



June 29, 2013 Board Meeting
(Black Agenda, Red Notes)

1. Attendance (Yes/No)

Executive Committee

President	Marsha Riggio <marshariggio@yahoo.com>
Past President	Cheryl Moore- Thomas <CMoore4@loyola.edu>
President Elect	Charles Guthrie <charles.guthrie3@gmail.com>
Interim Secretary	Emily Kirchner <emily.kirchner@waldenu.edu>
Treasurer	Marilyn Maze <mazemd@hotmail.com>

Division Presidents

MACES President	Cassandra Clarke-Williams <cclarkewilliams@gmail.com>
MSCA President	Michelle James <mjames@mscaonline.org>
MASERIVC President	Lee Richmond <LRichmond@loyola.edu>
MAMCD President	Mercedes Ebanks <MEbanks@Howard.edu>
MCDA President	Paula Brand <paulabrandcprw@gmail.com>
MAMHC President	Elizabeth Nyang <elizabethnyang@hotmail.com>
MAMFC	Open

Committee Chairs

Public Relations Chair	Marybeth Heather <marybethaheather@gmail.com>	Emily Lamoreau <elamoreau@me.com>
Newsletter Chair	Brad Spoon <bspoon28@gmail.com>	Sarah Gilden <sgilden@gmail.com>
Membership Chair	Marilyn <mспенadel@comcast.net>	Slater, Kimberly <KModo@intra.nida.nih.gov>

Program Coordinator Chair	Elizabeth Kuttler <ekuttler@gmail.com>	R. Tony Rufus Spann <rufusspann@yahoo.com>
CEU Chair	Charles Guthrie <charles.guthrie3@gmail.com>	Kierra Watkins <kierra.watkins@gmail.com>
Website/Social Media	Charles Guthrie <charles.guthrie3@gmail.com>	Open
Event Registrar	Gabrielle Green <gigreene816@aol.com>	Open

2. Officers/Chairs (Marsha)

- a. Anyone expecting to not serve in their current role next year starting July?
- b. Newsletter Asst, CEU Asst, Website Asst, Event Registrar Asst., and MAMFC President (**streamline some committees, Riggio to take AMFC**)

3. Finances (Marilyn):

- a. Treasurer's Report
- b. Updates
- c. Other

1. Credit Card vendor: Authorized.net instead of paypal
2. Emails: no longer free with new vendor, go daddy email
3. url mdcounseling.org (go daddy owns it), Charles gets notification of annual fees, Charles can change emails via go daddy; extra bill (@\$8.50 a month for 10)
4. Banking:
 - a. PNC for checking;
 - b. cap 1 360 (used to be ING) for savings - .4% interest;
 - c. .01% on CD in BOA and change to cap 1
 - d. change Pickens CD to something (stipend; scholarship? – Pickens was dedicated school counselor/career)
 - e. long term CD 1.1% Columbia Bank
5. Six Resolutions (See additional notes)
 - 1st (Gilden motion, Guthrie second, passed): The Treasurer is authorized to open a non-profit checking account at PNC Bank which will require one signature for amounts up to \$5000 and two

signatures for amounts of \$5001 to \$10,000, with checks over \$10,000 not allowed. The President, Past President, and Treasurer are authorized signers for checks.

-2nd (Riggio motion, Guthrie second, passed): The Treasurer is authorized to open a business savings account and business CDs at Capital One 360. The President and treasurer are authorized signers for this account.

-3rd (Gilden motion, Spann second, passed) When the MCA Checking account balance exceeds \$12,000, the MCA Treasurer will move funds from the checking account to the savings account to reduce the checking account total to below \$10,000.

-4th (Gilden motion, Guthrie second, passed) MCA checks will be printed with two signature lines and these words above the signature line: "Not valid for over \$10,000. Two signatures are required for amounts over \$5,000."

