



## MCDA August Board Meeting

**Date:** Tuesday, August 17, 2010

**Location:** UMUC Largo Campus, Prince Georges County

**Meeting called by:** President Michelle Carroll

**Minutes Prepared by:** Secretary Paula Brand

**Attendees:**

In person - Michelle Carroll (President), Amanda Baker (Past-President), Paula Brand (Sect.), Pat Van Haste, Karol Taylor (PR)

By phone - Lakeisha Mathews (President -Elect), Veronica Boreland, Marilyn Maze (Treasurer)

New Participants/Guests: Rhonda Taylor, Valerie Bortz

Meeting was called to Order by President Michelle Carroll at 12:20pm.  
Introductions were made and all were welcomed.

### **OLD BUSINESS -**

A motion was made to approve the July minutes by Amanda Baker, seconded by Paula Brand and unanimously approved.

The President stated that this future practice will continue – having the minutes circulated ahead of the next meeting to facilitate rapid approval at the next Board meeting.

### **NEW BUSINESS -**

#### **Committee Reports**

**Treasurer -** Treasurer Maze submitted a year-end balance sheet which had MCDA in the positive for last program year.

#### **Secretary -**

- Secretary Brand stated she completed a summary of useful information from the ACA Leadership Institute. President Carroll asked for a summary to be put in the newsletter.
- She asked the group about forming a Google group or some other way to easily share information in between Board meetings to facilitate action items. She will talk to Marilyn about the possibilities of using features of Member clicks instead.

- She mentioned collecting questions for the membership survey. She said she obtained a sample from the CO CDA as a result of the ACA Leadership Institute and will share it with Kevin. President Carroll suggested everyone send input to Kevin as he volunteered to pull this together.
- She will complete the NCDA leadership report and submit it by the August 31, 2010 deadline after final feedback from the elected Board. NCDA says that as a “reward” for completing the survey, it will send contact information to our chapter of NCDA members in Maryland.
- She will send out an updated list for MCDA leaders and ask for feedback on necessary changes.

#### **Website Report -**

- Past Pres. Baker reiterated that Board member bios and pictures that have been received, have been posted to our site.
- She has been learning more about the website system and features through the Memberclicks free training webinars.
- The President requested that her updated profile picture get posted to the leader bio section.
- Past Pres. reminded everyone of the August 31, 2010 deadline to submit feedback on the updated MCDA by laws. She said she would share the drafted documents with today's new participants if given e-mail addresses (see the updated Leadership list).

#### **NCDA Career Development Month (NCDM) –**

- Pres.-Elect, Mathews updated the Board on plans for NCDM. She previously sent out publicity and asked for feedback and/or corrections. Everyone agreed the materials looked good as is.
- She is waiting to send information to the schools until September, after the school year has begun. She suspects schools are too busy getting ready for school to start that it might get lost in the shuffle if sent now.
- The information encourages each site to do an event honoring NCDM and Pres. Elect Mathews suggested we somehow recognize those efforts, possibly in the MCDA newsletter or on our website. The deadline will be December 3, 2010 for entries. Judging will be done virtually, since it worked well last year. Judges will need to be selected at the appropriate time.
- Someone suggested partnering with Junior Achievement. Lakeisha plans to pursue partnerships/promote the NCDM through the School Assoc. of Guidance Counselors and the Dept. of Education. She needs those contact names previously mentioned.
- Secretary Brand suggested leaving out workforce development offices, as they don't deal with a majority of students and they are overwhelmed customers. However, she will forward information to the one Anne Arundel County One stop co-located with Anne Arundel Community College and also send to some advising staff at AACC.

#### **Committee Development –**

- Pres. Elect Mathews stated her plans to streamline the proposed committees with those stated in the MCDA By Laws. Also, she will try to identify committee structures and

send out information to Committee Heads. She will work with the President on this and then send a call to members to encourage people to Chair and participate in committees.

- It was later suggested that job descriptions might be shared so potential volunteers would know what's required and expected.

#### **PR Committee –**

- Karol agreed to Chair the PR Committee this year and Susan Gordon might assist.
- Marilyn showed Karol how to send out mass e-mails for events which she did for the BLS event. Karol also promoted our BLS event using various groups on LinkedIn.
- She approached Sandi Myers of the Maryland Institute for Workforce Excellence (MIWE) about partnering.
- She has e-mail addresses for all 2 year colleges. Michelle has assembled a list of contacts at 4 year colleges. These will be used to promote the MBTI event as it is important we get at least ten colleges represented in attendance.

