



Maryland Career Development Association

Maryland Career Development Association
Board Retreat Minutes, 7/20/19
Location: In-Person, Johns Hopkins School of Education

Present:

Lucinda Nobles, President
Jenn Leard, Secretary
Ronda Ansted, Membership Committee
Joan Freedman, Credentialing Committee
Natalie Kauffman, Legislative Chair
Rose Howard, Credentialing Chair (Virtual)

Called to order at 11:26am.

- Thank you from Lucinda to everyone who is able to join us today! And we look forward to welcoming current and new members at 1pm.

Budget Update

- Lucinda is working with MCA contacts to receive current data on MCDA Budget, LaNail Plummer will be returning as MCA Treasurer (starting in August); Lucinda will share budget numbers with the Board as soon as she receives them.
- Payment vouchers for Dianne for May and June have been submitted to MCA for payment, and will be processed through Cathy Eaton this week.
- Lucinda confirmed Wild Apricot payment extension until 8/5 and is working on processing payment through MCA; invoice has been submitted to Cathy Eaton for payment. **ACTION ITEM:** Lucinda looking into a better option for processing invoices and payments through MCA vs. out of pocket from Board members, and will look into how to sync all re-occurring, annual payments through MCA (Wild Apricot, GoToMeetings, GoDaddy, MailChimp).
- MCDA needs to shift current P.O Box (Ebony's personal address) to a new mailing address. Suggested to ask about using MCA mailing address as the official MCDA address. Confirmed that the MCA address is the Accountant's address in White Marsh, MD. **ACTION ITEM:** ASAP Lucinda will check-in with the Accountant about being able to use the MCA mailing address to make the shift as quickly as possible from Ebony's address.
- Question posted if renewal notices are going out. Jenn received hers, but other Board members have not. **ACTION ITEM:** Lucinda and Sabira will check with Dianne to make sure renewals are going out, and confirm why some Board members have not received.

MCDA Materials/Ebony Follow-up

- Lucinda is in-touch with Ebony about getting boxes moved from Ebony's house to Sabira's house for storage. Holding to utilize a courier service, electing for Lucinda and Sabira to pick-up items.
- Ebony worked with NCDA to purchase discounted access to NCDA webinars for MCDA members (this resource provides both content and option for 1 contact hour to MCDA members). Ebony was in-charge of this entire process, and has all of the information about the process and access to the webinars. She reported that she would write-up a process document and upload all information to the MCDA Google Drive. **ACTION ITEM:** Lucinda to follow-up with Ebony to ensure we have documented process and access to NCDA webinars purchased; MCDA Board add NCDA Webinars to next meeting to further discuss process and plan for promoting.

Membership

- Sabira and Ronda have volunteered to work on the Membership Committee this year (THANK YOU both), with Ronda focused on the Private Practice membership.
- Proposed to pull and update current active member list. Question posed: As we did not have a conference this past year, how do we accurately capture active membership numbers and project for next year?
- **ACTION ITEM:** Sabira and Ronda to develop a plan to deal with renewals and bounce-backs, and delegate to Dianne as needed with Lucinda's approval (recommended going to NCDA website to cross-check membership); they will also work to pull a current active members list and will share when available.

Website

- Hugh reported that he has made the most recent content updates to the website, and asked for Board Members to please send additional updates and content to him via email. Hugh clarified that he does not focus on creating content, but will add any content sent to him to the website. **ACTION ITEM:** Lucinda to follow-up to connect Dianne and Hugh to get Meet the Board page and Board mention at the bottom of the website accurately updated, and to understand Dianne's skills related to Wild Apricot so that she can take on some of the website edits; Send Hugh contact information for Dianne for an admin login.
- Hugh mentioned a potential fee that will be incurred through Wild Apricot if the process for payment and maintaining the website is not changed. **ACTION ITEM:** Hugh will follow-up with email to Lucinda to share more about website payment to avoid an additional \$700 fee.

Board Roles & Meetings

- Suggested and agreed upon new process: Prior to board meetings, Lucinda will send agenda to Jenn in advance of meeting, and Jenn will send out agenda, prior meeting's minutes, and GoTo Meeting login for each annual meeting. The first item on every agenda will be to approve the prior meeting's minutes and touch-base about action

items outstanding, and the second agenda item will be looking at the budget each meeting. It was requested to add a conference update to each agenda moving forward between now and the conference on April 2nd and 3rd.

