



# Maryland Career Development Association

Maryland Career Development Association

Board Meeting Minutes, 7/15/18 (no June meeting was held due to NCDA conference)

Location: New Market, MD

Present:

Sabira Vohra, President

Ronda Ansted, Past-President

Ebony Scurry-Contreras, President-Elect

Joan Freedman, Secretary

Alyssa Best, Treasurer

Lisa Oliver, Staff

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Sabira Vohra called the meeting to order at 10:30am

## **Budget Report - Alyssa**

Conference finances have all been settled. Registration revenue was \$450 more than expected however due to minimal participation income from exhibitors and advertising the net loss was \$1,350.

- **Action item** - Create a list of potential exhibitors and advertisers from past conferences (see past programs) and reach out to them early in the process.
- PDI format was well received however many of the attendees were non-paying participants. An extra day of hotel costs were incurred and presenters were paid for their sessions which created a negative balance for this event.
- **Action Item** - Break down all expenses for the PDIs to determine a cost effective way to do this in future - **Alyssa**

Keynote presenters were paid for their presentations however session presenters were given free conference admission. Food and other per-person event costs are incurred when a presenter participates in the rest of the conference day. NCDA conference

presenters receive no special pricing on conference registration. No clear policy exists regarding presenters pricing on exhibition tables or advertising.

- **Action item** - Research common practices regarding speaking at conferences and business promotion through tables or advertising and consider discounted registration fees to cover expenses. - **Volunteer Needed**

Credit card fees for conference registration may be an area for negotiation.

- **Action Item** - Contact Wild Apricot to understand their credit card fee structure and consider other options such as PayPal etc. - Lisa O

Budget for FY19 will be prepared by **Ebony and Alyssa** and approved at the next meeting.

### **Board elections/ committees**

Elections for board members will be held electronically. There are no contested positions.

- President - Sabira will automatically transition into the past-president role as Ebony transitions into the Presidency
- President-elect – Lucinda ? 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 - Jenn Leard has expressed interest in standing for election this position.
- **Action Item:** Review Election Runner website (\$30) to see if it is necessary when there is only one person running per open position. Call Wild Apricot customer support to see if they provide this service - **Lisa O**.

All members who expressed interest in volunteering at the conference will be contacted and invited to the August retreat. They will be invited to select committees based on interest and to identify a chair person.

- **Action Item:** email aliases need to be changed to new officers. Website will need to be updated - **Lisa O**

### **Credentialing**

Joan worked with Rose to document the process of evaluating MCDA continuing education programs for clock hour consideration. Draft document was placed on the google drive for further feedback.

- **Action Item:** Explore other organizations to partner with including PsyCoun (currently providing clock hours for MCDA Skill Builders) - **Ebony**

## **Programming**

Several skill builders presenters have been identified for next year.

- **Action Item:** Review program proposals submitted (but not accepted due to limitation of the schedule) for consideration to the 2018 MCDA conference.

Contact potential presenters.- **Ebony** Compile list including email/phone - **Lisa O**

Begin conference preparations including gathering information about other possible locations. Consider partnering with other organizations for joint or contiguous events (Raising the Bar, MCA, Career Thought Leaders, Eastern Association of Colleges and Employers (EACE)

- **Action item:** Research dates and locations for the above mentioned organizations - **Joan**
- **Action Item:** Consider University locations if after Mid-May: JHU (**Joan**), Goucher (Jenn?), Stevenson (Sue?).

## **Next Meeting Dates**

- Summer board retreat - Saturday Aug 25, 2018 10-4pm location, TBD by Ebony

Meeting adjourned 12:30pm

Respectfully Submitted, Joan Freedman