



MCDA January Board Meeting

Date: Monday January 24, 2011

Location: Conference call

Meeting called by: President Michelle Carroll

Minutes Prepared by: Paula Brand

Members in attendance: Marilyn Maze, Diana Bailey, Michelle Carroll, Amanda Baker, Lakeisha Mathews, Kevin Michel and Paula Brand.

President Michelle Carroll called the meeting to order at 7:40pm.

OLD BUSINESS:

Paula Brand moved to approve the minutes from the previous meeting. Marilyn Maze seconded and it was and unanimously approved.

NEW BUSINESS:

Treasurer Report

Marilyn Maze submitted a projection of numbers based on current and desired registration numbers.

MCDA 2011 Conference Expenses							
Type	Reg Fee	Option A: 64 Attendees		Option B: 82 Attendees		Option C: 120 Attendees	
		#	Income	#	Income	#	Income
Professionals							
Early Memb	\$140.00	22	\$3,080	28	\$3,920	40	\$5,600
Early NonMemb	\$160.00	10	\$1,600	22	\$3,520	30	\$4,800
Late Memb	\$170.00	3	\$510	0	\$0	1	\$170
Late NonMemb	\$190.00	1	\$190	1	\$190	2	\$380
			\$0		\$0		\$0
Student/Retired			\$0		\$0		\$0
Early Memb	\$100.00	27	\$2,700	23	\$2,300	30	\$3,000
Early NonMemb	\$110.00	0	\$0	8	\$880	15	\$1,650
Late Memb	\$120.00	0	\$0	0	\$0	1	\$120
Late NonMemb	\$130.00	1	\$130	0	\$0	1	\$130
MemberClick Fees	\$3.39		-\$217		-\$278		-\$407
		64	\$7,993	82	\$10,532	120	\$15,443
	(per person)						
Food Thursday	\$25.14		\$1,609		\$2,061		\$3,017

Food Friday	\$47.13	\$3,016	\$3,865	\$5,656
Breakout Rooms		\$300	\$300	\$300
Keynote Speaker(air + hotl)		\$600	\$600	\$600
Nametags		\$70	\$70	\$70
Printing		\$200	\$200	\$200
Total Expense		\$4,186	\$5,035	\$6,826
Net Income		\$3,807	\$5,497	\$8,618

Secretary

Paula Brand asked where we were with the proposed by-laws changes. Amanda responded that they could not be done in time to meet the official notice requirements because some major decisions needed to be agreed upon first. President Carroll requested Paula schedule a meeting of elected officers to vote on the issues so the changes can be agreed upon at next year's annual conference.

She stated appreciation for when people have submitted a written report to be included in the minutes (if someone cannot make it to the meeting or if specific documents are referred to).

Membership

We have 168 members at last count. Student membership is low. We should focus on local colleges counseling students for recruiting new members and try to convert basic contact into members. We will offer the \$5 membership the day of the conference like last year. Kevin will launch the membership drive. He drafted a flyer to promote the membership drive and asked for feedback and got positive responses. It was suggested that the deadline for the drive be moved to May 30, 2011.

CEU Chair

Diane has been creating and updating the conference CEU forms. She will finalize the form for the event. Michelle will send additional speaker names. She asked about the evaluations and bios.

Publicity Committee

Michelle shared that Karol has found a new apartment but is still in a slow process of re-building her resources. She asked if anyone had any basic house items to give to Karol. She has a new cell phone and asks that people call her so she can rebuild her contacts. Someone suggested offering her free admission to the conference, in light of her situation. Marilyn Maze made a motion to this affect. Paula seconded. All were in favor.

Other Events

Michelle stated that the church résumé clinic on January 23rd went well. 7 volunteer coaches showed up but it was only lightly attended so they got a lot of individual attention. She appreciated everyone who came out to help and said the membership response was very positive - that it went well enough to try again.

Michelle reiterated plans to hold a spring event (and final event of her leadership) with Tristan Harvey speaking on Technology and Career Development. It will be an all day event with each participant having a computer to use. She is still working for a date of April 4th at UMUC Largo Campus. The speaker asked us to cover 2 nights in a hotel and gas reimbursement. We need to decide on admission prices. She asked for help in promoting the event. Marilyn volunteered to create a flyer and help set costs. We should have flyers available at our annual conference and the upcoming MACD (MCA) event.

A date has not been worked out to do a co-event with MACD (MCA).

Annual Conference

- Michelle requested more award nominations.
- Amanda needs final details for program by Friday. We will not add bios in the program as it will add a significant amount of pages. Marilyn will handle finding out room numbers to be added.
- We discussed table set up and vendor tables.
- We need to publicize the conference more. We brainstormed additional people to invite (surrounding states contacts, Paula will ask IAWP).
- Lakeisha will send a reminder of volunteer assignments.
- We will finalize plans for AV equipment and photo taking.
- Michelle asked who might take care of getting plaques and Marilyn volunteered. She will also make table tent cards. Marilyn also volunteered to bring membership forms.
- Amanda is doing name tags and raffle tickets.
- Michelle will bring baskets and asked that people arrive around 5pm to help set up.

A motion was made by Paula Brand to end the meeting at 8:38 pm. It was seconded by Amanda Baker and unanimously approved.

UPCOMING BOD MEETINGS -

Monday, Feb. 28, 4-6 pm - conference call
 Monday, Mar. 28, 6-8pm, location TBD
 Monday, April, 18, 4-6pm conference call
 Monday, May 23, 6-8pm location TBD
 June/July leadership change over meeting, TBD