



## MCDA June Board Meeting

**Date:** Sunday June 12, 2011, from 3-5pm.

**Location:** Le Madeline, Columbia Crossing Shopping Center

**Meeting called by:** President Michelle Carroll

**Minutes Prepared by:** Paula Brand

Members in attendance: Marilyn Maze, Michelle Carroll, Amanda Baker, Lakeisha Mathews, Lorene Goins, Maria Schaeffer, Raymond Holmes, China Wilson and Paula Brand

President Michelle Carroll called the meeting to order at 3:10 pm.

New guests introduced themselves. Maria Schaeffer, Transition Counselor for Baltimore County Public Schools will be our new event Registrar, Lorene Goins E/I facilitator with DLLR in PG County and Raymond Holmes from Baltimore City's MOED.

### OLD BUSINESS

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

### NEW BUSINESS

In the future, we will try to vote on the minutes before the next meeting and get them posted asap on the website.

MCDA members who are planning to attend NCDA in Texas: Lakeisha Mathews, Marilyn Maze, Pamela Allen, Monique Dula, and Janet Wall.

### ANNOUNCEMENTS

Marilyn has set [MCDA.mail@MDcareers.org](mailto:MCDA.mail@MDcareers.org) as an e-mail for all general MCDA mail. Please start using it for all general correspondence to MCDA. Maria Schaeffer will monitor it and forward messages as necessary to the appropriate individuals.

Michelle Carroll thanked everyone for their support over the past year. She also officially thanked Karol Taylor and Janet Wall for all of their support and Suja Joseph for creating our MCDA fb page

### COMMITTEE REPORTS

#### Past President – Amanda Baker

##### Bylaws

Amanda shared the new version of bylaws after review by John Wilgeroth the Bylaws Chair for NCDA. He seemed concerned about our integral connection with MACD and sharing of a monetary account. He suggested looking into bonding our Treasurer in the future. He was also concerned about our policy regarding ethical violations. The group discussed these suggestions and Michelle Carroll presented more on behalf of Janet Walls comments

regarding the bylaws. All issues were discussed. All were addressed. Amanda will move forward with the comments from today. She will make a final draft and send out one more time. By Sept 1 the new version will be sent to others and then voted on at the Annual conference. We will ask for feedback by Thanksgiving. We will continue to solicit feedback while moving forward for a future vote. We will keep this item on the agenda so that between now and the final deadline, members can question any changes. We will set up a forum on our website to solicit feedback. The PR committee can add a link on our LinkedIn group (LI) to encourage members to join in on that forum on LI.

Other - We discussed a reasonable charge for advertising outside training such as Dependable Strengths. Next program year we need to revisit the charge and procedures for advertising outside training.

#### **Secretary – Paula Brand**

Paula contacted some GCDF teachers and Sandi Myers of the Institute to try to implement the 2 for 1 price for GCDF students. Paula asked about when to implement and if anyone should be grandfathered in. It was discussed, some stated no because we have a lower rate anyway for students. It was decided that this benefit would be moving forward only. Paula plans to implement this for the Fall classes as a few just started or finished.

Paula was instructed to send a draft of the minutes only to Officers, Chairs and attendees starting today.

#### **Treasurer Report – Marilyn Maze**

Nothing new to report since the last financial report submission. Overall we are ending the year financially in the black.

Marilyn is facilitating an update of the policy and procedures manual and in doing so divided the document into sections and assigned a leader for each topic/subject to be reviewed and a proposal of any changes to be drafted. Chairpersons and others, please edit your section and get back by first full Board meeting August 14th.

#### **Outgoing Pres - Events/Programs - Michelle Carroll**

We are trying to finalize and professionalize things for MCDA GCDF training. Michelle submitted a formal agreement with our current trainers but it has not been signed. Michelle will request it be signed by June 30, 2011. If it is not signed, we will need to decide about future GCDF classes.

Michelle Carroll was asked to represent MCDA for the state of MD in the opening ceremonies at the NCDA conference.

Michelle encouraged people to become Chairs of committees. She also talked about MCDA leadership and ways to make it conducive for new and emerging leaders such as a retreat.

#### **New Program Year, Incoming President - Lakeisha Mathews**

## **Presidential Goals 2011—2012**

### **1. SUCCESSION PLANNING AND BOARD DEVELOPMENT**

Develop materials for new and prospective officers and volunteers (Volunteer Committee)

Start recruiting new officers in the fall (Committee of Nominations and Elections)

Officer/Board Development

- Alternate officer and board meetings
- Training on Robert's Rules of Order
- Email management

A. Create multiple list serves (Officer, Board, Board and Volunteer—use Member Clicks)

B. Address issues during meeting by submitting an agenda item instead of through email

- Review officer and voting structure (committee recommendations)
- Minutes

A. Officers will vote on them via email prior to meetings

B. Will be sent to Membership prior to meeting with an invite to attend the next Board Meeting

## 2. PROFESSIONAL DEVELOPMENT

Charge the Professional Development Committee with developing and initiating a minimum of one professional development opportunities (online or face-to-face) in the fall and spring of the 2011—2012 cycle

