



## MCDA December Officer's Meeting

Date: December 12, 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, Maria Schaffer, Suja Joseph, Raymond Holmes, Elda Schwartz, Lorene Goins

Meeting called to order at: 7:03 PM

Announcements:

- China Wilson has accepted a position at Trinity College in DC and will start of January 2012. After the holidays she will no longer be at College Park.

Officers Meeting Updates:

- Voted on the GCDF coupon
- Electronic volunteer folders will be ready for new MCDA volunteers by the conference
- Amanda has been working on the website content update. We are interested in revamping the design and visual appeal of the website to make it more current, and effective. If anyone has any suggestions and web design ideas please email Amanda by February 1<sup>st</sup>.

Old Business:

- Some members have been disgruntled about Lakeisha's decision regarding advertising events sponsored by other organizations until we work out our task force policies. Lakeisha contacted the president of MACCA, Nancy Fink, and explained and cleared the air.

#### New Business:

- Karol is working on getting a group discount for all those who will be attending the Career Thought Leader Conference.
- Marilyn suggested that we have professional development presentations recorded to generate revenue by posting them online. We will try taping Deb Osborn during her presentation to test out the video taping process and the 2012 conference
- InternBridge is a company who provides white papers and helps with career development for undergraduate students and interns. They reached out to MCDA to see if they could offer discounts to our members and become a partner. Once Lakeisha receives a proposed collaboration agreement from them, she will bring it before the Board.
- Task Force: Looked over the proposed policies from the task force. Still discussing the details of online courses. GCDFI would fall under the third party that has yet to be agreed upon.
- Treasurer: We are on budget so far this year. We earned money at the December workshop and next we are looking forward to the January conference to generate most of our revenue for the year

- Raymond has been working on the awards reports for 2011. Corporate Sponsorship and Diversity awards still need nominees. If the board has any nominees that they would like to recommend there is still time to submit their names. All the awards are set up on the website to be viewed.
- If you are a board member and not planning on attending the conference please email Lakeisha
- Membership report: Email member chair by January 1<sup>st</sup> with suggestions
- Newsletter: will be out before the holidays it will be in an electronic format
- National Career Development Month: an electronic judging template for the Poetry and Poster Contest has been sent out to the judges to be voted on. Michele George is working with Lakeisha on the procedures and logistics of the contest so to prepare for more hands on involvement next year. We received a nice combination of posters and poems. For the first time ever the majority of our entries have been from college students, we have some new entries from middle school students.

Meeting Adjourned: 8:25 PM