



# Maryland Career Development Association

Maryland Career Development Association

## **Board Meeting Minutes, 3/5/19**

Location: Virtual

### **Present:**

Ebony Scurry-Contreras, President

Lucinda Nobles, President-Elect

Natalie Kauffman, Legislative Chair

Andre Myers, Volunteer (Treasurer Interest)

Joan Freedman, Credential Committee

Diane Camille, Virtual Assistant

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- Welcome to Diane, Virtual Assistant update
    - Scheduling conflicts between Diane and Lisa has prevented them training virtual assistant duties. They will continue to identify a time during a weekend when the training can take place.
    - **Action Item:** Ebony and Ronda will schedule time to meet with Diane to teach her about the private practice membership and other systems.
  - Google group update
    - Ebony will contact Alyssa to get the password so someone else can facilitate setting up the group with current members.
    - **Action item: Ebony** would like someone to take responsibility for getting the member-to-member group going.
    - Joan noted that the success of this list depends on everyone generating content and if the board isn't interested in posting to the list (in addition to other social media outlets) it may not be worth putting effort into this old initiative.
    - Natalie mentioned that facebook might have functionality to do group communications and we may not need google groups to do this.
  - Wild Apricot
    - As of 4/1 Wild Apricot (our association management software) will start charging a 20% fee for processing online payments if we don't use their interface for this service. MCDA is set up to use a different system and there is no historical

knowledge in this area. Former MCDA past president Marilyn Maze may have some information to help us navigate this situation.

- **Action Item: Andre** will contact Marilyn for more info as he will be training to learn the treasurer role.
- Newsletter articles are due 3/10 so they can be published by 3/16 – send all articles to Jenn Leard
  - **Action Items**
    - **Natalie** will write another article on Advocacy
    - **Andre** will write a blurb about the career development facilitator program and maybe include a group photo.
    - Post links on our social media each time the newsletter goes out so members know to look for it.
    - **Lucinda** will write the blurb and send it to **Ebony** to review and then **Jenn** to post looking for recommendations for conference coordinators
    - Announce elections in May and call for self- nominations
    - Lucinda suggested Indira Jackson (an NCDCA member) may be willing to take over the newsletter. **Lucinda** will introduce **Jenn** and Indira.
- Advocacy
  - **Natalie** is planning to go to Annapolis to meet with her representatives relating to career development. **Lucinda** will also schedule meetings at the same time.
- Regional skill builders and networking opportunities
  - Since there will not be a conference in spring 2019, face to face regional meetings will take place instead.
  - Each event needs a title/description, speaker, place, date and time to be listed in the Newsletter. **Action Items**
    - **Ebony** will plan and facilitate an event for the DC-metro area relating to green jobs and will identify a speaker.
    - **Jenn and Joan** will plan and facilitate Baltimore area social event/meet up
    - **Lucinda** will plan and facilitate a Columbia area skill builder with a speaker whose expertise is in helping young adults with disabilities develop a person-centric coaching plan
    - Another idea was to host a journal club. If anyone wants to host this in a different region please contact Ebony
- Conference planning April 2<sup>nd</sup> and 3<sup>rd</sup> 2020 at the Sheraton hotel in Columbia.
  - Hotel will send an invoice which will be paid via MCDA /MCA check
  - **Ebony** take lead on the graphic design elements for Save the date announcements
  - **Action Items**, need volunteers to take responsibility to:
    - Find exhibitors and contact former vendors
    - Updated the website and proposal submission form – Hugh
    - Clock hours for the conference – Joan and Rose(?)
    - Find a location for post conference reception?

- Manage speaker submissions so the board can review the proposals – Diane (will learn how to do this from Lisa)
- Event coordinator? – Looking for a person or company to do this
  - Ebony will ask who runs the Power Conference for Women
  - Need to find a conference coordinator as company we previously approached has not accepted the project
- Board planning
  - Plan an in-person end of year board meeting during May or June – **Ebony?**
  - Hold elections in May. Past president is responsible for creating the slate – **Sabira**
  - Plan a new board retreat/training in June or July to be able to move into fall with events already planned - **Lucinda**