



Maryland Career Development Association

Maryland Career Development Association
Board Meeting Minutes, 5/16/19
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
Dianne Camille, MCDA Virtual Assistant

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- Virtual Assistant:
 - Dianne has received emails asking for guidance – cc. Ebony and Lucinda
 - Looking for a counselor, from other orgs, offering services for our membership – forward to who?
 - Membership renewal questions – where to go? Until we have a chair send to president.
 - Meetings:
 - When is the best date and time? Thursday at 7pm Ok with everyone or do the poll for every future meeting? Tuesday and Thursday nights were best for everyone however it may be best to wait to see who the new board members are and what date/time is best. Schedule the June meeting to start.
 - Ebony's term as President ends June 30.
 - Lucinda to schedule board retreat to set us up for the year going forward. The sooner the retreat the sooner we can plan the next year, end of June is NCDA. End of July or early August could work well for board meeting.
 - Elections:
 - There are currently no candidates for president elect or treasurer positions. Will put it out to the membership to see if anyone wants to self-nominate via newsletter (ACTION: Jenn) and wild apricot email (ACTION: Dianne and Sabira).
 - Elections need to be held for treasurer and president elect, not secretary (Jenn has 1 more year of the 2 year position).
 - Sue Gordon may be able to help with programming or newsletter.

- Hugh Taylor will commit to be the chair of the Technology committee and is looking for clear instruction about systems such as wild apricot (website management not content), webinars, and other long-term tech support planning processes.
 - Rose will stay on as the credentialing chair and will also help Lucinda as the MCA liaison if possible.
 - Natalie will continue as legislative chair and may be able to be a functional parliamentarian (as needed).
 - Joan will help with regional meet ups, credentialing, data gathering, backup secretary, and other time-limited tasks
 - Sabira can work with membership and collaborate with Ronda doing the private practice role.
 - Indira may step into the Newsletter role and will meet with Jenn for training.
- Board Training and Development:
 - If board members attended the Career Construction Institute (CCI) training please submit the reimbursement – contact Ebony for reimbursement.
 - President (Ebony), President Elect (Lucinda) and Past President (Sabira – not attending this year) are all eligible for a stipend to attend NCDA conference.
 - Ebony proposed we consider shifting this benefit to a different conference that may require less travel.
 - The benefit is intended to facilitate the NCDA connection as MCDA is a state affiliate. MCDA policy and procedure manual Page 11-13 does not specify that it must be NCDA. Ideally the conference should be related to promoting and making connections for MCDA and leadership skill building.
 - Make a final decision at the next meeting based on reading the policy and procedure manual.
 - Conference:
 - Lucinda has reached out to the conference planner who is ready to speak with board members.
 - MACCA conference materials are well designed and Ebony will reach out to them to get the name of the designer to produce materials for our conference materials.
 - Conference budget materials from last year should be in the google drive.

Next virtual meeting: June 20 at 7pm.