



MCDA December Board Meeting

Date: Monday December 13, 2010

Location: Conference call

Meeting called by: President Michelle Carroll

Minutes Prepared by: Paula Brand

Members in attendance: Karol Taylor, Marilyn Maze, Diana Bailey, Veronica Boreland, Pamela Allen, Michelle Carroll, Amanda Baker, Lakeisha Mathews, Kevin Michel and Paula Brand.

President Michelle Carroll called the meeting to order at 4:10pm.

OLD BUSINESS:

Paula Brand moved to approve the minutes from the previous meeting. Marilyn Maze seconded and it was and unanimously approved.

NEW BUSINESS:

Treasurer Report

Treasurer Maze stated that we are on track with receiving dues and we have done well on the first few events in 2010. Expenses appeared a little higher for ACA but were offset by lower costs for NCDA.

In addition, she submitted the following budget.

Below is the proposed budget, with actual income and expenses year-to-date in the third column. Ignoring the NCDA expense line which includes reimbursement for the prior year, we are actually doing well so far.

Attached is the Profit & Loss Statement from the accountant for July through September. I used these numbers, but added other information that reflects activity through November.

MCDA Proposed Budget 2010-2011

	Budget	Actual
		July - Nov
Income		
Membership Dues	\$2,500	\$1,595
Workshops (3, average 15 attendees)	\$1,800	
August Workshop – BLS		\$890

Sept Workshop – MBTI		\$3,880
Annual Conference	\$5,000	
Miscellaneous	\$500	
Total	\$9,800	\$6,365

Expenses

ACA Leadership Training (Pres-EI, Sec, Pres)	\$500	\$863
NCDA (2010, sending Pres, Pres-EI, Sec, & Tres)	\$2,500	\$1,709
Workshop Snacks & Supplies	\$300	
Sept Workshop – MBTI		\$900
Annual Conference	\$2,500	
Website & CC Processing, Monthly	\$1,100	\$690
Website & CC Processing Transaction fees	\$247	\$1,864
Admin fees to MACD	\$1,500	\$345
Go-To-Meeting	\$500	\$348
Total	\$9,147	\$6,719

Summary: Both income and expenses have been higher than expected.

We anticipate that the NCDA expense will be covered by conference income.

Secretary – Secretary Brand followed up on the bylaw changes and asked if others had gotten an e-mail from a MCDA member named Majorie Goode. She was wondering if this was someone putting the website to good use by posing a question to members. She will forward the message to Marilyn and Michelle.

National Career Development Month

Lakeisha reported that there were 8 submissions from Putuxent Middle and Elementary schools. Judges have been sent the submissions with a deadline of 12/20/10 for voting. Winners will be submitted to NCDA after the holidays. She has collected a list of events held by schools/offices in support of Career Development Month. Next year Diana will try to provide more direct help to increase participation.

Membership

Kevin Michel reported 31 new members in 2010. There are plans to build MCDA membership using member incentives and a discussion of possibilities. Kevin requested people share all ideas.

Website

Amanda stated that she needs reasonable notice for website changes. She will check that the minutes have been posted (she needs the final November minute which Paula will forward). She thinks the conference information is up to date. She will double check that Schepp info is off of site. She is trying to keep things up to date. Please notify her of any needed changes.

By Laws

Amanda will finalize the proposed By Laws changes and get them prepared for member notification by the deadline. Any feedback is due by COB Dec 22, 2010.

Publicity Committee

Karol stated she sent out a request for conference presenter proposals and got a good response. She attended Raising the Bar and manned a booth for MCDA (with Michelle), which got a lot of PR for us. She will continue to post information and recruit vendors for our annual conference.

Other Events

Michelle Carroll stated that MCDA was solicited to coordinate a resume event at a church on NH Avenue near Olney on the weekend of January 23rd for a 6 hr resume clinic and asked for volunteers.

Michelle also mentioned a possible Spring event with a speaker on Technology and Career Development, covering Twitter, LinkedIn and Second Life). A tentative date is April 4th at UMUC Largo Campus.

Annual Conference

- So far there are seven registrants and 1 vendor.
- Diana will need presenter bios for the CEU process.
- Michelle requested help with a list of needed committees and tasks for the conference.
- Some people volunteered for specific tasks, such as manning the registration table. Lakeisha stated she would organize the committees.
- Michelle handled the rankings of the RFPs and will finalize the sessions.
- There was discussion on how to best obtain feedback from the event (on site, by survey monkey etc.)
- Amanda has already started creating the program. Lakeisha and Amanda will coordinate on this and getting flyers printed. Diana has a suggestion of Kinkos for printing.
- Amanda said she would handle nametags.
- Michelle will look into BOD member cards through Vistaprint.com and was looking for MCDA letterhead.
- We discussed possible give-aways or having none. Marilyn Maze and Michelle will look into the cost of bags or gifts (\$5 or less/person).
- It was agreed we would purchase a nice but reusable MCDA banner.

A motion was made by Paula Brand to end the meeting at 6:01pm. It was seconded by Marilyn Maze and unanimously approved.

UPCOMING BOD MEETINGS -

Monday, Jan 24, at Bowie Comfort Inn, 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