



# Maryland Career Development Association

Maryland Career Development Association  
Board Meeting Minutes, 3/22/18  
Location: Virtual

## Present:

Sabira Vohra, President  
Alyssa Best, Treasurer  
Ronda Ansted, Past-President  
Ebony Scurry-Contreras, President-Elect  
Joan Freedman, Secretary  
Kradi Shapkarova, Newsletter Chair  
Rose Howard, Credentialing Chair  
Lisa Oliver, Staff  
Susan B. Gordon, Publicity Chair

## Not Present:

Lisa Punter, Programming Chair  
Dawna Reeves, Website Chair  
Safiya Stewart-Sagoua, Career Development  
Karen Boyd, Membership Chair

---

President Sabira Vohra called the meeting to order at 8:00pm

## Conference Status Report - Lisa O

- Current registrations are up to 73 individuals, looking for 110-120.
- PDI sessions will have 7-10 attendees each
- More promotion is needed for both PDI and general session on Friday. Please continue to promote to your peers and encourage presenters to share the event with their contacts
- Program book needs to be proofread. **Action Item: Ebony and Rose will do this on Saturday or Sunday.**
  - Can continue to accept camera ready ads up until April 2

- Laptops and projectors will be provided by an outside company. Lisa O will talk with the hotel to see the cost, research a local provider, and will also contact the company we used last year. Lisa will confirm that the Network Key can be preloaded onto the laptops ahead of time (this was a problem last year).
- Exhibitors
  - We have room to accept more exhibitors. If committed before April 2 they will be mentioned in the program, if not there can be a flyer stuffed into the program or a powerpoint slide with their ad shown before the keynote and/or at lunch. **Action Item: Ebony will reach out to her contacts**
- Conference volunteers needed to:
  - Run the raffle. We have several items that have been donated and need someone to organize the drawing and delivery of items to on site winners **Action item: Volunteer Needed**
  - Check in with presenters just prior to their sessions to see if they have everything they need, get presentations loaded onto laptops, etc. We will not do introductions this year. **Sue and Ronda will assist with this**  
**Action Item: Need one or two more people to help with this**
  - Set up on Thursday, arrive by 11:30am **Action item: Joan, Ronda, Krasi**
- Awards
  - No nominations have been received. Deadline is March 26
  - Sabira and Ronda will express a need for an award chair volunteer as this is a standing committee defined in the bylaws
- Business meeting at the conference
  - Sabira will run meeting after lunch
  - Ronda will talk about the private practice membership, and explain the upcoming election process. **Action Item: We need everyone to recruit many volunteers for board positions and committee chair pipeline, especially someone to learn treasurer role for future need**
- Clock Hours and evaluations - Rose
  - Private Practice PDI is not eligible for NBCC clock hours because the content is focused on business, not counseling techniques. **Action Item: Lisa O will notify people who have already registered for this session**
  - Evaluations are being reviewed by Rose and Lois. **Action Item: Rose will finish this by next week so that the URL for the survey can be included in the program**
- Logo
  - Use the revised 'updated' logo that is on the web site header (file is on the google drive) for all conference related materials and program cover.
  - Check in with Karen after the conference for update on new logo development.

- Newsletter - Krasi
  - Will be published on April 3 with a focus on the upcoming conference

Meeting adjourned 9:23pm

Respectfully Submitted, Joan Freedman