6. Old checking acct will close after a few more payments

7. Budget for next year, Guthrie and Gilden to develop

4. Website/Social Media (Charles):

a. Members Click Updates

b. Updates: **Website Training for board at retreat, connect with PR so committees role into one.**

c. Other: **Ideal to have a division and committee page**

5. MACD Annual Conference (Charles):

a. November 8, 2013 JHU Columbia:

b. Working Theme: "Counseling Specific Populations." c. Workshops could include: Forensics Counseling, Counseling the Deaf, Counseling Adolescents, special needs population; LGBT; ethnic minorities

c. Call for proposals - Riggio to do

d. Contact keynote, Dr. Stacey Reicherzer - Riggio to do

e. Same layout as last year with fewer workshops to allow for more well-attended sessions

- f. Marketing: PR conference to DC, VA, PA, DE counseling associations
- g. Only 3 sessions per breakout, 3 breakouts
- h. When accept proposals, ask for speaker power point and we can put on website.
- i. Open to book signing, poster sessions.
- j. Pay credit card by phone as possible options.
- k. Tai Chi class (Guthrie)?
- l. Yoga (?)

6. Other Events (Marsha)

- a. DSM - V 8/1/13 - MCA Board invited for networking
- b. Consider joint events with divisions or other mental health groups
- c. Need to look at calendar
- d. T-shirt costs for marketing

7. Newsletter (Sarah): Next deadline- August???

8. Change from SR-ACA to NR-ACA, board approved last meeting, waiting to hear back from SR/NR reps about next steps to formalize, may need official motion to pass, not sure. They are thinking to meet with us at the ACA Leadership Training next month. (Riggio, motion; Charles, second, passed)

9. 2013 Institute for Leadership Training (Marsha):

- a. Charles, Liz K., Tony, and Emily K to attend the 2013 Institute for Leadership Training, July 24-27, 2013

10. ACA Annual Conference 2014 (Marsha)

- a. We have one free conference registration for Hawaii from ACA based on our branch award
- b. Executive Committee member to attend? Emily K. said she might, Riggio might...

11. Division/Other Committee Updates (Marsha)

- a. MCDA - Processing option to stay under MCA but how to separate financial processes perhaps. Treasurer have

to sign for MCDA checks, no way for MCDA to sign own unless own entity. Have a calendar of events developed, April annual conference.

b. MASERVIC Report: MASERVIC helped MACD sponsor a workshop on May 4, 2013. The workshop was called MORNING with MARK, an AFTERNOON WITH THE ARTS. Mark Savickas resented though the morning and Suzanne Savickas, JoAnna Auron-Gorska and Marlene Spandel presented break out groups in the afternoon. The workshop was held at Loyola Graduate Center in Timonium and was praised by the attendees who asked for more activities of this type. Note: New officers for MASERVIC including a president and president elect must be selected for next year. Dominic Ceirce, a post masters student at Loyola has volunteered to serve, and there are other students interested as well. Contact me if you wish a list of names.

c. MACES - looking for officers

12. Schedule of Board (Charles) - Needs to be updated

a. Riggio can schedule at JHU Cola if desired.

b. September 2014 if planned

c. Social events? Networking? Sponsored event? Third Thursday is what MCDA does.

d. Gala event? November 2014?

e. Fourth Thursday of each month

July 25th 8:00pm phone/internet

August 7:00pm JHU Cola campus

September 8:00pm phone/internet

September Social 9/21 3-5

October 7:00pm JHU Cola campus

November 8th MACD Annual Conference/Board Meeting following - only if needed

December 8:00pm phone/internet

January 7:00pm JHU Cola campus

February Early in the month Winter Workshop/Board Meeting following? (MAMFC - Riggio)

March 26-30, 2014 ACA Annual Conference

March Board Meeting

April MCDA Annual Conference?

April Early in the month workshop

May Spring Board Meeting

June Leadership Retreat/Board Meeting

13. Other

14. Next Meeting