



Maryland Career Development Association

Maryland Career Development Association

Board Meeting Minutes, 2/12/19

Location: Virtual

Present:

Ebony Scurry-Contreras, President

Lucinda Nobles, President-Elect

Sabira Vohra, Past-President

Jenn Leard, Secretary

Natalie Kauffman, Legislative Chair

Rochelle Kitcart, Membership Committee

Andre Myers, Volunteer (Treasurer Interest)

Ebony called the meeting to order at 4:04pm.

- Welcome to February! We are in crunch time, in the midst of conference planning right now.

Virtual Assistant Update –

- Dianne is currently not on our conference call, as the Free Conference Call emails did not get out, but we have remedied this and Dianne will plan to participate in our March meeting.
- We do have a subscription with “Go To Meeting” that we pay for, and can move forward with using this for our Board Meetings. Sabira confirmed that if you go to MCDCA Google Drive, the “Go To Meeting” information is in the Membership folder.
- Lisa will be training Dianne for 5 hours at \$40 for a total of \$200. Lisa will be training on daily duties, conferences, private practice membership, events on the website, Google Drive and Wild Apricot resources. *Ronda might be able to train on private practice membership and Hugh might be able to train on website, to maximize time with Lisa. **ACTION ITEM:** Ebony will move forward with payment, and CC Alyssa, and will confirm with Dianne and Lisa what times they will be meeting.

Meetings –

- Recommendation to keep main Board Meetings, and add an additional conference meeting. Board Meetings are scheduled for the first Tuesday of the month throughout 2019.
- First Conference specific meeting: Looking at week of February 25th. ACTION ITEM: Ebony will follow-up with email about specific date, confirming who needs to be on the calls for planning the Conference? Current President, Past President, President Elect, Treasurer
- Status of conference planners: Lucinda has sent a message to Clemons to understand their proposal and if we will be moving forward with using them.

Annual Conference –

- Currently updating all documents and forms for the conference- Ebony will serve as “Conference Coordinator” on the documents; as Ebony receives inquiries, she will include Dianne for her training and learning.
- **ACTION ITEM:** Ebony will follow-up with JHU site to confirm that we are moving forward with space and to put down the deposit. Ebony will clarify available A/V available to update language.
- Prospective Deadline for proposals March 18th and Notification April 15, will get materials online through Hugh; application form is embedded into the website. Prioritize conference pages and proposals as soon as possible, to be ready to go for when newsletter comes out. Provide deadline dates to Hugh. **ACTION ITEM:** Sabira and Lucinda will review documents before they are finalized to go to Hugh.
- Confirmed conference theme: *Global Career Management: Advocacy, Values, and Inclusion*; Ebony working on the graphic design of this theme, and working on a 1-page cover ad and banner that we can use.
- We will be able to determine clock hours once we know the proposals submitted. Instruction form includes language (2019 conference folder) about Level 1, 2, 3 criteria for approving clock hours. Private Practice track CEUs – we will need to pay attention to this to ensure we can offer CEUs from this lens.
- Request for someone to determine location of post- conference networking reception. **ACTION ITEM:** Lucinda will work on identifying a location.
- Next step – we do need to identify registration rates and get these on our website. Looks like conference rate is ok to move forward.
- Additional items we need to consider: Awards and elections for conference that need to happen in our next conversation.

MCA Advocacy Day

- Natalie was unable to go on 2/7 due to health challenges, but will reschedule for a future date and will submit an article once completed.
- Natalie will be going to NCDA’s PDI for the career practitioner institute.

Wild Apricot 20% Servicing Fee

- As of April 01, 2019, Wild Apricot will begin charging a Payment System Servicing Fee if you use an online payment system other than Wild Apricot Payments; Marilyn maize offered to help us with this. We will need to decide about how to move forward.

Newsletter - Jenn

- Articles by 10th of the month, published by the 15th

Minutes close – 5:02 pm.

Respectfully Submitted,
Jenn Leard