

MCDA Board Meeting

Friday, July 22, 2022, 12:00 pm

Virtual via Zoom

Present: Dr. Staci Parker, Marilyn Maze, Natalie Kauffman, Viktoriya Selden, Natasha OrtizFortier

* Joined Late: Kate Rizzi
* Left early: Viktoriya Selden

Dr. Parker called the meeting to order at 12:10 pm. She asked everyone to introduce themselves.

* Natasha OrtizFortier (past president MCDA)
* Viktoriya Selden (MCDA secretary)
* Natalie Kauffman (legislative co-chair)
* Marilyn Maze (website specialist)

Voting on the Minutes

Dr. Parker asked about the June Board Meeting Minutes. Natalie made the motion that the minutes be approved. Natasha seconded the motion. Minutes for June were approved.

Dr. Parker asked about the July Board Meeting Minutes. The Board needs to clarify if Karol Taylor said she was the past president for 3 terms so that the information is recorded correctly. Dr. Parker said the Board will vote on the minutes after we get the clarification.

Establish Who is on the MCDA Board

*Newsletter Chair*

Dr. Parker said she has not found anyone to take the Newsletter chair position. She will continue to do it until someone else replaces her. Marilyn and Natalie advised to keep that slot open on the website so that others are more likely to sign up for it. Dr. Parker will be removed from that slot on the website.

*New or Suggested Members*

Dr. Parker said that she reached out to 5 people and 3 responded back. She will see if they are good candidates for the vacant Board seats. If so, she will introduce them to the rest of the Board for an interview.

Dr. Parker spoke with Jennifer Longmire who may be able to help on a limited basis.

Dr. Parker has not found anyone for President Elect yet.

Dr. Parker met with Dr. Sujata Ives who was recommended to join the Board. However, she may not be a good fit based on qualifications and/or time availability.

Dr. Parker noted that according to the Bylaws, the Board is made up of the executive officials and the committee chairs. There needs to be 3 people to have a quorum.

* Will review the Bylaws at the next Board meeting.

Old Business – Elected Officials Memberships

Dr. Parker said that she had her first official meeting with the MCA Board. They clarified that the elected officials must be members of MCA, ACA, NCDA, as well as MCDA. Dr. Parker said that MCDA will pay for the membership. Latara will work on setting up the voucher to pay out of the MCDA budget.

* Natasha wanted to clarify if she is one of the elected individuals needing the additional membership. Dr. Parker will clarify and will pay if needed.

Reports from the Board

*Treasurer Report*

(Latara, the treasurer was not present)

Dr. Parker met with Latara and reviewed the process for paying bills. They recently paid WildApricot They met with the MCA executive director, Cathie Eden, who explained how finances work. Payments will go through Latara to MCA for the final payment. Latara will keep record of all receipts.

* June receipts indicate that MCDA has $11,000. Cathie previously said MCDA has $14,000 in the budget. MCDA has not received the most recent statement from MCA yet.
* Latara is setting up mid-month and end of month deadlines for submitting paperwork for reimbursement.

Kate Rizzi (treasure elect) will help Latara and learn from her.

*Secretary Report – Viktoriya Selden*

Viktoriya said that the transcription feature in Zoom is helpful. If everyone is fine with the minutes format, she will continue to take minutes in the same manner.

Dr. Parker said she would like Viktoriya to help Marilyn with PowerPoint presentations for orientation and other training.

*Past President – Natasha OrtizFortier*

No updates

*Website - Marilyn Maze*

Marilyn said she will work on the MCDA training videos and will share an update at the next Board meeting.

* Dr. Parker is asking Viktoriya and the virtual assistant to help.

Marilyn showed a demonstration of the website. For the Board members, there’s a button “Board Instructions” that allows access to previously developed procedures. However, the Board instructions were developed in 2011 and have not been updated.

Dr. Parker would like to update the website, including a membership spotlight. It should be user friendly and a better representative of a career development website. This will motivate people to be part of it.

Dr. Parker said that the Board members will also have access to certain parts of the MCDA Google Drive.

*Legislature – Natalie Kauffman*

No updates

Dr. Parker wants to introduce Elle and share the initiative from the mayor either in one or two reports. It will also be included in the August newsletter. Natalie will contact Elle about it.

*Virtual Assistant*

Dr. Parker said that the virtual assistant’s name is Renia Harris. Dr. Parker did a 1:1 orientation and went over her responsibilities. Viktoriya uploaded the contract to the MCDA Google Drive. Natasha, Latara, and Viktoriya reviewed it. The document was signed.

Ms. Harris will invoice MCDA for her hours. We have 75 hours at the rate of $40/hour. Max of $3000 for the year.

Ms. Harris will meet with the executive team soon and later with the entire Board.

*President - Dr. Parker*

She, Latara, and Kate Rizzi met with Cathie Eden.

Dr. Parker asked if MCDA can get a PDF Adobe account in case multiple signatures are required. She will check on the pricing.

MCA is still doing financial audits and not ready to give MCDA their financial statements.

MCA is looking to increase membership fees. They are thinking of doing a membership survey to see what people want. MCDA can add questions but cannot see the already existing questions.

* MCDA currently has 88 members.
* Dr. Parker would like to put together a membership committee and ask people to rejoin. Also send out a survey to nonrenewed members. Marilyn said we can use Google Forms for free or Survey Monkey if there are fewer than 10 questions. The Board can work on developing the survey and then reach out to past members.
* MCDA may increase membership fees over time too.

MCDA SOPs per MCA*:* MCA has a document we can adapt for each committee. She would like to use the framework used by the MCDA legislative committee and adapt it to other committees. This will help future Board members.

* Marilyn said it is already up on the website, but needs updating. She will send it to Dr. Parker. Dr. Parker liked the idea of updating what already exists. She will ask Viktoriya to help.

At the end of the meeting, Kate Rizzi introduced herself. She is the treasurer elect. Dr. Parker noted that she will be working closely with Latara.

Meeting adjourned at 1:10 pm.

Minutes taken by Viktoriya Selden, MCDA Secretary