



## **MCDA October Officer's Meeting**

Date: November 14, 2011

Location: Conference Call

Meeting called by: President Lakeisha Matthews

Minutes prepared by: Michele George

Attendees: Lakeisha Matthews, Paula Brand, Michelle Carroll, Marilyn Maze, Michele George

Meeting called to order at: 7:03 PM

Announcements:

- One entry for the poetry contest.
- Thanks everyone who went to the career development event at RPC
- Pictures were sent out from the Home school event was a success
- A press release sent out for Career Development Month to local media

Old Business:

- The committees brochure was sent out and will be completed in January
- Lakeisha moved that we begin to accept the GCDF coupon on January 1,2012 and Michelle Carroll seconded it
- Task Force: discussion about policy and who will administer it will be proposed at the December meeting and if the recommendations are agreed upon, task force policies may be voted in.

- Lakeisha requested that the officers look at the document and contract that Michelle Carroll sent out so to make some recommendations and hopefully get it to Janet so that she can resign for next year
- GCDFI event went well and all members passed. Suggested that some of the policies be reviewed in regards to what is fair and consistent. Recommended that general guidelines about vendors and training agreements it should be put on the agenda for the task force.
- December 3<sup>rd</sup> event needs some more advertising and promotion.
- For the spring, Karol may do a book signing at the Johns Hopkins club. The room fee will not be covered unless one CEU is present. A date should be set within the next upcoming weeks so to hopefully advertise the spring event at the December 3<sup>rd</sup> event.
- Recommendation that the MACD treasurer be bonded because the checkbook is under the responsibility of the treasurer was brought into question and discussed.

#### New Business:

- Complaints have been communicated from a member about the LinkedIn account and the policies. Recommended that we revisit the social networking policies so members understand the guidelines and rules.
- Document storage: the board has access to document library. Discussed the types of documents that can be stored there and how they should be organized. Proposed that the secretary, Michele George, manage the collection and

placement of files for document storage and to have them compiled for Paula by the end of May.

- Great proposals were turned in. Our speakers are still confirmed. Presenters have been selected and acceptance emails will be sent soon
- Question brought up about conference evaluations and certificate paper and templates.
- Reminder to meet on site for the conference and do a walk through at 10:00 AM
- **Lakeisha made a motion to include a blurb on the membership card.**  
**Michelle C. seconded and all voted unanimous approval.**
- Discussed working on more design aspects for the website so to promote how dynamic the association is and attract people

Meeting Adjourned: 8:14 PM