



## MCDA March Board Meeting

**Date:** Monday March 7, 2011

**Location:** Conference call

**Meeting called by:** President Michelle Carroll

**Minutes Prepared by:** Paula Brand

Members in attendance: Marilyn Maze, Michelle Carroll, Amanda Baker, Raymond Holmes and Paula Brand.

President Michelle Carroll called the meeting to order at 6:10pm.

### **OLD BUSINESS:**

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

### **NEW BUSINESS:**

#### **Future Board meeting dates:**

Sunday, March 27 from 3-5 pm at Michelle's home (205 Cannon PI, Odenton, MD 21113)

Monday, April 18 4-6 pm conference call

We will set one more date with Lakeisha's input for the final meeting of this program year and transition to our next President.

**By laws** – We will create a committee of elected officers and volunteers to continue to develop and finalize the by-laws. We will begin with an evening conference call to set the agenda, goals and timelines to complete this project. At the first meeting, we will discuss what's expected of participants, set deadlines, schedule follow up meeting(s) and try to finalize all decisions at an in person meeting. Paula will send out a doodle request to try to find a good date for participants.

#### **Professional Development Opportunities by MCDA–**

*Careerwell* - We discussed some issues and opportunities for professional development for MCDA members. We discussed Careerwell as an option. Amanda stated why we have not done this in the past, including a prohibitive cost. Paula stated that IAWP and MACCA already offer this option so it seems like it might be redundant for our target audience. Marilyn expressed concerns that Careerwell requires the opportunity to be free to our members which would conflict with our guideline to offer CEU's at a rate of \$20/CEU. Michelle will confirm costs and a final decision will be made at a future meeting.

*Feedback needed* - Michelle expressed a desire to establish a feedback mechanism for all professional development opportunities MCDA provides. In the past, not all workshop participants have provided direct feedback to MCDA. In these cases, only the instructor has gotten feedback. This is critical information for us to make future decisions about what is going well, what needs improvement (and how) and to continue high quality offerings. We discussed creating a survey for gathering this information and plan to survey people who attended past workshops as well as future workshops. Michelle expressed a desire to have an automated electronic survey sent to participants right after a training has finished. Marilyn confirmed this is possible with Memberclicks.

*Variety of workshops and trainers* - In the future we would like to consider more variety of instructors and topics. We may consider putting out an RFP for this purpose. We will continue to re-visit this topic until it has been fully addressed.

**Elections –**

Names were submitted for elected positions. Amanda will follow as needed and put out a call for more nominations. Paula suggested looking to past, current and future GCDF classes for potential MCDA leaders. Elections will be held in April.

**Job Postings –** Addressing a concern of Janet Wall, we discussed the procedure for job postings. A motion was made by Paula Brand to allow members only to post job opportunities on the MCDA website but that anyone would be able to see the information (members and non-members). Amanda Baker seconded and the motion was unanimously approved.

**Membership –**

Michelle shared Kevin’s membership report and thanked Kevin for doing a great job with membership. Notices have gone out for the membership drive. Please participate. Michelle will suggest that Tiffani and Kevin collaborate on efforts to gain more graduate student members. Raymond Holmes expressed an interest in helping membership grow. Paula will give Kevin Raymond’s contact information to facilitate this.

Michelle presented an issue raised by Kevin about all MCDA e-mails being sent by one single sender so that recipient’s servers are more likely to accept. Raymond suggested adding a link within the e-mail for responding. If we do this, we would need someone responsible for checking the sender address in box. The Treasurer is now handling this but Joyce Ashford has volunteered to assist. Marilyn will look into this single sender idea. If implemented she will be sure to forward along e-mails to the appropriate person for action.

**Treasurer Report**

Marilyn Maze submitted a financial report including the recent conference. Target goals were achieved so that MCDA can support stipends to send elected leaders to the NCDA conference. Marilyn requested some be assigned as Event Registrar in the future.

<b>MCDA Proposed Budget 2010-2011</b>	(3/4/2011)
Budget	Actual
	July - Dec

**Income**

Membership Dues	\$2,500	\$1,585
Workshops (3, average 15 attendees)	\$1,800	
August Workshop - BLS		\$890
Sept Workshop - MBTI		\$3,880
April Workshop - Technology		
Annual Conference	\$5,000	\$12,611
Miscellaneous	\$500	
Total	\$9,800	\$18,966

**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		\$1,150
Annual Conference	\$2,500	\$7,582
Website & CC Processing, Monthly	\$1,100	\$414
Website & CC Processing Transaction fees	\$247	\$1,864
Admin fees to MACD	\$1,500	\$670
Go-To-Meeting	\$500	\$348
Total	\$9,147	\$14,600

Summary: Both income and expenses have been higher than expected.  
NCDA expense was covered by conference income.

**Secretary**

Paula announced that Denise Carey, the current President of (IAWP) Int'l Assoc. of Workforce Professionals) is happy to cross promote events with MCDA and has done so already. Paula stated that the Executive Director of NAWDP (Nat'l Assoc. of Workforce Development Professionals), Bridget Brown (202-589-1790 and [Bridget@nawdp.org](mailto:Bridget@nawdp.org)) is willing to be a resource for anyone on the Legislative Committee.

**Events**

Michelle confirmed plans to hold a final event for this program year with Tristana Harvey speaking on Technology and Career Development. It will be an all day event with each participant having a computer to use. It will be held April 4<sup>th</sup> at UMUC Largo Campus. Publicity has gone out. She asked for help in promoting the event. Three people are registered so far. An MOU needs to be developed, which Michelle will handle with the help of Amanda and Marilyn. Marilyn will send a flyer to Raymond for his assistance in promotion.

Michelle attended and presented at the MACD conference (rescheduled due to snow). It was still well attended despite the date change.

Michelle gave a big thanks to Suja Joseph for following through on her promise made at the MCDA conference to set up a facebook (fb) page for MCDA. It is done. Please go to it and say you "like it." Also, thanks went out to Amanda for creating a direct link to the MCDA fb age on our MCDA website.

Amanda Baker asked about reimbursement checks from the conference. Marilyn will follow up on it with the Treasurer for MACD (MCA).

A motion was made by Paula Brand to end the meeting at 7:59 pm. It was seconded by Amanda Baker and unanimously approved.