

MCDA Board Meeting

Saturday, July 9, 2022 10:00 am

Virtual via Zoom

Present: Dr. Staci Parker, Latara Jones, Marilyn Maze, Natalie Kauffman, Karol Taylor

* Joined late: Elle O’Flaherty

President Dr. Parker welcomed everyone to the MCDA first Board meeting for the 2022 - 2023 term. This meeting as well as all other meetings will be recorded.

**Introductions**

Dr. Parker asked for everyone to introduce themselves.

* Dr. Marilyn Maze (goes by Marilyn) said her job is web master. She works with WildApricot. She knows it well and is happy to train others. In the past, she was the treasurer of MCA and MCDA for 10 years until 2014.
* Mrs. Natalie Kaufman (goes by Natalie) is the legislative cochair. She keeps abreast of what the affiliates are doing regarding advocacy in career development and counseling.
* Ms. Latara Jones is the new treasurer. She became involved with MCDA after the PA Career Association had a meeting with MCDA.
* Ms. Karol Taylor (goes by Karol) is an internal consultant, but she is not on the Board. She has been with MCDA since 2004 and served in multiple leadership roles, including 3 terms as the president.

**June Board Meeting Minutes**

* Ms. Jones noted that she was present at the June meeting, but not included on the list of present members. The Board said the correction to the minutes will be made.
* Natalie said that the meeting discussion topics included wrapping up the term, transitioning to new leadership, and updates on some of the committees.
* Marilyn added that the Board voted that this term MCDA will pay for the additional membership dues for its elected officers required by MCA.
* Dr. Parker said the past meeting has been summarized and asked for the vote. Since there was no quorum, a vote could not take place. Will vote next time with Ms. Jones added to the meeting.

**New Business**

*2022-2023 Board Meetings:*

Dr. Parker wants to establish the Board meetings for the year; however not enough members are present to schedule it.

*New Board Members:*

Dr. Sujata Ives needs to become an MCDA member in order to take a leadership role. She will do this soon. Natalie confirmed that Ms. Elle O’Flaherty is a member and is joining the Board.

Dr. Parker said that MCA is asking for everyone’s contact information and membership number to know who is eligible for leadership positions.

*Websites and Bills*:

Marilyn said GoDaddy is our registrar. When one becomes a Board member, they get an MCDA email through GoDaddy. There’s also WildApricot with all the member names. Marilyn is happy to provide access and training for it. Access can be general or for something specific (events, finances, etc.)

* WildApricot costs about $2000. It is paid annually and is due now. The other bills are GoDaddy, Zoom, and video recording software.
	+ Dr. Parker said she would like to record the monthly webinars. It would help with membership and revenue.
* Marilyn noted that we do all our banking through MCA and they pay our bills through a voucher system.

Dr. Parker is working on learning who pays what.

* Marilyn asked what category does Zoom goes in for billing? Dr. Parker will ask MCA.

*Virtual Assistant:*

There was a call with Rene Parker Harris (the candidate.) Dr. Parker, Natasha, and Dr. Ives participated. Rene is a great candidate and Dr. Parker let her know that MCDA is interested in hiring her. Dr. Parker will create an offer letter. She will also review the contract with Cathie Eden from MCA and then send both letters to Rene. Dr. Parker wants to establish the specific tasks the Board will ask Rene to do. Hopefully, she will start soon.

* Marilyn asked about the duties and time executed by Lisa Oliver to help figure out how to better use Rene.

*Phishing:*

Marilyn said that phishing has been a problem and will probably get worse.

* Dr. Parker said there’s someone who has been trying to establish a relationship and get money through email. She was contacted by someone posing as Natasha and later as Maria.
* Dr. Parker noted that the MCDA’s W2 is on the website with signature. It needs to be taken down.
* Dr. Parker noted that we need to be mindful about how we operate the website so that others cannot pull informaiton from it.

*Open Leadership Positions*:

President Elect – only elected position missing

Other non-elected vacant positions:

* Conference (lately it has been mostly the executive team handling it)
* Awards (once a year commitment)
* Membership
* Registrar
* Public relations
* Newsletter (Dr. Parker will put out the newsletter for August. Then, someone else needs to take over.)

Karol noted that Laura Lavovitch said she would help with a committee

Dr. Parker’s agenda for the term is to improve membership. She wants to develop a welcoming packet for members and to increase membership perks.

Dr. Parker said for members joining the Board, we need emails and contact information so we can easily get in touch and better identify phishing.

* Karol suggested Dr. Ives for membership chair.

Dr. Parker asked if any of the vacant Board roles can be removed. Marilyn suggested removing registrar. Attendance can be taken by the Board member present.

Natalie said she can serve as an assistant to the Awards Chair.

*2022-2023 Planning:*

* Dr. Parker noted that we need to find someone for the Newsletter, Membership, and Conference. She encouraged the Board to nominate people who are truly passionate about serving in the position. She will work on recruiting too.

Minutes taken by Viktoriya Selden