



# Maryland Career Development Association

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## **Board Meeting Minutes, 1/8/19**

Location: Virtual

### **Present:**

Ebony Scurry-Contreras, President

Lucinda Nobles, President-Elect

Sabira Vohra, Past-President

Jenn Leard, Secretary

Natalie Kauffman, Legislative Chair

Rose Howard, Credentialing Chair

Joan Freedman, Credential Committee

Rochelle Kitcart, Membership Committee

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Ebony called the meeting to order at 4:05pm.

- Happy Holidays and Happy New Year!

### **Virtual Assistant Update**

- Special Welcome to Dianne Camille! Dianne has started as the new MCDCA VA (unable to be on the call) and is in the training process. Ebony connected Dianne with Lisa for VA training, and with Krasi and Jenn for the newsletter
- Dianne will be attending all of our board meetings in the future
- Recommended for Dianne to invoice MCA and they work with the MCDCA treasurer to complete payment– **ACTION ITEM:** Ebony will connect with Alyssa to move forward with payments and will connect with Dianne to finalize the invoicing process

### **January Holiday Party**

- Holiday party confirmed for Friday, January 11<sup>th</sup>. 6:30-9pm at Koi Asian Cuisine, 12046 Cherry Hill Rd, Silver Spring, MD 20904
- Raffle Prizes are 5 webinar credits! If anyone has additional raffle prizes, please share with Ebony (if not in time for the party, we could consider for the conference coming up)

- Ebony will have sign-in sheet for party to assess member and non-member attendance
- Jenn sent an email about the holiday party on 1/8 through the newsletter distribution list in MailChimp- **ACTION ITEM:** Dianne will work with Lisa to learn how she sent emails outside of the newsletter list to the membership
- Ebony has sent an email to Hugh to update the website today with webinars for the website, information to change the P.O. Box on the website, and will send follow-up email with specifics for the holiday party to be posted ASAP

### Google Group update

- Rochelle has emailed Alyssa and past membership chair to discuss more about membership and about Google Groups, but has been unable to connect- looking to move forward as soon as possible
- **ACTION ITEM:** Ebony will follow-up with Rochelle via email (copy to Sabira) to touch-base about next steps and moving forward with both Google Group and general membership engagement

### Newsletter

- THANK YOU to Krasi for her dedication and incredible work on the Newsletter for the past 4 years! Jenn will be taking over the newsletter in an interim position (focusing on content) and will be (once on-boarded) partnering with Dianne who will work on layout
- Continue to send articles and newsletter content by 10<sup>th</sup> of the month to Jenn, with the goal of publishing on or around the 15<sup>th</sup> of the month
- Jenn has reached-out to current and past leaders of MCDA to run a “New Year Spotlight” article in the January issue- please respond by January 11<sup>th</sup> with your insights (meant to be fun, light and short) and a headshot to be included!

### Annual Conference

- **Virtual Board Meeting** specifically about the conference scheduled for Tuesday, January 15<sup>th</sup> at 4pm- **ACTION ITEM:** Ebony to send follow-up details to the board in advance of the meeting
- Had previously been waiting to schedule an additional meeting to discuss the conference until an event coordinator was hired, but the decision was made to move forward with the meeting while continuing to search for a coordinator
- Lucinda received a recommendation for an event coordinator (website and profile shared by Ebony), Tya Bolton based in North Carolina; Board Members expressed concern about an event coordinator out of state with the goal of the coordinator taking off a lot of the work from the President/Board; will continue the search for a coordinator, led by Lucinda- **ACTION ITEM:** Joan will re-send email about who local organizations use to plan their conferences and Jenn will follow-up with a few leads in the Rockville area
- What are things that we could start in advance of having an event coordinator? We need to clarify and make decisions on logistics prior to handing it over to a coordinator and the VA – select date, time, schedule, location, will use time scheduled on January 14<sup>th</sup> to move forward on these items

- Ebony shared proposed conference schedule (Natalie- identified an error that all sessions should be 2 hours, and one was written as 1.5 hours – Ebony will change this)
- Need to evaluate how many CEUs the conference will offer based on the new structure; planning to ensure that all sessions offer clock-hours since it is a shorter conference; based on current recommended schedule, we would need 6 presenters and 2 keynotes
- Need to reach-out to Alyssa (unable to be on the call) to confirm budget for conference and conference coordinator- **ACTION ITEM:** Ebony will call Alyssa for financial reports, conference budgets and next steps
- Discussion about selecting a date in May – recommended to decide on a date and promote as soon as possible; mentioned to avoid Memorial Day weekend- May 27<sup>th</sup> and May 31<sup>st</sup> also looks challenging for Board members, recommendation to avoid June due to MCDA and other large conferences, and to consider any mid-late May timing due to graduation for Higher Education colleagues
- **ACTION ITEM:** Ebony to have Dianne contact Johns Hopkins Conference Center to identify what dates in May are available

Minutes close – 5:00 pm.

Respectfully Submitted,  
Jenn Leard