#### **Annual Conference Report –**

- President Carroll updated the Board on her efforts to secure a location for the Annual Conference on Feb 3 & 4, 2011. When she tried to book the Sheraton Barcelo, as has been previously approved, they had already booked the dates. She did not want to change the dates.
- She found another location which is little less expensive, the **Bowie Comfort Inn**. There were positive comments from people in attendance about the Bowie Chamber hosting many events there and other positive experiences. President Carroll said they have been very accommodating and it was recently renovated. The conference area is separate from the hotel rooms and the potential setting seems like a good fit.
- She shared possible menus and gathered feedback from the group. It was decided to go with a Tex Mex buffet for dinner, generally healthier options for other meals, but still cookies/dessert/snack.
- President Carroll will be sending out a call for conference committee members to help her plan February's event. Next we will need to look at pricing.
- This event will help to raise awareness of MCDA and help it reach its goal to be seen as a premier professional group for career professionals in Maryland.
- She is looking to partner with MCA and recently met with their President to discuss our relationship and connection. They confirmed that we are doing things as we should be in our By Laws. We are tied financially and report to MCA (a Branch of ACA) but we are also a part of NCDA (a Division of ACA).
- MCA and MCDA plan to co-host a wellness day for counselors the day before MCA's conference on April 27, 2011.
- Karol proposed Sandy Lundhal (cell) 301-325-7555, who does a lot of wellness work. Bowie Borders hosts a Monday night wellness group that could be a resource.
- Please start looking out for vendors to recruit for the conference.

A motion was made to adjourn by Amanda Baker and seconded by Paula Brand and all approved. The meeting was adjourned at 1:10 p.m.

## ADDENDUM TO MINUTES

### **Suggested Board meeting summary for the newsletter:**

The Board met directly after the recent BLS event at UMUC. Committees made reports and gave updates. Plans are continuing for the MCDA Annual Conference. It will be held at the Bowie Comfort Inn on the evening of Thursday, February 3 and all day on Friday, February 4, 2011. If anyone would like to join the Conference Planning Committee, please contact Michelle Carroll at [mccareers48@gmail.com](mailto:mccareers48@gmail.com). Look out for a forthcoming survey of membership. We want to hear from MCDA members. Thanks for volunteer Kevin Michel for taking the lead on this.

### ***DON'T FORGET....***

### **Career Development to Type: Customizing the Career Counseling Experience for Students and Clients**

CPP and the Maryland Career Development Association (MCDA)  
invite you to attend the MCDA Fall Workshop  
**Thursday, September 16<sup>th</sup>, 2010**  
**at UMUC Largo Campus**  
1616 McCormick Drive, Largo, MD 20774  
6 CEU clock hours available (both NBCC and MBTI® Master Practitioner)

Before September 9  
Member (\$135)  
Non-Member (\$165)  
September 9 or later:  
Member (\$160)  
Non-Member (\$190)

Student/Retired Member\* (\$75)  
Student/Retired Non-Member (\$95)  
  
Student/Retired Member (\$95)  
Student/Retired Non-Member (\$115)

### **Future Board meetings:**

Monday, Sept. 27, 4-6pm conference call  
Monday, Oct. 25, 6-8pm, location TBD  
Monday, Nov. 29, 4-6pm conference call  
Monday, Dec. 20, 6-8pm, location TBD  
Monday, Jan 24, at conference location, time TBD  
Monday, Feb. 28, 4-6 pm - conference call  
Monday, Mar. 28, 6-8pm, location TBD  
Monday, April, 18, 4-6pm conference call  
Monday, May 23, 6-8pm location TBD  
June/July leadership changeover meeting, TBD

## **ACTION LIST**

### **FROM THIS MEETING -**

Paula will send out an updated leadership list and requests needed changes & she requests everyone's day and month of birthday to add to the list

Paula will send out list of local events for career professionals

Paula will submit draft of NCDA Leadership Report to elected leaders and then submit final report by August 31 deadline

Lakeisha Mathews will email Karol Taylor information for MCC to promote MBTI event

Michelle requests help for making calls to local college offices/Directors for MBTI event.

Comments on by laws edits or changes must be given to Amanda Baker by August 31, 2010.

Everyone – think about vendors to invite for the MCDA conference, there will be plenty of space for them with the set up at the Bowie Comfort Inn

Recruit any people interested in getting more involved or on a committee

Paula will talk to Marilyn about using Memberclicks for group interaction

Marilyn and Diana please share contact names for Lakeisha to spread word about Nat'l. Career Dev. Month.

### **FROM PREVIOUS MEETING**

Diana will print a big foam board sign for the day of the MBTI event. Tiffani will help design it.

Adrian will feel out some companies on affinity group discounts.

Everyone – start asking around at businesses you frequent for possible donations/sponsorships for future MCDA events/activities (maybe door prizes for an MCDA event or a prize to be raffled during a membership drive, etc.)