



Maryland Career Development Association

**Maryland Career Development Association
Board Meeting Minutes, 5/13/17
Location: Virtual**

Present:

Sabira Vohra, President-Elect
Alyssa Best, Treasurer
Joan Freedman, Secretary
Bruce Wahlgren, Conference Committee Chair
Karen Boyd, Membership Committee Chair
Rose Howard, CEU Chair
Lisa Oliver, Staff

Not Present:

Ronda Ansted, President
Susan B. Gordon, Past-President
Kradi Shapkarova, Newsletter Chair
Lois Bennett, National Career Development Month Chairperson
Laura Labovich, Programming Chair
Dawna Reeves, Website Chair

President-Elect Sabira Vohra called the meeting to order at 10:00am

Conference Debrief: (Bruce)

- 114 registrations between the two days, 70-80 unique people attended.
- Could have managed time better, sessions started late. Suggestion for next year - keep a timer at the registration desk to assist with transition timing.
- May want to rethink Thursday as only 55 people attended and some sessions were poorly attended.
- Sabira - People said they felt like they found their professional home and this is the best small career conference in the country. Several attendees said they liked the conference because it's more intimate.
- Alyssa - Tapping into intimate small exclusive conference could be a selling point
- Joan - We could look to the structure of TED conferences as an invitational model

- Bruce - an active long time member loved the private practitioner track and feel that this is missing at the NCDA conference where the focus is academic career centers. Thursday could be focused on private practitioners and draw nationally, many people would stay over for day two
- Sabira –let’s make this a retreat topic and rebuild the conference from the ground up.
- Joan - consider publishing an attendee list for ease of networking and follow up. Include an opt-out on the registration form.
- Bruce - we broke even on the conference due to increased costs of laptop and projector rental and photographer spending more time to get images for website and PR. Video montage of conference photos ready for posting to the web site. There was a notice in the program announcing the photographer and offering participants to opt-out by notifying the photographer directly. Will contact videographer next week.

Budget- Alyssa

- Waiting for final expenses from conference for updated budget status.
- Needs projections for next fiscal year, please review your goals and wish list and notify Alyssa before mid-June so the items can be included in the FY18 budget (to be approved at board retreat).

Conference Evaluation/ clock hours- Rose

- Conference survey live until May 19
- Rose will work with Lois (currently out of town) to compare list of those who applied for clock hours with those who submitted a survey to identify those who did not submit a survey (required for proof of attendance for clock hours) and ask them to do so prior to closing the survey. Lisa will help with this.
- Rose sent survey link to Ronda and Bruce to preview submissions
- Lisa will send feedback to each presenter after the May 19 deadline.

Elections- Sabira

- Waiting to hear about nominee for president-elect.
- Lisa Punter has joined the programming committee

Skill Builder - Sabira

- Will wait until results of the membership survey as skill builder feedback was a survey item.
- Will look into pricing for these type of events offered by other NCDA state affiliates
- Fall schedule has been prepared by Sabira and Laura
- Next skill builder is May 31 - Ronda presenting “Automating Private Practice”
- Rose would like skill builder presenter information as soon as possible so that she and Lois can plan ahead for clock hours and have certificates available at the workshop location.

Retreat Planning- Sabira

- Sat or Sun July 28-29 10am - 3pm depending on availability of the Ellicott City public library meeting room. Board members preferred Saturday.
- Tentative agenda includes: conference, publicity, membership, IT
- Sabira will reconsider the effectiveness of the self-reporting Board Meeting Google Form (recording accomplishments prior to board meetings to identify agenda topics). Some board members can't access it through their employers fire wall.

Membership Survey- Karen

- Member survey live until June 30 to allow analysis prior to July retreat
- Lisa will enter 32 paper surveys filled out at the conference into survey monkey. A link to the online survey will go out to members soon.

Member Forum (google groups)- Alyssa

- Invited board members to try it during the conference
- Will create access link and send it to members along with other communications about member survey.

Meeting adjourned at 11:05 am

Respectively submitted by Joan Freedman