- Identified a monthly meeting date and time for Board Meetings moving forward: alternating Wednesdays from 7:00-8:30pm and Saturdays from 9:30-11:00am, with 3 in-person Board Meetings in Columbia (location TBD- JHU, Loyola, Library suggested) this year – November, March, June. Recommendation one of the in-person meetings to be held at the conference site to see the space. **ACTION ITEM:** Jenn to compile all dates for coming year based on this conversation and send out via email to Board; Indira to include Board Meeting dates and times through the Newsletter to the membership (Board Meetings are open to all members to attend); Jenn will send calendar invites for all meeting dates and dial-in information, and will send email reminder with past meeting minutes, dial-in information, and agenda prior to each meeting.
- Reminder that Lucinda is to be the main point of contact working with Dianne, and to please let Lucinda know if you have specific projects/requests of Dianne. **ACTION ITEM:** Lucinda will check-in with Dianne to see how her work is going and to see what additional training is needed, Lucinda will share with the Board what to go to Dianne for support with.
- Reviewed current Board list and contact information, requested updates from all present members. **ACTION ITEM:** Jenn will update the Board and Member Roster and will send Google Doc link via email for all to access and update as needed.
- Sabira and Lucinda have been working on Elections and have identified two new candidates for open positions. Please share any additional candidates or interested volunteers/committee chairs or members with Sabira and Lucinda. Currently, Nicole (Kelly) Kelly is our candidate for President-Elect and Maria Schaffer is our candidate for Treasurer – THANK YOU BOTH! **ACTION ITEM:** Lucinda and Sabira to follow-up about election timeline and process.
- Indira Jackson has stepped into the Newsletter Chair role, starting with the August issue – THANK YOU! Please encourage people to submit articles and information to the newsletter by the 10th of each month and support Indira in her efforts by helping to identify potential authors (or serving yourself as an author).
- Hugh Taylor has continued to maintain his role with the Website/Technology committee- THANK YOU!
- Sue Gordon has reported being interested in supporting MCDA in a committee role – THANK YOU!
- Conference Coordinator Update: Lucinda has a contact who is interested in this opportunity, and Lisa was also recommended as a potential coordinator; Lucinda has not yet had a conversation about rates and budget with her contact, and will follow-up to do so. **ACTION ITEM:** Lucinda will request proposals for Conference Coordinator positions from current contact and Lisa to move forward with support for the April Conference.

Further Agenda Items (to clarify):

- It was identified that with Ebony resigning from her position, Sabira will remain in the past-president role until a new past-president is available to take her place, as this is an elected role. It was recognized that this is a big role for Sabira to maintain and the Board expressed sincere thanks to Sabira for considering remaining in this role and specifically running the elections. ‘
- Inconsistencies identified between Board Member position descriptions and the policies and procedures (specifically with the number of years cited for the Secretary position – policies say 3 years and the position says 2). **ACTION ITEM:** Add to next meeting agenda to follow-up on and correct inconsistent information in Google Drive.

Meeting closed at 12:54pm.

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 Meet & Greet @ MCDA Retreat, 7/20/19
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Present:

Lucinda Nobles, President
 Jenn Leard, Secretary
 Ronda Ansted, Membership Committee
 Joan Freedman, Credentialing Committee
 Natalie Kauffman, Legislative Chair
 Rose Howard, Credentialing Chair (Virtual)
 Nicole (Kelly) Kelly, Candidate for President Elect
 Hugh Taylor, Website Committee
 Jenny Eddinger, Committee Volunteer Interest

Meet & Greet (Abbreviated Notes):

- BIG thank you to Kelly, Jenny, and Hugh for joining us and for both sharing your insights and volunteering your time! We look forward to working with you further.
- Lucinda asked everyone to introduce themselves and share more about their strengths and themselves/their work. Individual Strengths shared- please come to me for...
 - Natalie – Strong Coordinator and Extrovert
 - Kelly – Programmatic Development
 - Joan – Organized and Business Finisher
 - Jenny – Strong Multi-tasking Skills
 - Hugh – Able to Adapt Things to Work the Way They Need to Work
 - Jenn – Project, People, Program Management
 - Ronda – Researcher to Pull Different Ideas Together
 - Lucinda – Encourager! Sees the best in people
 - Rose – Working with marginalized populations
- Brainstormed Ideas for **Skill Builders:** Goal to offer a Skill Builder 1x per month, with both in-person and virtual opportunities:

- Working with the LGBTQ population or Safe Zone Training (Possible facilitator: Sheri Ludwick)
- Ethics
- Private Practitioner Skill Builder – getting new business, managing your practice, self-care; more regularly, not a 1x (Possible Facilitator: Ronda and Sabira; possible PDI for conference)
- NCDA Webinars (Utilize) **ACTION ITEM:** Lucinda to reach-out to Ebony to send documentation on NCDA webinar agreement, process, and access
- Life Design (Johns Hopkins University new initiatives could be a good resource)
- Student Rate for Skill Builders to encourage participation and new members; Consider outreach to local counseling programs for space/opportunities to engage (Possible Facilitator: Jenny open to co-hosting/partnering for JHU program)
- There was a lot of energy around engaging with local colleges and universities for Counseling Program Outreach and Engagement. Board and committee members will contact different colleges and universities to discuss potential of collaborative programming, presenting two options: MCDA serving as guest lecturers to engage students and presenting opportunity to host Skill Builder in the college/university space to engage professionals- members and non-members. **ACTION ITEMS:** Volunteers to contact different schools - Ronda- University of Maryland, School of Social Work; Lucinda- Contact Trinity University School of Counseling; Natalie- JHU School of Education, Loyola and Bowie Counseling Programs; Kelly- Notre Dame, Morgan State, Coppin State.

Meet & Greet closed at 2:53pm.

Thank you all for your time, energy, and insights!

Respectfully,
Jenn Leard, Secretary