



Maryland Career Development Association

MCDA February 2013 Board Meeting (Full Board)

Date: February 11, 2013

Location: 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

Guests: None

- *Reminder: All MCDA members are welcome to attend MCDA board meetings.

Meeting Called To Order: 7:03 pm

Announcements: By Paula

- None.

Old Business: Led by Paula

- January minutes were approved and have been posted on the MCDA website.

New Business: Reports by Officers

- **President Paula Brand**
 - Conference Updates: Hotel information, awards information, and other information are up on website. 17 participants are registered so far. Current Chairs can register at the early bird rate until April 3. After that, the price goes up to the same April 4 rate as other attendees. Paula will send an email to the Officers and Committee Chairs explaining the pricing and registration requirements. We discussed policies for board member and committee member pricing going forward. **Shauna made the motion to give the president the discretion to give up to 3 MCDA members a discount of 50% of whichever conference price they would normally pay, as recognition for exemplary service to MCDA. Berri seconded the motion. The Board voted in favor, 4-0.**
 - T-Shirts: Paula and Maria have compared their quotes for t-shirts. **Shauna made the motion for Paula and Maria to order up to 150 t-shirts to give as gifts and to sell, both at the conference and at other events. Berri seconded the motion. The Board voted in favor, 4-0.**
 - Official Email: Please remember to use official email for MCDA communications. If any officers plan to send a membership-wide message, please give Paula notice so the messages can be coordinated.
 - Business Cards: Paula will purchase some blank business cards before the conference so that board members can have business cards to hand out.

- Intern Bridge: They've set up a mock website for us. Paula will edit it. When the website is done, Paula will make an announcement to the membership about the partnership and the website. As part of our partnership with Intern Bridge, they'll be providing materials to include in our conference bags.
- NCDA July Conference: The President encouraged Officers to attend the NCDA annual conference and reviewed the policy and procedures manual regarding reimbursement.
- **President-Elect and Programming Chair Berri Wells**
 - Berri is organizing Third Thursday regional meet and greets. For March, she's thinking about setting it up as a reception or networking even, rather than a sit-down dinner, with the theme of "practicing your 30-second elevator pitch." Wegman's in Columbia has an enclosed meeting room available for free, and Berri is considering that location. Refreshments would be potluck. April's Third Thursday may be a dinner for new members to get an overview of the conference. May's theme is open. Traditionally, we haven't done any programming in June or July.
 - We still need to have our professional development workshop. Berri is hoping to have one in-person (possibly April 13) and one virtual event (possibly a webinar in May). We might be able to use Paula's office space for free.
 - We'll try to do the "rush" leadership event later in the year.
 - Berri will add the conference dates of sister organizations to MCDA's online calendar.
- **Secretary Shauna C. Bryce**
 - The January board meeting minutes were approved and posted within Shauna's two-week goal.
- **Treasurer (Registrar and General E-mail Monitor) Maria Schaeffer**
 - There's no new report because we haven't held any money-generating events recently.
 - We have currently two sponsors for the conference.

Committee Updates: By Paula

- **Postponed until the next meeting.**

Strategic/Future Planning for MCDA

- **Also postponed until the next meeting.**

Meeting Adjourned: 8:37 pm

REMINDER: The next FULL Board (Officers and Committee Chairs) meeting will be Sunday, March 10, 2013 from 3-5 pm at the MCDA conference site Doubletree Columbia.