

MCDA Board Meeting

August 13, 2022 1:00 pm

Virtual via Zoom

Present: Dr. Staci Parker, Rose Howard, Marilyn Maze, Alisa Smedley, Natalie Kauffman

* Joined late: Latara Jones

Dr. Parker called the meeting to order at 1:08 pm. She had to switch platforms because Zoom was locked. FreeConferenceCallHD was used instead. Since other members still had problems logging in, the meeting started late.

July Board Meeting Minutes

We verified the information with Karol Taylor, who is no longer an MCDA Board member. The changes to the minutes were made and distributed.

The Board voted unanimously to approve the minutes.

Review of Old Business

Dr. Parker was reaching to members of MCDA and career development professions to recruit for vacant Board positions. She successfully recruited Ms. Smedley.

Ms. Smedley said that she is a national presenter on adult education. She has been working for the Montgomery County Correction Center job center.

Dr. Parker and Ms. Smedley will work together on reaching out to non-renewed members.

Dr. Parker encouraged the chairs to recruit committee members to assist them.

Partnerships

Dr. Parker renewed the partnership with the Pennsylvanian Career Development Association.

Dr. Parker reached out to the past president of the VA CDA about partnership. He asked to follow up after schools start.

Dr. Parker plans to continue to reach out to local organizations to increase membership benefits.

Natali said that NCDA plans to have their Career Practitioner Institute in Annapolis, MD. Dr. Parker will follow up with them.

MCDA September Retreat

Dr. Parker said most members did not have a preference for time/day. She will base the retreat based on the topics of interest the members indicated.

Dr. Parker will speak with the presenter in more detail.

Lunch will be provided for the participants.

Dr. Parker will introduce the new virtual assistant, Renia Harris. She will work with the other Board members to improve the MCDA website.

Board Non-Profit Workshop - NLA

Dr. Parker joined a non-profit leadership organization for board members. She will share with the Board specific parts that would be helpful to them in their roles.

Treasurer Updates

Latara said she and Dr. Parker created a system so that vouchers for reimbursement should be submitted by the 1st and 15th of the month. It will require 3 signatures; hers, Dr. Parker, and the Board member submitting the voucher. Once the signatures are obtained, it will be sent to MCA for payment.

All dues are up to date (Zoom, Vemo, GoDaddy, and other miscellaneous payments). They are working on paying the membership dues (NCDA, MCA, ACA) for the elected Board members.

She and Dr. Parker has been working on updating and organizing the finances so everything is in order and streamlined.

Dr. Parker has several vouchers and will submit them as a batch.

Dr. Cole – Treasurer of MCA sent Dr. Parker several excel spreadsheets, but she was not able to open it. Dr. Parker will work on it. She has not heard back from MCA about it.

* The spreadsheets may be June and July balance information.

Secretary Updates

Dr. Parker noted that Viktoriya is not present because she cannot make Saturdays. She will transcribe this meeting.

Website Updates

Marilyn said that the instructions for the Board Members are up on the website.

Marilyn sent instructions for WildApricot.

Legislature Updates

Natalie said that Elle has been working on the legislative updates on the website. She has been doing a great job.

Programming

Dr. Parker has not heard from Dr. Mills yet. She will reach out to her.

Credentialing

Dr. Parker said she is looking forward to working with Rose, whom she has not met yet. The Board appreciates her experience and expertise.

Meeting adjourned at 2:02 pm.

Minutes taken by Viktoriya Selden, MCDA Secretary