Bowie location.

Natalie Kauffman reiterated her desire to establish a “Wall of Honor” authors page on our website to honor members whose books or research articles have been published in peer reviews or elsewhere. Michelle Carroll called for a motion; the motion was approved and seconded.

### **Proposed Events:**

- 1) A possible Spring mixer in Baltimore involving networking between MCDA and Eastern Association of Colleges and Employers (EACE) was proposed. The event would take place on one of two dates -- April 15 or April 21. Ray Ruiz at KPMG is the contact person.
- 2) A Board of Directors “Summer Retreat,” as well as some type of Fall event, were proposed events to be discussed at a later date.

3) The next face-to-face board meeting is Saturday, March 6 from 10:00 a.m. to 1:00 p.m. at Diana's home. The review of the by-laws will be completed by this date. At this time, Diana will have drafted a policy statement on the contact/clock hours for the Policies and Procedures Manual. Marilyn and Amanda will collect names for upcoming BOD nominations.

Marilyn discussed the resolution to accounting issues. Last year Janet Wall emphasized that in order to identify which activities are bringing in resources and which are not, we needed to have an income/expense statement for every event, workshop, and professional development activity. The accountant has made this change. The first MCDA events since this format was implemented was Susan Gordon's December workshop. We will receive the financial statements for the first half of the year at the end of January and should see that workshop broken out (both income and expenses) at that time.

In addition to that change, Janet Wall had requested that the online trainings she offers, which are not date-based, be broken out. The accountants reported that the additional fee for breaking out events that are not date-based would be \$150 per quarter. The MACD Board rejected that expense and advised all divisions that they must keep track of their own expenses and income for events that are not date-based.

The MACD Board also reviewed the cost of accounting services to its divisions. In the past, MCDA paid \$5 per MCDA member. The MACD Board found that this fee falls far short of the actual cost of the accounting services. Last year MCDA reimbursed MACD only \$700 for accounting services, and MACD paid over \$3800 for accounting services. For this reason, MACD increased the per-member administrative fee to \$10 per member.

Marilyn also explained that MemberClicks charges us a registration processing fee when a person clicks "submit" on the registration form, whether or not the person ever pays for the event. For our own records, the person organizing the event needs to edit the list of attendees and delete people who did not pay and did not attend. This list of attendees will remain in our MemberClicks database as long as we want to keep it, and will allow us to determine which members are the most active, which members attend which events, etc.

A motion was made to adjourn by President Baker and seconded by Diana Bailey Meeting was adjourned at 7:13 p.m.