



Maryland Career Development Association

Maryland Career Development Association
Board Meeting Minutes, 4/9/19
Location: Virtual

Present:

Ebony Scurry-Contreras, President
Lucinda Nobles, President-Elect
Sabira Vohra, Past-President
Natalie Kauffman, Legislative Chair
Rose Howard, Credentialing Chair
Joan Freedman, Credentialing Committee
Ronda Ansted, Membership Committee and Past-President

Lucinda called the meeting to order.

Affiliate membership

- Affiliate membership for private practitioners includes the benefit of free access to schedule meetings and virtual events through the MCDA 'Go To Meeting' software. The company has changed the access method which has caused the board to redesign the process by which our affiliate members gain access. In future, all requests will be filtered through our VA Diane who will provide a unique password to each user. In order to schedule use of 'Go To Meeting', everyone must use our calendar through Acuity and Diane will provide a password for that scheduled session 24 hours in advance. Board meetings will take priority if they have been scheduled in advance.
- **Action item: Ronda** will draft an email by 4/18 for Diane to send out to all of the affiliates on 4/19 so they understand the process.
- **Action Item: Diane**, please confirm with Ronda and Ebony that you have all of the information and access you need to provide passwords for each unique use.

Meetings:

- Board meeting date and time may need to be adjusted to be sure that all board members and Virtual Assistant Diane are able to attend. As Diane is 12 hours ahead of EST this may present a challenge.
- **Action item: Lucinda** will set up a poll (including Saturday mornings) to identify a time that might work for the monthly meeting. She will also solicit suggestions

for dates/times for an in-person business meeting and also a summer board retreat.

Website

- Still investigating the use of Wild Apricot to process payments.
- Conference date and place for 2020 can be published on the website. Put out a teaser with date and location then later put out the call for proposals.
- **Action Item: Ebony** will follow up with Diane about putting dates and location on the web site. Ebony will oversee the process and check the result.

Regional Events

- Lucinda has spoken to 3 individuals Karol Taylor, Dr. Sue Pressman (ACA President), & Elda Swartz about offering skill builder events. Dates are being discussed.
- Jenn and Joan will host a Baltimore-based Happy Hour at 'R-House' on Tuesday June 25, from 6-8pm. 301 W 29th St, Baltimore, MD 21211. Participants can purchase their own food and drink. Joan will arrive early to secure a large table and mark it with an MDCA sign.
- Sabira spoke with Marilyn Maze (Psy Coun) is willing to do a Skill builder for 2 CE's in April or May.
- **Action Item: Sabira** will follow up and confirm a May date. Per our agreement with them, they will be charging \$10 per participant.
- Ebony also may be hosting a partnership workshop - date to be confirmed.

Conference Coordinator Update

- Lucinda has spoken with event coordinator Alicia Montague. She has experience organizing events in Career Services. Lucinda is looking to schedule a meeting with Coordinator but needed clarification on budget and payment.
- Conference planning requires an updated budget from Alyssa.

Other Business

- Andre needs to be trained as interim treasurer.
- **Action Item: Alyssa and Andre** need to schedule training meeting and to present a budget for MCDA at next meeting .
- **Action Item: Ebony will contact Alyssa via text and email**
- Concern was raised by Natalie about fundraising activities as a non-profit. She had reached out to MCA Accountant to clarify information about fundraising and non-profit status. Natalie will report back once information has been received.
- In preparation for Election Sabira is asking that we all think about our roles for the Board next year. If Board Members are staying or leaving and what roles they might be interested in for next year. There are two elected positions Treasurer and President-Elect. Please talk to people to try and encourage them to join the boards. There was one inquiry from the newsletter that Sabira received for a possible Board position.
- **Action Item: Sabira** will send out an email to the full board about the roles and interests for next year.

Meeting adjourned.

Respectfully Submitted,
Joan Freedman & Jenn Leard