



# Maryland Career Development Association

Maryland Career Development Association  
Board Meeting Minutes, 6/20/19  
Location: Virtual

Present:

Ebony Scurry-Contreras, President  
Lucinda Nobles, President-Elect  
Jenn Leard, Secretary  
Sabira Vohra, Past-President  
Natalie Kauffman, Legislative Chair  
Rose Howard, Credentialing Chair  
Joan Freedman, Credentialing Committee  
Alyssa Best, Treasurer  
Dianne Camille, MCDA Virtual Assistant

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Ebony called the meeting to order at 7:00 pm.

## Virtual Assistant Update

- Dianne reported that there were no questions via emails to reply to and no outstanding needs, and that there are 108 membership renewals due and 20 pending

## Meetings & Emails

- In-person retreat confirmed for Saturday, July 20<sup>th</sup>, 11am-3pm- please block your calendars.
- Plan to hold a Board Retreat from 11-1pm (including lunch), and will invite others to participate from 2-3pm. Board Meeting portion will include new elected positions.  
**ACTION ITEM:** Lucinda will invite new Board Members and others who are involved/leaders.
- **ACTION ITEM:** Natalie will reach-out to JHU School of Education (North Charles St.) to secure space, and will follow-up to confirm final location logistics
- Natalie, Ebony and Sabira shared that past year's budget for the retreat was around \$200, and that the retreat has been opened up to others, outside of the board, to increase engagement in MCDA. Retreat is used as a planning meeting, not a Board meeting. Natalie has invited students from the Counseling program at JHU to join the Board meeting to increase interest and participation.

- Request made to double check emails prior to sending, as past Board members and some incorrect email addresses have been used on correspondence lately. Ensure accurate list prior to sending. **ACTION ITEM:** Lucinda will get the most up to date list through email.

### **Goggle Drive**

- Ebony changed ownership for the Google drive to Lucinda, but Dianne and other Board Members can still edit. Lucinda will be responsible to sharing access with new Board members to the Google drive.
- **ACTION ITEM:** Lucinda will give access to edit to Indira Jackson for newsletter, and new Board members as they are elected.

### **Elections**

- Nic Kelly has been identified as a candidate for President-Elect, Lucinda emailed Nic to say that we are interested in talking with her. She is a member of MCDA, has her own private practice, and has wanted to get more involved with the group. **ACTION**
- We will need to send an email to run the President Elect election, and in that email can put a call out for the Treasurer (currently we have no identified candidates); Sabira has the process documented from Ronda, an email goes out with voting software, which counts one vote per email; election will take place via email (with Ronda's support). Sabira will need Nic's bio and then can move forward with the election. **ITEM:** Lucinda will send her bio out to the group, and Lucinda/Sabira will follow-up to move forward with Nic as the PE candidate; Sabira will move forward with email election process.
- Hugh is available and interested in joining for Technology, but we need to make more clarifications with Dianne's role. **ACTION ITEM:** Add this to the retreat agenda, in addition to more fully defining all Board member's roles to reduce repetition and email confusion.
- New volunteers have come through the Newsletter- specifically, someone has identified interest in Membership Committee. **ACTION ITEM:** Sabira to connect potential volunteer with Joan.

### **Newsletter Update – Jenn**

- Indira Jackson has agreed to take over as Newsletter Chair (WOOHOO!) and will be joining us for the July Newsletter issue. Jenn will train Indira this Sunday, and will support her transition in this role. Additional request from the full Board to support Indira with articles, recommended authors and events/opportunities to keep the momentum of the newsletter going.

### **Storage & P.O. Box – ALL**

- Ebony inquired about the remove of the MCDA storage boxes from her house, as these need to be removed asap, hopefully by the end of the month. Sabira confirmed that she can take the boxes, but will not be able to pick-up until late July/August. Ebony will look into a courier service (all agreed) to move the boxes as soon as possible. **ACTION ITEM:** Ebony will work with Dianne to identify an affordable service and move forward sending to Sabira's home address.

- Ebony has been using her personal P.O. Box on the website, we closed the previous P.O. Box that Lisa was using, and now need to decide how to move forward. Alyssa mentioned potential of using MCA mailing address (which is to their accountant) and having items clearly labeled for MCDA. **ACTION ITEM:** Lucinda will include this question in her communications with Kathy at MCA, with an effort to remove Ebony's address from the website ASAP (if there is a decision not to use the MCA address, Jenn can look into a P.O. Box option).

### Conference

- Ebony suggested reaching-out to the same person who did the design last year, to see if they might create program/graphic for us this year.
- **ACTION ITEM:** Ebony will add contract to Google docs for the conference, and any additional information that she has regarding the conference to date.
- **ACTION ITEM:** Add MCDA conference planning- proposal requests, program/graphics, and roles/responsibilities to the retreat agenda.

### Treasurer Transition and Budget Update

- Alyssa uploaded current budget documents to the Google Drive, and an inquiry made about the current budget and the last income statement available (January 2019)
- Alyssa shared challenges working with the MCA treasurer to submit reimbursement reports to get reimbursed this year resulted in complications and Alyssa was not getting the monthly statement from MCA to revise MCDA financial reports, Alyssa alerted Shannon to this challenge, and received an email back (Alyssa will forward) that all statement request should go through Shannon.
- Alyssa shared that from a financial perspective, a link has been broken between MCDA and MCA (Shannon replied that the full executive board made the decision to pull all but executive board off of the list for MCA financial statements); recommendation that there are multiple eyes on this from the MCDA perspective to ensure resolution and clear financial channels.
- Lucinda reported that she attended the MCA meeting on Saturday, and she touched-base with Kathy Eaton (Interim Treasurer role; Lanelle will be coming back as the Treasurer) about getting more information about our account and clarifying processes. Lucinda made the request to have the information sent directly to Lucinda and Sabira (as Alyssa transitions)- set as urgent priority to gain clarity on status of MCDA funding.
- **ACTION ITEM:** Lucinda to follow-up with Kathy if she does not hear back to keep this as a priority; will also ask if it is ok for MCDA to use their address (clearly marking MCDA), if OK the Website needs to be updated.
- Kathy Eaton is the contact who has been reimbursing for Dianne, and Lucinda will send invoice tonight for May hours billed.
- Question posed: Based upon your knowledge, Alyssa, are we ok with our budget currently while we clear-up the mix-up with the income statements? Alyssa shared that we have ample reserves to support us while we gain access to the most up to date information.

- Alyssa has committed to support the transition of a new Treasurer and support Lucinda to move forward.
- Request from Ebony for Alyssa to create job role document for treasurer role and for others to do the same- we want to make sure we don't lose people because we cannot train them. For any position that we have, we need to take up this project and get documentation for all positions on how to start and what to do. Alyssa has started this and will complete before stepping out of the position.
- Big thank you to Alyssa in recognition of your years of service to the MCDA community!!

#### MCDA Webinars

- Question posed to Ebony about where the instructions for the NCDA webinars and the processes related to this project live. **ACTION ITEM:** Ebony to write down the NCDA webinar process and include in the Google drive prior to departure.
- FYI: We did not have a publicity chair this year, and Ebony has been locked out of Twitter. We do not currently have someone managing the Social Media accounts actively, so made a recommendation to clean-up the Social Media accounts to keep active and advertise and engage members. **ACTION ITEM:** Add the management and access of Social Media and PR to the Board Meeting at the Retreat.

Big thank you to Ebony as serving as our President for this past year, and many well wishes as you step off of the MCDA Board. Thank you for your contributions!

Meeting adjourned at 8:20 pm.

Respectfully,  
Jenn Leard, Secretary