



Maryland Career Development Association

Maryland Career Development Association
Board Meeting Minutes, 2/24/18
Location: Virtual

Present:

Sabira Vohra, President
Alyssa Best, Treasurer
Ronda Ansted, Past-President
Joan Freedman, Secretary
Lisa Punter, Programming Chair
Lisa Oliver, Staff

Not Present:

Ebony Scurry-Contreras, President-Elect
Dawna Reeves, Website Chair
Safiya Stewart-Sagoua, Career Development
Susan B. Gordon, Publicity Chair
Karen Boyd, Membership Chair
Krasi Shapkarova, Newsletter Chair
Rose Howard, Credentialing Chair

President Sabira Vohra called the meeting to order at 9:05am

Note: Names in parenthesis denote action items attributed to board members not present on the conference call.

Conference Status Report - Lisa O

- Current registration=20, (Thur=2, Friday=5, Thursday & Friday = 6), board and presenters=7. Early bird registration ends March 5.
 - **(Krasi, Sue, Everyone)** Share early bird deadline on social media. Email blasts are scheduled for Feb 27 and March 4.
 - **Lisa O** will send out personal email to past board members and group email to everyone who attended last year with early bird deadline info.

- **Sabira** will contact community college career centers
- **(Sue)** will contact all area career center directors
- **Joan** will contact all JHU career center staff who attended 'Think Circle'
- **Lisa O** will contact the presenters with tips on how they can reach out to their communities for registrations (personal contact list, blog posts etc.) and include sample language they can use.
- **Everyone** – send a personal note to people they met last year letting them know about the early bird
- Sponsorship
 - **Lisa** will reach out to last years advertisers. Already have a silver sponsorship and a full paid ad from Literacy Pro, and an ad from Enterprise. Last year we had a few more ads in the program.
 - Comped tables are set aside for Keynote speaker to sell her books, Dick Knodell for his cards, and MCA (they comped us a table at their conference).
 - **Lisa** will reach out to people who had tables last year
- Program
 - **Lisa O** will have the program draft by March 13
 - **Alyssa** will edit and rewrite the workshop descriptions.
 - **(Rose)** will review the last two sessions for clock hour certification once their title and descriptions have been confirmed
 - **Joan** will create the Survey Monkey workshop evaluations using last year's survey as a template.
 - **Lisa O** will reactivate the Survey Monkey paid survey.

Treasurer's Report - Alyssa

- Accountant is two months behind, updates have slowed to 6-8 week lag
- Alyssa is tracking and auditing the payments and expenses are correctly attributed to MCDA, not MCA
- December holiday party had a cost of \$200 after tickets and expenses which was an improvement from last year

Membership

Private Practice Report - Ronda

- Promotional information was sent out and two people have signed up.
- **Ronda** will be at the private practice PDI and will promote it to this audience.

- **Ronda** will send out another round of emails to members who have private practice as part of their membership profile. She will also announce it at the conference.

Awards – Sabira and (Rose)

- There is no committee chair or members to facilitate nomination process. Will ask for members to volunteer to chair this committee at the conference and consider a vote to delete this as a board committee.
- Board will work together to offer the following 3 awards
 - Organization award
 - Diversity and inclusion award
 - Outstanding professional award
- MCDA board members and last years awardees are not eligible for awards
- **Sabira** will facilitate the email call for nomination with assistance from **Lisa P**
- **Lisa P** will order the award plaques.

Programming – Lisa P

- Programming on hold until after the conference
- Concisering collaborative networking event with other regional organizations.

Elections - Sabira

- Sabira will be contacting existing board members about their interest in running for their current positions or shifting to a new position
- Treasurer and Secretary are two year positions both of which are up for re-election this year.
- Ronda will facilitate the nomination and election process

Meeting adjourned 10:15am

Next board meeting date March 24, 2018 from 9-10am (Virtual)

Respectfully Submitted, Joan Freedman