

**Maryland Association for Counseling and Development**  
**In person at JHU and by Conference Call**  
**January 31, 2013**

Present: Marsha Riggio (late), Charles Guthrie, Marilyn Maze, Marybeth Heather, Brad Spoon, Sarah Gliden, Elizabeth Kuttler, Tony Spann, Angie Hubbard, Elizabeth Nyang

2. Officers/Chairs: Still need the following positions filled (Marsha):

- a. President and Officers MAMFC – no volunteers
- b. Website/Social Media Committee member to replace Charles this summer – Angie Hubbard volunteered

3. Finances (Marilyn):

a. Fraud Prevention & Insurance

Marilyn explained MCDA has been asking that safeguards be placed on the MACD checking account to reduce risk of dishonesty. MACD has an umbrella insurance policy which covers "employee dishonesty" up to \$25,000. So, if a Treasurer decided to write checks from our account to him/herself, up to \$25,000 could be recovered. However, the largest check we ever write is for about \$7000 to pay hotel expenses for the MCDA conference. If the balance of our checking account is kept below the insurance limit, it would be less tempting for a Treasurer to use the funds inappropriately. Although we trust our Treasurer, it is prudent to restrict the funds so that the temptation to use the funds inappropriately is lessened. Marilyn introduced these two resolutions:

**Resolution 1**

**When the MACD Checking account balance exceeds \$20,000, the MACD Treasurer will move funds from the checking account to the savings account to reduce the checking account total to \$18,000.**

**Resolution 2**

**MACD 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 \$1,500."**

After discussion, both resolutions were unanimously adopted. Marilyn will have the checks reprinted.

b. Anticipated February Conference Costs

According to our 2012-2013 budget, \$2500 is expected for income and \$550 is allotted for expenses. We agreed that these were reasonable estimate.

c. Other Pricing of the March workshop was discussed. It was compared to the February workshop and we agreed to use similar pricing for the March workshop, but allow Pre-registration to be extended so the people attending the February workshop could still take advantage of pre-registration for the March workshop.

4. Website/Social Media (Charles/Angie):

- a. Updates/Ideas on previous discussed upgrades
- b. Switching from Member Clicks to another online provider was discussed, and Angie agreed to review MemberClicks and think about the value of switching.

5. MACD Annual Conference (Charles):

- a. November 8, 2013 JHU Columbia

6. MACD Multicultural Workshop (Marsha)—

- a. Coordinators Tony and Liz
- b. Saturday February 23
- c. JHU @ Rockville campus – 100 classroom
- d. Structure to be: three prominent guest speakers
  1. 8:30-9:00 Sign-in
  2. 9:00-9:25 Introduction to workshop: Dr. Clemmont Vontress
  3. 9:30-10:30 Dr. Aaron Stills (Howard)
  4. 10: 40-11:40 Dr. Norma Day-Vinces (Hopkins)
  5. 11:50-12:50 Nancy Wheeler, JD (ACA Lawyer)
  6. 1:00-1:25 Closing to workshop: Dr. Fred Bemak
  7. 1:30-2:00 Book Signing
- e. Tony and Liz update on coordination of logistics and space for sign-in, books, etc., program handout/coffee/cookies – Liz agreed to provide an SOP

7. MAMHC Marriage and Family Workshop (Elizabeth)
  - a. March 15, 2013
  - b. Washington Adventist University
  - c. Marilyn agreed to produce nametags and act as registrar
  
7. MACD Spirituality Workshop (Lee)
  - a. Saturday May 4 9-4:30
  - b. Loyola @ Timonium 100-200 folks
  - c. Structure to be: one prominent guest speaker and a few break outs:
    1. 9-9:30 Sign in
    2. 9:30-12:30 Keynote: Dr. MARK SAVICKAS
    3. 12:30-1:30 Lunch
    4. 1:30-2:30 Break out sessions:
      - Poetry - Savickas' daughter: creativity, spirituality, career
      - Visual Art Joanna Auron-Gorska: creativity, spirituality, career
      - Integrative Therapy and Meditation – Marilyn Spenadel
    5. 2:40-3:40 Break out sessions repeated
    6. 3:40-4:00 Clean up
  - d. Lunch will be provided for those who stay for the afternoon
  - e. MASERVIC to sponsor, MCDA looking to co-sponsor
  - f. Advertising strategy: Will add to website now and produce flyers for distribution to classes
  - g. Registration fees? Lee suggests charging 35.00 for the morning (20.00 for students); 12.00 for lunch and 20.00 for afternoon (10.00) for students.
  - h. 3CEU's for morning and 2 for the afternoon
  
8. Other Events (Marsha)
  - a. Leadership Retreat – rescheduled date pending – perhaps June or July and partner with MCDA?
  
9. Newsletter (Brad and Sarah):
  - a. Next deadline
  
10. Name change to MCA (Marsha):
  - a. Marsha is working on this
  
11. 2013 Institute for Leadership Training (Marsha):
  - a. Charles and Liz K to attend the 2013 Institute for Leadership Training, July 24-27, 2013 in Metro D.C. area.
  
12. Division/Other Committee Updates
  
13. Schedule of Board/Committee meetings, Including Leadership Workshop (Marsha)
  - July 26th 8:00pm phone/internet
  - August 23th 7:00pm JHU Cola campus
  - September 27th 8:00pm phone/internet
  - October 25th 7:00pm JHU Cola campus
  - November 9th MACD Annual Conference/Board Meeting following - only if needed
  - November 29th 8:00pm phone/internet
  - December 20th 8:00pm phone/internet
  - January 31st 7:00pm JHU Cola campus
  - February 23rd Winter Workshop/Board Meeting following
  - March 20-24 ACA Annual Conference
  - March 28th 8:00pm phone/internet
  - April 18-19 MCDA Annual Conference
  - April 25th 7:00pm JHU Cola campus
  - May 4 Spring Workshop/Board Meeting following
  - June 27th 7:00pm JHU Cola campus/Board member transition meeting