



Maryland Career Development Association

MCDA November 2012 Board Meeting

Date: November 3, 2012

Location: Home of Maria Schaeffer/Conference Call

Meeting Called By: President Paula Brand

Minutes Prepared By: Secretary Shauna C. Bryce

Attendees:

- President and Conference Chair Paula Brand
- President Elect and Programming Chair Berri Wells
- Treasurer Maria Schaeffer
- Secretary Shauna C. Bryce
- Legislative Chair China Wilson
- Nominations Chair Lakeisha Mathews
- Public Relations Chair Karol Taylor
- Programming Committee Member Venus Brown

Guests:

- MACD President Marsha Riggio
- *Reminder: All MCDA members are welcome to attend MCDA board meetings.

Meeting Called To Order: 9:56 am

Announcements: By Paula

- **New President-Elect and Programming Chair:** The board referred to the bylaws for proper procedure. Following proper procedure, Berri Wells has been elected the new President-Elect and Programming Chair.
- **Fall/Holiday Event:** Paula and Shauna arranged the MCDA meet-and-greet at Killarney House in Davidsonville for November 5 (rescheduled from October 29 due to Hurricane Sandy).
- **Changing Website Providers:** MACD is considering moving away from Memberclicks, which would leave us with the full cost of that service. So now we are considering moving away to another service that will be more cost-effective if we're paying for it ourselves. Marilyn will lead a task force, which will also include Will Anderson. We are now encouraging people to join that task force.
- **Call for Proposals for upcoming MCDA Conference:** Deadline was extended to next Thursday, November 8. Please consider submitting a proposal and getting the word out to others.

Old Business: Led by Paula

- October minutes were approved, but not yet posted on the MCDA website.

New Business: Reports by officers and committee chairs.

- President Paula Brand
 - Paula went to MACD's October 25th board meeting. They have a few events planned for the year, including their upcoming annual conference on Friday, November 9, February 23 (multicultural workshop), leadership retreat on Feb 2 in Rockville and May 4 (event on spirituality and counseling issues with Mark Savikas as main speaker). MACD has gotten all the approvals from ACA for its name change to MCA (Maryland Counseling Association), but hasn't legally changed it yet so until that happens, they are still MACD. Paula initiated the conversation of MCDA becoming its own legal entity (gaining tax-exempt status) and willingness to collaborate and partnership on topics/speakers that interest MCDA members.
 - As proposed in the last Board meeting, Paula will be changing the board meeting schedule to alternate meetings between officers-only meetings and full board (officers and committee chair) meetings so that committee chairs can hold more committee meetings and spend more time nurturing their committees, rather than attending all board meetings. Going forward, in-person meetings will be full board meetings; conference call meetings will be officers-only. Paula will circulate an updated schedule.
 - Paula will continue the conversation of developing a policy or guidelines for attendance of Board meetings and look into developing procedures for how to handle when Board members are unable or unwilling to fulfill their obligations.
- President-Elect and Programming Chair Berri Wells
 - Welcome Berri! Paula will send out an email announcement to the membership.
 - Berri (with the help of her committee members) will be setting up a leadership event in the spring, with the idea of encouraging members to get involved in the leadership of MCDA and honoring past leaders.
 - Berri is thinking of having a program in mid to late January as our first event of 2013. She is considering a webinar and will look into host sites. She knows that MACD is interested in sharing the cost of GoToWebinar.
- Secretary Shauna C. Bryce
 - The October board meeting minutes were approved and posted within Shauna's two-week goal. Motions will now be included in red font to make them easier to track.
 - Shauna also worked with Paula on the upcoming Killarney House event.
- Treasurer (Registrar & general e-mail monitor) Maria Schaeffer
 - Maria continues to work with Marilyn Maze on tracking expenses.
 - MCDA now has +\$24,000 in savings but is \$-1538 for the first quarter of this fiscal year because we have had no events but still have expenses.
- Awards Chair Raymond Holmes
 - Paula will talk to Raymond about status.
- Conference Chair Paula Brand
 - Next committee meeting is a morning conference call on November 16.
 - The conference will have another Tech Café. In the past, we've had trouble with attendees not showing up or showing up unprepared, which (because of limited space) prevents other people from attending.
 - **Paula made a motion to charge \$10 for participation in Tech Café. Shauna seconded the motion. The Officers voted unanimously to approve.**
- Credentialing Chair Rose Howard
 - Paula has been in touch with Rose and committee member Vicky Sawyer regarding how they're sharing duties and procedures for on-line classes. We need to make sure we're getting evaluations before certificate and credits are given, if we are required to have an evaluation for each attendee for auditing purposes. The CEU committee may propose changes to the process for online classes and will present any changes to the President/Board.
- Legislative Chair China Wilson

- Met with Sen. Mikulski's office about career development and education. They've stated that they welcome MACD/MCDA's input on pending legislation and career development issues. They may also issue a certificate congratulating NCDA on its upcoming anniversary. China
- The new federal internship program (which helps students get employment in the federal government) is going to be patterned off the old program (Student Career Experience Program). However, many of the details and procedures still need to be ironed out, so the forms related to the program have some problems. Mainly, there is no signature line for a representative of the school. She suggests you sign it anyway to be safe.
- China was asked to look into having the Senator write a letter to our members/conference attendees for the conference program, to write an article for the newsletter and to touch base with committee member Ebony Scurry.
- Membership Chair Elda Schwartz
 - Elda has been traveling. She still intends to survey the membership to gain insight into their preferences. Please send potential survey questions to Elda by the end of October.
 - We currently have 152 members. This is down from 180. 14 Members have renewed their membership and we have 1 vendor. We're not sure all members are getting membership renewal notices through Memberclicks. Paula will talk to Elda and Amanda about where the problem might be.
- Mentoring/Student Outreach Chair Karen Jones
 - Paula will reach out to Karen.
- National Career Development Month (November) Chair Michele George
 - The pilot video submissions are taking longer for NCDA to set up than anticipated. Michele has been communicating with them. The deadlines for the videos might actually be in mid-December.
 - MCDA has held off on promoting the month until everything is sorted out with NCDA.
- Newsletter Chair Suja Joseph
 - Suja and Paula met on October 10 and got the newsletter out. The next deadline for articles is December 3 for the mid-December distribution.
- Nominations Committee Chair Lakeisha Mathews
 - Lakeisha will set a timeline for nominations and elections by January. She will decide whether to hold electronically as usual and/or consider having them in person at the conference since our conference will be in April. Either way either winners or nominees should be introduced at the conference.
- Public Relations Chair Karol Taylor
 - Karol has been assisting her ill son. She'll contact the volunteers who've expressed interest in joining the committee so that they can assist with committee activities.
 - The social media sites are working well, and Karol is still promoting the conference and requests for proposal. Karol will also retweet members if they contact her with their Twitter handles. Also, members should please "like" MCDA's Facebook page.
- Website
 - Amanda wants to finish her term by the end of the year. Will said he is committed to taking over the website Chair role. Paula will create a list of things that need to be addressed on the website and share with Will and Amanda.

Meeting Adjourned: 11:48 am

REMINDER: The next MCDA meeting will be in December. According to the new pattern, this will be Officers only conference call. **Instead of attending this meeting, Committee Chairs are asked to use the time to hold a committee meeting, plan committee activities, and/or recruit members.** The next full Board meeting will be on Saturday January 26 from 9:30am to 11:30am. This will be for ALL board members.