



# Maryland Career Development Association

Maryland Career Development Association  
Board Retreat Minutes, 8/6/19  
Virtual Meeting

*Attendees:*

Lucinda Nobles, President  
Hugh Taylor, Technology Committee  
Kelly (Nicole Kelly), President Elect Candidate  
Sabira Vohra, Past-Past President  
Indira Jackson, Newsletter Chair  
Joan Freedman, Credentialing Committee  
Natalie Kauffman, Legislative Chair  
Rose Howard, Credentialing Chair

---

Called to order at 7pm.

Minutes from the Board Meeting on 7/20/19 were unanimously approved.

Review of action items from 7/20/19 meeting:

1. *ACTION ITEM: Lucinda looking into a better option for processing invoices and payments through MCA vs. out of pocket from Board members, and will look into how to sync all re-occurring, annual payments through MCA (Wild Apricot, GoToMeetings, GoDaddy, MailChimp).*
  - Lucinda - MCA treasurer LaNail Plummer/accountant will process bill payments for us. A PayPal account has been set up for re-occurring costs such as Virtual Assistant and Wild Apricot invoice. We have to provide MCA bank info to PayPal and Lucinda is working with MCA staff.
  - Sabira – What does MCA use for bill pay? Lucinda will find out.
2. *ACTION ITEM: ASAP Lucinda will check-in with the Accountant about being able to use the MCA mailing address to make the shift as quickly as possible from Ebony's address.*
  - The new mailing address is: Maryland Career Development Association c/o Maryland Counseling Association, 5430 Campbell Blvd, Suite 113, White Marsh, MD 21162.
  - Hugh will update the MCDA web site.
  - Lucinda will instruct MCA to deposit the checks that are received and forward mail to the MCDA treasurer.

3. *ACTION ITEM: Lucinda and Sabira will check with Dianne to make sure renewals are going out, and confirm why some Board members have not received renewal notices.*
  - Lucinda will email Diane about renewals.
  - Sabira will work with Hugh to see if there is a back-end reason in wild apricot why this has not happened automatically.
4. *ACTION ITEM: Sabira and Ronda to develop a plan to deal with renewals and bounce-backs, and delegate to Dianne as needed with Lucinda's approval (recommended going to NCDA website to cross-check membership); they will also work to pull a current active members list and will share when available.*
  - Lucinda and Ronda are working with Diane to solve a problem with private practice renewals.
  - Sabira will set up a call with Ronda to establish the renewal procedures.
5. *ACTION ITEM: Lucinda to follow-up to connect Dianne and Hugh to get Meet the Board page and Board mention at the bottom of the website accurately updated, and to understand Dianne's skills related to Wild Apricot so that she can take on some of the website edits; Send Hugh contact information for Dianne for an admin login.*
  - Diane has already received some Wild Apricot training from Ronda.
  - Lucinda will work with Hugh and Diane on doing the board page updates.
6. *ACTION ITEM: Hugh will follow-up with email to Lucinda to share more about website payment to avoid an additional \$700 fee.*
  - Lucinda forwarded this to MCA treasurer LaNail Plummer and will work with the new MCDA treasurer (when election results are final) to figure out if there is a work around that MCA is using.
  - Hugh explained Service fee is 20% because we are not using their payment system. To not get charged, we need to set up their payment system.
7. *ACTION ITEM: Jenn to compile all dates for coming year based on this conversation and send out via email to Board (completed); Indira to include Board Meeting dates and times through the Newsletter to the membership (Board Meetings are open to all members to attend); Jenn will send calendar invites for all meeting dates and dial-in information, and will send email reminder with past meeting minutes, dial-in information, and agenda prior to each meeting (completed).*
  - Done - Jenn already sent out calendar invites for each meeting and will send out agendas prior to the meeting.
  - *Next meeting:* September 7<sup>th</sup> is virtual, as seen in the calendar invitation and the email from the 7/20 Board Meeting.
8. *ACTION ITEM: Lucinda will check-in with Dianne to see how her work is going and to see what additional training is needed, Lucinda will share with the Board what to go to Dianne for support with.*
  - Lucinda will check in with Diane.
9. *ACTION ITEM: Jenn will update the Board and Member Roster and will send Google Doc link via email for all to access and update as needed (completed).*

- Done – please check the roster to be sure your information is up to date and current.
- 10. *ACTION ITEM: Lucinda and Sabira to follow-up about election timeline and process.*
  - Sabira – elections are under way with the President elect and treasurer positions uncontested PE (Kelly) and Treasurer (Maria). Elections close on Saturday.
- 11. *ACTION ITEM: Lucinda will request proposals for Conference Coordinator positions from current contact and Lisa to move forward with support for the April Conference.*
  - Lucinda will continue this process and include Sabira in the conversation.
- 12. *ACTION ITEM: Lucinda to follow-up with Sabira about remaining in the Past-President position this year.*
  - Sabira will accept the duties of Past President and would like to use the title of 'Past, Past President' so that it is understood that she was not president in the last year.
- 13. *ACTION ITEM: Add to next meeting agenda to follow-up on and correct inconsistent information in Google Drive.*
  - Natalie – found inconsistencies on procedure documents. Bylaws and policies/procedures documents are needed to guide the association. Natalie is willing to lead the effort with Lucinda and Kelly to sort through the google drive and make sure the information is current and consistent. They will ask Sabira for clarification when need be.
- 14. *ACTION ITEM: Lucinda to reach-out to Ebony to send documentation on NCDA webinar agreement, process, and access.*
  - Still needs to be done. Lucinda will be meeting with Ebony on Saturday to pick up the MCDA materials stored at Ebony's house.
  - Consider asking Lisa to take back the storage of conference materials if she becomes conference coordinator for this year.
  - Natalie – MCA winnowed down all of their papers to one box and now stores some of the important historical documents with the Accountant.
- 15. *ACTION ITEMS: Volunteers to contact different schools - Ronda- University of Maryland, School of Social Work; Lucinda- Contact Trinity University School of Counseling; Natalie- JHU School of Education, Loyola and Bowie Counseling Programs; Kelly- Notre Dame, Morgan State, Coppin State.*
  - Lucinda encourages everyone to continue this outreach to students who will be potential members.

### **New business**

- **ACTION ITEM:** Lucinda asked everyone to develop a list of skill builders and dates so that we can create a revenue stream. Send the ideas to Kelly. Rose suggests we continue a relationship with PsyCoun consulting (Marilyn Maze) to partner on skill builders. Kelly will present the ideas for revenue generation at the next meeting and will review them with Rose for clock hour potential.
- Introduced Indira who is taking over the newsletter:

- Please share good news and info for the newsletter so that the membership will know.
  - Indira looking for four more articles. Please email her (see roster) by the 10th of every month. The deadline will be extended until Monday 8/12 this month.
  - Would like to post other related events such as other local association meetings and trainings. Ideally, this will be coordinated with the web site so that the same info is available on both platforms.
  - Natalie suggested adding a newsletter section that highlights member accomplishments.
- Joan has a new professional position at JHU as Academic Advisor /Success Coach for first generation/limited income students and will be stepping back from participation on the MCDA board to broaden professional affiliations with an advising related organization. She will maintain her MCDA membership and see everyone at the conference in April. **THANK YOU JOAN for your service to the MCDA Board, you have committed tremendous leadership, commitment, time and energy!**

Meeting adjourned 8:24pm.

Respectfully,

Joan Freedman and Jenn Leard

*\*Thank you to Joan for taking minutes!*