



Maryland Career Development Association

Maryland Career Development Association

Board Meeting Minutes, 11/5/18

Location: Virtual

Present:

Ebony Scurry-Contreras, President

Lucinda Nobles, President-Elect

Jenn Leard, Secretary

Alyssa Best, Treasurer

Krasimira Shapkarova, Newsletter Chair

Natalie Kauffman, Legislative Chair

Joan Freedman, Credential Committee

Andre Myers, Volunteer (Treasurer Interest)

Ebony called the meeting to order at 12:03pm.

- Provided overview of agenda.
- Ebony and Lucinda will follow-up about a new Board Meeting time via email prior to next meeting.

Email Chains & Email Etiquette

- Due to confusion around multiple email chains and increased email messages in the last week, it was asked that we add this item to the agenda with the goal of talking about how we can do this better. More emails went out than usual because some of the issues we encountered did not have a specific person responsible since our VA has transitioned out of the position.
- Ask made: If you didn't initiate the email, avoid adding people or please think hard before you do. Might be better to add people on the back-end of conversations rather than start with a large group. Consider subtracting people from the emails as useful to streamline conversations. Moving forward, to prevent confusion, please be cognizant of the number of emails sent, who is included, and the subject of the email.

- We currently have three email groups: 1. Board Member group, 2. Board Member and actively involved volunteers group, 3. Board Member and ALL volunteers who have expressed their desire to be included and get involved.
ACTION ITEM: Ebony will document the email lists for these three groups on the MCDA Google Drive and will circulate to the board so that all are using the same email distribution lists.
- Use of group #3 (large group) is to share opportunities for volunteers to get involved and to get feedback from volunteers, not used for MCDA Board-specific topics.
- Additional thoughts:
 - With longer lead-time events, please bring the needs to the Board meeting as opposed to via email. If needing urgent response, send via email or reminder that we can call people directly via phone numbers listed on the board contact sheet. **ACTION ITEM:** Lucinda is working to update all contact information (including phone numbers) and will re-distribute via email and save to the Google Drive once complete.

Stages of Team Development

- Ebony and Lucinda highlighted that we have many new MCDA Board members and committee chairs, and we are currently in the process of team building. As we move into the “norming” phase and continue to fill currently vacant positions, Ebony and Lucinda look forward to working with everyone as we move forward.

Website Update

- Our website is back up and running, and ready to move forward!
- Website background from Alyssa: There are two components that needed to be addressed. First, Wild Apricot had to be renewed and paid for (Alyssa completed this). Second component was the renewal of the GoDaddy domain. It was the GoDaddy domain that slipped through the cracks with many changes on the Board and without having a dedicated technology/website chair. The Board is now aware of how to manage these pieces and will share this with website volunteers in the future.
- Hugh Taylor (with oversight from Sabira) have expressed interest in helping with the website. We have two upcoming events and are wanting to get these on our website to promote and manage registration.
ACTION ITEM: Ebony will circle-back with Sabira to follow-up with Hugh to discuss involvement moving forward.
- Currently, participants are to email Ebony to register and pay for the webinar (this will shift moving forward to registration through the website). Webinar registration is included for MCDA Board members as part of their service- email Ebony.
- Reminder: Please promote the upcoming webinar and help advertise the networking event (no registration required)!

Andre Myers Introduction

Andre is an MCDA volunteer and expressed interest in getting involved with helping Alyssa re: Treasurer role (THANK YOU ANDRE). **ACTION ITEM:** Alyssa will connect with Andre via email to follow-up about additional involvement.

Virtual Assistant Update

- Lucinda has initiated a search to move forward and has identified candidate referred by Marilyn Maze. Next steps needed: To interview candidate and to understand their hourly rate requirements.
ACTION ITEM: Lucinda and Ebony will reach-out to candidate this week to follow-up per the above next steps.
- Questions from Board for Ebony and Lucinda to consider regarding VA role:
 - Are there any additional expenses or financial implications to hiring a VA located outside of the US?
 - Are there any task items that Lisa Oliver covered in-person that we would need cover when considering a remote candidate? Identified that Lisa provided on-site support during the conference, and managed supply pick-up and storage.
- Mailing address: Lisa had a P.O Box set-up near her house, that has since been closed down. We will wait for our new VA to move forward on a new physical address. In the meantime, Ebony has offered for MCDA to use her P.O. Box and she currently has all of the physical MCDA storage items. **ACTION ITEM:** Ebony will send Alyssa her P.O. Box and Alyssa will update the address on the website and on the downloadable membership application.
- Please share additional candidates to consider for the VA position with Ebony and Lucinda.

Newsletter

- Reminder that articles are due by the 10th of the month, and the newsletter is published by the 15th of each month.
- If you are programming or have updates to share with the membership, please send items pro-actively to Krasi via email (reference the newsletter in the subject line). As the newsletter is a great way to communicate with our members, Krasi reminded us that it is important for the newsletter content to come from the Board.
- Krasi extended deadline to Nov 14th for write-up and photos of Baltimore Meet-up being held on November 13th. **ACTION ITEM:** Joan and Natalie will collaborate to send write-up on Nov 14th (or will send later for December newsletter).
- Website currently shows July 2018 as last newsletter- current newsletters need to be added. **ACTION ITEM:** Krasi will update with most current newsletters this week.
- Recommendation made to consider continuing monthly “Quick Message from the President”, as this has been useful to share updates.
- Need to send a call for a new newsletter chair. **ACTION ITEM:** Ebony will send out list of volunteers, and Krasi will follow-up with an ask for anyone interested in this role. If no expressed interest from volunteers, Krasi will put a call out to the entire membership.

MCA Relationship History/Status

- Lucinda attended MCA (Maryland Counseling Association) conference last weekend on behalf of MCDA, and inquired about history of relationship with MCA and why MCDA is not currently a member of MCA. Alyssa explained that MCA is our “parent organization”. MCA is our fiscal sponsor and we run our accounting through them. We have an affiliate partner relationship and a credentialing relationship, MCA is our

approved continuing education provider, clock hours for our conferences go through MCA.

- Historical perspective: It is required that the president of each of the divisions serves as a voting member of MCA. The MCDA President can delegate to someone to attend in their place, and Lucinda has offered to manage this relationship and Sabira will attend if Lucinda is unable.

Google Group Update

- **ACTION ITEM:** Alyssa will send link to all current Board Members for everyone to join the group and start to become familiar. Two options for joining: Can be invited (Alyssa will invite all Board members) or can ask to be added to the group.
- Someone will need to approve new Google Group members as they join (this is not automatic). Ebony offered her email address to serve as owner of the group and Joan mentioned MCDA email address Lisa Oliver had created as an option.
ACTION ITEM: Alyssa will look for information on this email and the password for Ebony to manage until the VA is on-board; Alyssa will create a blurb with the link link so that we can move forward with access prior to webinars (group will serve as a place for participants to reflect and converse about webinars).

Baltimore Meet-up Event

- Joan and Natalie will have sign-in sheet so that we can follow-up with both members and prospective members who attend the event. Ebony is planning to attend the event and will bring brochures to share with prospective members.
- **ACTION ITEM:** Lucinda to send names of people who have expressed interest in MCDA (4 names) to Joan to invite to Baltimore Meet-up. Ebony will then collect information on prospective members for additional outreach.

Meeting adjourned 1:05pm

Respectfully Submitted,
Jenn Leard