Develop an RFP process for qualified professionals/members to develop training opportunities for membership

Investigate hosting a GCDF Instructor course through MCDA

## 3. COMMITTEE DEVELOPMENT

Fill all standing and special committee chair vacancies (President-Elect)

Make committee chair responsibilities clear (Officers)

Develop goals for each committee (Chairs)

Offer Committee Chair an option to continue their term (improve meeting attendance of chairs)

Develop rosters of Standing and Special Committees

## 4. 2012 CONFERENCE

Work with the Conference Planning Committee to spear head the 2012 conference. Confirmed keynote Adrienne Alberts (Recruiter for Constellation and just elected to Vice President for Eastern ACE). Opening speaker will be Deb Osborn from NCD. *The first conference committee meeting will be July 18th @ 7 PM via conference call.*

Current Conference Planning Committee members are:

Marilyn Maze, Treasurer  
 Amanda Baker  
 Pamela McHugh  
 Pamela Allen  
 Valerie Bortz  
 Lorene Goins  
 Jose-Torres - Reyes, President-Elect  
 Raymond Holmes  
 Lakeisha Mathews, President

### Newsletter – Michelle Carroll for Janet Wall

A newsletter went out today.

### Credentialing – Diana Bailey

Everything is OK. They are working on passing the torch between Diana Bailey and Rose Howard.

### Membership – Michelle shared report from Kevin Michel

Michelle thanked Kevin Michel for his service. Below is his submitted report.

Membership Statistics:

	CURRENT REPORT	PRIOR REPORT
Active Profiles(TOTAL):	861	851
• <a href="#">Admin:</a>	2	2
• <a href="#">Basic Contact:</a>	581	575

• <a href="#">Board:</a>	15	14
• <a href="#">Expired Members:</a>	94	91
• <a href="#">Lifetime Member:</a>	3	3
• <a href="#">Regular:</a>	137	136
• <a href="#">Retired:</a>	8	8
• <a href="#">Student:</a>	20	18
• <a href="#">Vendor:</a>	2	2

Comments:

- Total active profiles increased by 10, which includes an increase in Board Membership of 1; Regular Membership of 1; Student Membership of 2; and 6 new Basic Contacts.
- Expired Members increased by 3 since the last report to a total of 94.

Membership Drive:

- I reviewed all membership applications and renewal documentation submitted since the inception of the Drive, and only one form indicated a referral from a member. The applicant, who joined at the Annual Conference was Amy Brewer, and the referring member was Valerie Bortz of Carroll County Public Schools ([vbortz@carrollk12.org](mailto:vbortz@carrollk12.org)).
- I recommend that Valery Bortz be awarded the First Prize of an Amazon Kindle (WiFi model), that she be notified of her award, and that an announcement of the award be made in the next newsletter.
- Since there were no other entries, no drawing for the second prize is necessary.

Membership Chair Position:

- I will continue to perform Membership Chair duties through June 30, 2011 (as previously agreed) and you may send my contact information to the incoming Membership Chair (when appointed). I will assist that person with the transition upon request.
- I am grateful to have had the opportunity to serve MCDA.

**Publicity – Karol Taylor** (stated before meeting in an e-mail)

She is now an Administrator/Mgr. on LI. She has been updating posts and deleting old ones.

**Mentoring/Student Outreach** - No report given

**Other –**

Michelle Thanked everyone again for their support over the past year and handed the torch over to Lakeisha.

**Closing -**

A motion was made by Paula Brand to end the meeting at 5:00. It was seconded by Amanda Baker and unanimously approved.

## Mark your calendars...Meeting Dates 2011—2012

**July 25th—Officers Meeting** Go-To-Meeting

7:00 pm—8:15 PM

**August 14th—MCDA Board Meeting**

Location: TBD

3:00 PM—5:00 PM

**September 12th—Officers Meeting**

Go-To-Meeting  
7:00 PM—8:15 PM

**October 9th—MCDA Board Meeting**

Location: Career Center at Arnold Station, 1460 Ritchie Highway, Ste 109, Arnold, MD 21012  
3:00 PM—5:00 PM

**November 14th—Officers Meeting**

Go-To-Meeting  
7:00 PM—8:15 PM

**December 12th—MCDA Board Meeting**

Go-To-Meeting  
7:00 PM

**January 14th—MCDA Board Meeting/Conference Walk-thru**

Crowne Plaza, Baltimore  
Time: TBD

**January 27th—2012 Annual Conference**

Crowne Plaza Baltimore

**February 13th—Officers Meeting**

Go-To-Meeting  
7:00 PM –8:15 PM

**March 11th—MCDA Board Meeting**

Location: TBD  
3:00 PM—5:00 PM

**April 9th—Officers Meeting**

Go-To-Meeting  
7:00 PM—8:15 PM

**May 20th—Board/Transition Meeting**

Location: TBD  
3:00 PM—5:00 PM

*\*Officer's meetings will be held via Go-To-Meeting*

*\*\*Board Meetings will be held face-to-face at a designated location (unless otherwise noted)*