

MCDA Board Meeting

January 18, 2023 6:00 pm

Virtual via Zoom

Present: Sujata Ives, Natasha Ortiz-Fortier, Latara Jones, Kate Rizzi, Rose Howard, Marilyn Maze, Viktoriya Selden, Natalie Kauffman, Elle O’Flaherty

* Left early: Natasha Ortiz-Fortier, Kate Rizzi

Dr. Ives started the meeting and welcomed everyone. She asked everyone to go around and let the Board know how they are doing. The members introduced themselves, shared their new year’s resolution, and offered each other words of support.

Dr. Ives called the meeting to order in 6:23. Everyone signed into the chat.

**Review of Mission**

“The Maryland Career Development Association’s (MCDA) mission is to promote a forum where

career professionals network and share resources to ensure the quality of career services to the

standards of the National Career Development Association.” (Read by Natalie)

Dr. Ives stated that our focus is on network, share resources, and provide quality of career services.

**Secretary Report - Viktoriya Selden**

Viktoriya asked if everyone reviewed the minutes and if there were any concerns or corrections. There were none.

Marilyn made a motion to approve the minutes. Elle seconded the motion. Motion passed unanimously.

**President Report - Dr. Sujata Ives**

Dr. Ives noted Dr. Staci Parker’s resignation and thanked Dr. Parker for serving.

Marilyn made a motion to accept Dr. Ives as the President of MCDA, Natasha seconded the motion. Motion passed unanimously. *Dr. Ives became the president of MCDA.*

Dr. Ives read a comment describing her new year’s resolution "Efficiencies will come from proactively transforming how we conduct ourselves."

Dr. Ives said that our goal is to organize empirical information; watch out for information overload; and focus on topics that affect multiple people

Natalie mentioned two meetings that the MCDA president is required to attend

1. MCA Board meetings

2. NCDA meetings that are hosted for the CDA trustees across the country.

Dr. Ives has been in contact with Stacey Vanhorn of NCDA to let her know she is the new president.

Dr. Ives said we must maintain the chain of command that leads to NCDA.

* Example, if someone wants to invite someone to participate in an MCDA meeting, they can, but the participant will be considered a guest and they will not be able to vote.
* Dr. Ives encouraged the Board members to communicate with her first if there is something that needs to be passed on to NCDA.

Dr. Ives said this year she would like to focus on Collaboration, Cooperation, Contribution; and Deadlines.

Dr. Ives reminded everyone to keep in mind the consequences of COVID and moving ahead.

Dr. Ives gave an acceptance speech and expressed her commitment to her role.

**President-elect report (vacant)**

Dr. Ives spoke to someone who may join as the president elect

**Membership report (vacant)**

**Treasurer Report – Latara Jones**

Latara said that at the beginning of the term she met with Kathy Eaton and Dr. Cole. They went over how to submit vouchers for payment. The procedure is: 1. Latara submits vouchers for approval to the president and it is copied to Kate so she is aware. 2. It is passed on to Dr. Cole and Cahie Eaton.

* Executive Director: Catherine Eaton (Exec@MDCounseling.org)
* Treasurer: Dr. Rebekah Cole (Treasurer@MDCounseling.org)

Dr. Parker had requested payment for a new website which was declined. This was the last submitted voucher.

If someone wants to advertise with MCDA, we can invoice them and follow the chain for payment. Marilyn said the invoice should be created in Wild Apricot for record keeping. Marilyn noted that everything is saved to the cloud for easy access.

**Tech Report - Marilyn Maze**

Marilyn noted that Dr. Parker asked her to update the website, which she did. Then, Dr. Parker updated it further on her own. Since Dr. Parker has resigned, Marilyn will update the website again to serve the current Board. The old logo will be brought back.

Everything else, such as Zoom, Wild Apricot, etc. will be updated based on the current Board.

**Newsletter Report and PR - Dr. Sujata Ives**

Dr. Ives plans to send the next newsletter out soon.

Dr. Ives will continue to do e-blasts.

Dr. Ives said she wants strong communication within MCDA and outside of MCDA.

**Legislative Report - Natalie Kauffman & Elle O’Flaherty**

Natalie said that Elle has agreed to join Natalie and 3 other NCDA Government Relations Committee members across the nation as a NCDA Government Relations Committee State Coordinator.

