



Maryland Career Development Association

**Maryland Career Development Association
Board Meeting Minutes, 4/27/17
Location: Conference Hotel, Columbia, Maryland**

Present:

Ronda Ansted, President
Sabira Vohra, President-Elect
Alyssa Best, Treasurer
Joan Freedman, Secretary
Susan B. Gordon, Past-President
Bruce Wahlgren, Conference Committee Chair
Kradi Shapkarova, Newsletter Chair
Karen Boyd, Membership Committee Chair
Dawna Reeves, Website Chair
Rose Howard, CEU Chair
Lois Bennett, National Career Development Month Chairperson

Not Present:

Laura Labovich, Programming Chair

President Ronda Ansted called the meeting to order at 10:00am

Conference Update (Bruce & Ronda)

- Conference starts at 2pm.
- While networking everyone should try to recruit new board and committee members, still have an opening for the president elect position, program committee, legislative committee, National Career Development Month.
- Photographer/videographer to generate photos for web site and videographer to record and edit 4 sessions plus interview 10 members with Krasi.
- Registration 104 members (55 attending Thursday, 89 attending Friday, several both days). 7 exhibitors (up from 2 last year). Expected to break even based on these numbers.

Conference Evaluation and Clock Hours

- Conference evaluations will be online via Survey Monkey available at the end of the conference. Name must be on evaluation if CEU hours are requested. Will add this optional field. Data is aggregated so individual comments are not attributed to each evaluation.
- Rose - Evaluations from people applying for clock hours must be saved in case MCDA/MCA is audited by NBCC. (Unclaimed action item). Sign in and sign out sheets will be available for each day at the CEU table.

Membership survey - Karen

- Paper based for conference. On the MCDA exhibit table. Get an extra raffle ticket for handing it in during the conference.
- Will have other forms of the survey with links sent via email.

Board Retreat - Sabira

- Board retreat will be held at the Ellicott City Howard County library meeting room.
- Tentative dates to be held by board members are July 29-30, 2017.
- Lisa will be hired to attend the meeting to facilitate implementation of administrative initiatives.

Budget- Alyssa

- Will not have a budget presentation this month because so many expenses are conference related. Will have a detailed conference report at the May 13 meeting.

Affiliates Program - Ronda

- Will announce that the board is considering this as part of president's remarks but as it will be a new level of membership it will need a member vote to approve the change to the bylaws.
- Rose - Recommended that the bylaws be reviewed each year. They are on the google drive and accessible to all board members to read.

New Web Site Template - Dawna

- Currently working with Wild Apricot team to shift content into new template. Will complete this by end of June.
- New site will have cleaned up version of the logo (files on the google drive) and repository for past newsletters and video clips from the conference.
- May also want to keep skill builder videos and link access to the payment portal.
- A longer conversation about web content and concerns about charging for resources is necessary.

Programming for next year - Sabira

- A draft of next year's skill builder programs will be available at the MCDA exhibit table.

- Need to discuss managing our own clock hours for 4 of the events and costs for events.
- Explore use of Go To Meeting for online access to skill builders to increase accessibility and enable more members to attend virtually.
- Sue- Establishing a private YouTube channel and charging for a link to access the video may be another option.
- Rose - Clock hours for skill builders depend on having an evaluation, which can be done online but must be saved.

Email Forum - Alyssa

- Set up form and invited board members to google group based on MCDA gmail account. Other options were considered but this was selected as most cost effective and easy to use.
- Ronda and Alyssa will announce it at the conference session.
- Put it on the footer of every message that goes out to the membership.

Status Updates/Accomplishments

Programming Committee - Sabira and Laura

- Found speakers for the 2017 - 2018 year....so far, we have a speaker for every month from June - March, except December and February.
- Have a full year of activities close to planned out!!! Now the team just needs to promote and find space!

President Elect - Sabira

- Finalized Membership Survey and created a version of the survey for the conference.
- Help develop/confirm speakers for Skill builder calendar for 2017-18
- Began initial research into benefits of MCA

Meeting adjourned at 11:45 am

Respectively submitted by Joan Freedman