



Maryland Career Development Association

Maryland Career Development Association
Board Meeting Minutes, 5/19/18
Location: Virtual

Present:

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

Not Present:

Krasi Shapkarova, Newsletter Chair
Sabira Vohra, President

Ronda Ansted called the meeting to order at 9:30am

Budget Report - Alyssa

- As of end March (April data will be available at end May)
 - \$17,655 total revenue for the year to date
 - March expenses \$910.
 - Rough estimate is that the conference broke even. We brought in about \$20,000 in registrations and \$1,000 in sponsorship.
- Planning for next year's budget should start soon. Ebony is putting together a vision and action items to prepare for the board meeting. Preliminary budget will be prepared by Alyssa (Alyssa will not be at the June 2 meeting) prior to the retreat in August

- How can we do a better job estimating for next year? The budget should reflect the annual plan of what we want to do for the next year and not just a carry over from the previous year
 - Skill builder formats have changed so the revenue and the expenses should be reviewed as well
 - Consider options if membership revenue decreases

Conference - Lisa O

- Board received survey response spreadsheet on May 6 and since have 2 more responses for a total of 60
- Clock hours. It was noted that not every session qualified for clock hours. As a board we have previously decided that since not everyone needs clock hours and we don't want to limit the range of speakers/topics to only those who qualify. We need to be sure each session has at least one speakers/topics that qualify.
 - **Action items**
 - **Lisa O** change the conference program template to ‘say something about clock hour philosophy here” so that we remember to address this next year.
 - **Ebony** this can also be reinforced in the letter from the president in the conference program and in the Newsletter
 - Provide clear information on what for clock hours and the eligibility high bar of eligibility so that potential presenters understand how to write their conference proposals.
http://www.nbcc.org/Assets/CEProvider/CE_ProviderPolicy.pdf
 - **Ebony** create a list of items from the conference evaluations to review for the retreat

Volunteer Update – Ebony

- 14 members expressed interest in volunteering across multiple committees. Ebony sent an email out to follow up. She will continue to reach out to those who did not yet respond to her initial email. The goal is to pass the volunteers onto a board member or committee chair for 1-1 mentoring and training.
- **Action item – Ebony** will discuss feasibility of including all volunteers in the final board meeting of the year.

Board Positions and your role next year

- President - Sabira will transition into the past-president role as Ebony becomes President
- Past-President - Ronda will step down as past-president and develop a cross functional role (membership/programming) to support the private practice initiative.
- President-elect – no one has expressed interest in running for this position.
- Treasurer - Alyssa will stand for re-election as treasurer with the intention to train someone else to take over in 2019.
- Secretary - Joan will step aside as a volunteer has expressed interest in standing for election this position.
- Programming - Lisa P will step down as programming chair.
- Social media - Sue will step down as social media chair
- Credentialing - Rose would like to train someone as co-chair and then step down from this position.
- Krasi (not present) previously expressed intention continue (1 more year?) is seeking volunteers to write regularly
- **Action item** – Ronda will continue to look for people and run the election
 - A president-elect is needed
 - A programming chairperson is needed.
 - A treasurer trainee is needed.
 - A social media chairperson is needed.
 - A credentialing trainee is needed
 - Newsletter trainees are needed
 - *(This list is not complete as other committees also need chairs however they were not discussed in this meeting).*

Written processes for your current duties

- **Action item: Sabira, Ronda, Ebony, Alyssa, Joan, Lisa P, Sue, Krasi, Rose**
(Joan will assist Rose)
 - Each board member needs to create a document that describes all of their job duties to support a successful transition. Some broad job descriptions are on the google drive in the policies and procedures folder
 - Need to add specific bullet points on what you do, how you do it (thought process for decision making), and when you do it (timeline). Put this document on the google drive in the policies and procedures folder

Next Meeting Dates

- June Board meeting at Sabira's house (Westminster?) Saturday June 2, 10am - 12:30pm (directions to follow)
- Summer board retreat - Saturday Aug 25, 2018 10-4pm location, TBD by Ebony

Meeting adjourned 11:00am

Respectfully Submitted, Joan Freedman