



MCDA April Board Meeting

Date: Monday, April 18, 2011

Location: Conference call

Meeting called by: President Michelle Carroll

Minutes Prepared by: Paula Brand

Members in attendance: Marilyn Maze, Michelle Carroll, Amanda Baker, Lakeisha Mathews Karol Taylor, Diana Bailey, Jose Torres, Lorene Goins and Paula Brand.

President Michelle Carroll called the meeting to order at 4:06 pm.

OLD BUSINESS:

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

NEW BUSINESS:

ANNOUNCEMENTS:

Karol Taylor announced that NECA will be holding its local, annual event on August 16, 2011 in Annapolis from 10-3. It will address wellness in the workplace.

Lakeisha Mathews looked at sites for 2012 conference and has decided on Timonium Crown Plaza

Michelle thanked everyone to help make this year's annual conference a success.

MCDA needs to recruit committee chairs for the coming program year under Lakeisha Mathews. The next Pres. Elect will continue this effort, per the by-laws. Michelle Carroll encourages anyone interested in getting more involved in MCDA to let us know - join a committee and/or lead one! Someone will send a copy of committee list to Jose.

FUTURE BOARD MEETING DATE FOR THIS PROGRAM YEAR:

Sunday, June 12, 3-5pm (leadership transition meeting to new President) at Michelle's house

COMMITTEE REPORTS

Secretary – Paula Brand

Paula Brand suggested working with GCDF teachers to have them help us promote MCDA membership. We discussed some ideas of promotions and decided to offer 2yrs for the price of one. Paula will contact the GCDF teachers she knows of locally to see if they are interested in working with us on this.

Treasurer Report – Marilyn Maze

Marilyn Maze (included below) submitted a revised version of the Proposed Budget. You can see that we are still doing well (more income than expenses). Our last event, the Technology Workshop, was a great success. We are on track to finish the year with enough extra income to send the officers to NCDA, as previously approved.

The accountants are responsible for providing a financial statement each quarter, so we are now waiting for the statement covering July through March. They have one month to provide this report after the end of the quarter, so we expect it by the end of April. Given that April is tax time, we do not expect the report will be early this month.

Therefore, my Proposed Budget includes a lot of estimates and I will amend it when I receive the financial statement from the accountant. Please note the asterisks that mark the placeholder entries for numbers that I do not yet have.

At the last meeting, we discussed the new agreement that we drew up in the fall and presented to the people who provide trainings on our website (Janet Wall and Karol Taylor). We agreed that this agreement must be executed by the providers by the end of the fiscal year (June 30) or their course offerings would be removed from our website. However, this decision was not in the minutes. We need closure on this issue before the end of this fiscal year. It is not fair to ask our new officers to deal with old business.

A motion was made and approved for MCDA to present a formal agreement to be signed for courses offered through the MCDA website/GCDF classes. It will be signed by June 2, 2011 and confirm what is being offered by all parties.

Action items: Marilyn Maze will forward the current and proposed agreement to Michelle Carroll who will review and then draft a letter to be sent to current providers by April 20, 2011. No new agreement will go into effect until the new fiscal year starting July 1, 2011.

MCDA Proposed Budget 2010-2011		(4/16/2011)	
	Budget	Actual	
		July - Apr	
Income			
Membership Dues	\$2,500	\$3,000	*
Workshops (3, average 15 attendees)	\$1,800		
August Workshop - BLS		\$890	
Sept Workshop – MBTI		\$3,880	
April Workshop - Technology		\$2,440	
Annual Conference	\$5,000	\$12,611	
Miscellaneous	\$500		
Total	\$9,800	\$22,821	
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	
Travel for Technology Workshop Speaker		\$300	*
Refreshments for Technology Workshop		\$200	*
Annual Conference	\$2,500	\$7,582	
Website & CC Processing, Monthly	\$1,100	\$620	*
Website & CC Processing Transaction fees	\$247	\$2,800	*
Admin fees to MACD	\$1,500	\$1,260	*
Go-To-Meeting	\$500	\$348	
Total	\$9,147	\$16,832	

Summary: Both income and expenses have been higher than expected.			
NCDCA expense was covered by previous conference income.			
* Placeholders - actual figures not yet available			

Credentialing – Diana Bailey

We discussed using evaluations for online classes. Amanda will update the current evaluation. Diana said to ensure that feedback is received, continuing education certificates are held until evaluations are received.

Diana is still looking for someone willing to be trained to take over the Credentialing committee. Michelle said that Rose is still interested. Michelle will assist in the transition.

Diana summarized the evaluations for the final MCDA program event on April 4, 2001 with Tristana Harvey at UMUC and shared results with the Board.

Membership – Michelle shared report from Kevin Michel

*****I need report with stats from Kevin or Michelle***

A discussion ensued about setting memberships for auto-renewal but Memberclicks does not have that capability. Another suggestion was having a discount for purchasing multi-year memberships. Some thought this might be bad because it may create a lack of contact with members. In the end all agreed to leave membership renewal process as is.

Kevin Michel and Lynn Eskite have done a great job leading the membership committee however both plan to resign from managing the committee. We need to recruit a new membership committee.

Events/Programs - Michelle Carroll

Michelle and China Wilson will present at the Takoma Academy Christian HS to speak about “Why do I need to go to college? Is it for me?” on Monday, May 2nd.

The event on April 4, 2001 with Tristana Harvey at UMUC went well and was a good end to the year. Michelle thanked all who helped with the event. This event marks the end of the program year and puts a hold on the Program Committee until the new program year.

Elections – Amanda Baker

We have a full slate. She can send out ballots asap. So far we have Paula running for Secretary, Marilyn running for Treasurer and Jose Torres for Pres- Elect. Amanda needs a bio from Jose. Marilyn asked that people have at least three weeks to respond.

Newsletter – Michelle Carroll for Janet Wall

Michelle Carroll would like one more to go out before the end of the program year. Please submit something to be included.

By laws – Michelle Carroll

We will meet on May 2nd ay JHU to finalize for moving forward with a vote for new by laws. We will not be addressing the policy and procedure manual.

Publicity – Karol Taylor

LinkedIn site will contact Sue for administrative privileges.

Mentoring – Michelle Carroll for Tiffani Williams

Tiffani has been in touch with people who volunteered to be on the committee and interested graduate students. She needs to connect with Amanda to add mentoring information to the website. She is trying to set up a system that ties to the NCDA mentoring program. She is soliciting for mentors and people to be matched with mentors.

Other –

Board members shared information on reimbursement for NCDA's annual conference in June to Jose, as he is running for Pres. Elect. He said he does not plan to use it.

Someone asked about hosting networking events. It was shared that we had one at UMUC during the winter of 2009-2010 and it went well. It was suggested we try to hold 2 per program year in varied geographic locations (Southern MD, DC area, Baltimore area, etc.).

Closing -

A motion was made by Karol Taylor to end the meeting at 5:16pm. It was seconded by Paula Brand and unanimously approved.