



MCDA December Officer's Meeting

Date: February 13, 2012

Location: Conference call

Meeting called by: Lakeisha Mathews

Minutes prepared by: Michele George

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

Meeting called to order 7:01

Announcements:

- Michelle Carroll: Inviting members to participate in resume writing workshop Sunday February 26th 1-3 pm at Emmanuel Brinklow SDA Church. If you are interested in helping out and volunteering for 20 min. resume critiques contact Michelle

Old Business:

- Conference recap:
Thank you to all who participated and helped out at the last minute.
- Necessary to update the roster to be certain who still plans to continue their participation on their committees. Michele George will ultimately update the roster.
- Need to follow up with the MCDA attendees who have yet to pay to finalize their payment
- Email was sent in reference to gaining feedback or suggestions for next year's conference
- Marilyn: Our insurance covers \$25,000 worth of theft. We currently have \$35,000 in the account; therefore we have \$10,000 that is not insured in the account so we may want to move that amount into our savings. There is a Directors insurance that we could buy that would cover lawsuits against the officers but unanimously decided we don't need it
Suggested having a reprint of checks with a message on the bottom informing about our limitation policy so to avoid confusion; a limit of \$15,000 for one signature and \$10,000 for two signatures. Recommended that we cap the checking account at \$20,000 so anytime we go over the treasurer will write a check and move it into the savings account.

- The blurb in the volunteer brochure is not consistent with the bylaws. The names of the committees need to match but it should convey a friendlier tone from that of the bylaws due to the fact that the audience we are attempting to reach in volunteer brochures should differ from that of the bylaws document.
- Interm Bridge: (check last pg) they are asking us to provide Interm bridge with a preconference workshop. We will provide one free exhibitor booth space. Communicate that they are a partner on our website and they will do the same. And we will create a press release style form to our schools (we don't have schools) communicating our partnership solidified and they will do the same. The concept of the partnership seems appealing to some officers but unsure they would get the benefit that we would due to the fact that they are not clear as to our make-up. Other officers are questioning if we truly want the partnership and feel like they would be getting a lot from partnering with us. We would receive discounts and free webinars. It could potentially be a membership perk for MCDA members.

Decided yes to the first bullet,

Need to clarify and fully define "partner" before we agree to join in partnership with them. Maybe sponsor instead?

Decided to take it down to one email annually

It is not possible to send a press release to schools

Will find out where on their website they plan to post our information

- Major project. The review of the Mission, who we are, our purpose. Amanda, Raymond and Alda agreed to be a taskforce to address how we will go about discussing "who we are"
- Paula, programming: need opinion in regards to spring session. Proposed available dates for the webinar for the "lady name" Decided to have it on April 19th a weekday at about or around 7:00- 9:00 P.M. Paula will offer those times to the presenter.
- Discussion about recording the webinars and whether to market it for a profit. Need to research the terms of the presenter signing over the rights of the video training session/presentation.
- Paula would like to wait until we have selected a new President Elect to deal with fall programs.
- Website redesign: Amanda contacted website redesign people to look at all the potential templates we could use. Officers need to look at the links and comment, give suggestions or recommendations so she can update the whole format of the site.
- Elections: We had some people communicate that they will be ready to run for office. Michele George will transition from Secretary to Chair of NCD Month officially once Paula becomes President. Suja will run for secretary. Maria Schaffer is willing to run for treasurer. Raymond is considering running for President Elect but still looking for definite candidate. Michelle Carroll focusing on recruitment and election timeline.
- Need to renew Janet's annual contract

- Membership: there are two untapped groups, career counselors that work with educators and those who provide career vocational services to veterans that we need to reach out to.
- Paula: 2013 conference- question about dates. Wants to move the conference to April 18-19 to avoid weather issues and gives people enough time to recover from the holidays and does not conflict with breaks or other conferences.
- Michelle Carroll made a motion to move the 2013 Conference to April 18-19. Marilyn seconded and Lakeisha thirded.

Paula made a motion to approve the minutes from the bylaws vote, Michelle seconded.

Meeting adjourned: 8:29 P.M