Elle added that she has also accepted a role as the NCDA Government Relations Co-Chair.

Elle said that NCDA Hill day will be on Tuesday, April 25.

Elle suggested that while NCDA is in the area for the CPI, they meet with Dr. Bowser from DC. She will facilitate this meeting and others can join too.

Elle said we are trying to get states to become more involved with legislature and the government. She would like to encourage the MD government to follow Dr. Bowser’s plans for career services for low-income residents. She will document how she goes about connecting with MD.

Natalie said that MCA does connect with both Maryland state & US federal legislatures. They have Hill Days. Though the past 2 years, they have been virtual. Natalie will connect Elle with them to maintain communication and updates.

**Credentialing Report - Rose Howard**

Rose doesn’t have anything new to report because MCDA has not been offering programs.

In the past, she worked closely with Kimberly Mills and Maya Georgieva. MCA has been doing certificates of attendance.

**Old Business *-* NCDA – CPI**

*8am-3:30pm, Annapolis, MD, Feb. 24th*

Names of people planning on attending: Marilyn, Viktoriya, Elle, Dr. Ives, Natasha, Natalie, (Rose may attend)

Marilyn invited everyone to get together the night before, including others outside of the MCDA Board.

* The invitation will be included in the upcoming newsletter.

Dr. Ives reminded the Board to review the duties outlined in our Google Drive.

Dr. Ives will get there early.

Dr. Ives suggested we bring our old professional books to set up for others to take.

Dr. Ives mentioned that her proposed dinner after the CPI is canceled because there was not enough interest.

Dr. Ives asked about the QR code and Viktoriya clarified. We will have a QR code available at the CPI for easy MCDA membership registration. Marilyn already created the QR code. She will create the flyer too.

**New Business**

Roundtable

The roundtable will take place every other month starting February. The newsletter will come out every other month starting January.

* In the January newsletter, she described a webinar, workshop, and roundtable so everyone understands the difference.
* The Roundtable will be during lunch time.
* February’s topics will be new year’s goals and resolutions. She will start with the presentation of the topic, then each participant will be able to share.
* Participants will get a CE hour for this. Dr. Ives will work with Rose on this.

There is a chart in Google Drive with everyone’s responses of topics.

Rose encouraged us to publicize this in advance. Dr. Ives said the information will be included in the newsletter the month before.

Items for the Agenda for Spring

Elle suggested having an in-person event.

Elle suggested discussion of where DC falls and possible collaboration of DC, MD, and VA. DC does not have a professional career group of its own.

Next Board Meetings

January 18: 6-8 pm

February 16: 7-8 pm

March 15: 7-8 pm

April 20: 7-8 pm

May 17: 7-8 pm

June 15: 7-8 pm

Membership Survey

Marilyn went over the survey she plans to send out to the MCDA members. Others provided additional suggestions.

* Marilyn is planning to send out a personal email to each member asking them to fill out the survey.

Marilyn reviewed the available data that MCDA has from members’ registration.

Elle will help with crunching the data with members’ location and other demographic information.

The data collected from the survey will be used to plan for future training and presentations.

MCDA Spring Conference

The Board decided that we will have a conference in April 2023. Marilyn and Rose will take the lead on this. Marilyn suggested copying last year’s model for a virtual conference.

Review Action Steps for Each Person.

Elle will work on legislature as well as data with Marilyn.

Rose will work with Marilyn on the conference. She will also pick a month for the Roundtable to talk about elder caregiving.

Viktoriya will work with Dr. Ives on the minutes and the CPI.

Marilyn will send out the membership survey. She will create the flyer with the QR code for the CPI.

**Conclusion**

Dr. Ives closed the meeting and thanked everyone.

Elle made a motion to close, and Rose seconded the motion.

Minutes taken by Viktoriya Selden, MCDA Secretary

The meeting is available at <https://us06web.zoom.us/rec/share/WF2SVNG37cWTM_IcXlYq-e7DGdwxi1Y78GvulnMffQ8qHnI7YTYRAVUiH5SXcVbF.DnFsJQ-0KUdWUdrq>

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