MCDA Board Meeting

December 11, 2020

Present: Julie Neill, Natasha OrtizFortier, Karol Taylor, Maria Schaeffer, Marilyn Maze, Karen Francis, Rachel Loock, Natalie Kauffman

Quorum present. Meeting called to order at 10:02 am by president, Julie Neill

Written reports submitted by email to board members by past president, treasurer, and advocacy chair.

A call to approve today’s agenda was motioned by Natasha OrtizFortier and seconded by Karol Taylor. Approved.

Motion made by Karol Taylor to approve her edits to previous minutes for secretary to incorporate into final version. Seconded by Marilyn Maze. Discussion: the edits will be incorporated into the following board meeting minutes:12/4/19,1/8/20, 7/10/20, 7/25/20, and 10/23/20. Approved

Julie Neill updated board on PACDA partnership, collaborations with other CDAs, return of Lisa Oliver as virtual assistant and successful webinars.

Marilyn Maze discussed the recorded webinars that will be password protected. A protocol for using the appropriate hashtags for search engines needs to be established. Decided to use “live webinar” or “recorded webinar”. If contact hours are requested, recorded webinars will include 3 questions to be answered accurately. Presenters will need to agree to be recorded and if so, provide the 3 questions regarding their presentation based on their workshop objectives.

Maria Schaeffer will collaborate with Rose Howard regarding procedure for issuing Contact hours for both live and recorded webinars.

## Rachel Loock shared that she received an inquiry from Angela Heath who is interested in presenting a live webinar on the freelance economy. MCDA does not provide a speaker fee.

## Laura Labovich submitted a form to present in the new year on tech tools and resources. Julie Neill is Laura’s contact person. Julie is working on an online form for prospective presenters that will be linked from MCDA’s home page. She will add a line for presenters to agree to be recorded and to provide three questions to receive contact hours.

Natasha OrtizFortier made a motion to eliminate affiliate membership, the motion was seconded by Karol Taylor. Discussion followed on the value of membership with marketing as the key element. Natalie Kauffman and Karen Francis were not in favor of the elimination. They felt that is a good marketing tool for career advisor/consultants. Decision made to keep the category and lower price to $75. Marilyn Maze will contact current affiliate members to alert them to the change.

Rachel Loock thanked Karol Taylor, Karen Francis, and Natalie Kauffman for their contributions to the MCDA newsletter. Rachel is looking for more board members to submit articles since she wants to have new/more perspectives.

Karen Francis discussed membership ideas, one was to reach out to colleges for student membership, also recruiters and other state partnership chair. Julie Neill suggested she reach out to PACDA membership chair for ideas. Julie Neill will create a Google document to share membership outreach ideas.

Natalie Kauffman wondered where to place advocacy reports. Marilyn Maze will upload advocacy reports to the website. Natalie will submit advocacy updates to be included in the monthly newsletter.

Julie mentioned the need for a Program Chair.

Meeting adjourned at 11:01 am

Minutes submitted by Maria Schaeffer