

# MACD Board Meeting Minutes

## March 1, 2008

Present: Kathy Barrett, President; Anke Dill, Treasurer; Marilyn Maze, Secretary; Kay Brawley, MAMFC President; Elizabeth Nyang, Newsletter; Lee Richmond, Parliamentarian.

Kathy Barrett called the meeting to order at 9:15.

### 1. Online Registration System Report

Thrive, the new online registration system, is very slow when entering data, has been very difficult to learn, and requires technical support to create even the simplest registration form. Overall, it is a disappointment. Marilyn is still attempting to get the lists of members from prior years properly registered. For example, past presidents and lifetime members need to be registered, but they do not understand this need, so Marilyn has to do this for them. However, we have email addresses for less than 1/4<sup>th</sup> of them, so we cannot register them properly in the online system. Marilyn will send letters to them and request their email addresses. Bounced emails and related issues have taken a great deal of time.

### 2. Conference Planning

#### a. Presentations

Kathy reported that she contracted with Vernon Williams to provide the keynote for \$250. She contacted Lynn Linde, the President-Elect-Elect of ACA and a Past President of MACD and Lynn agreed to offer a greeting from ACA. Marilyn agreed to purchase a gift for Lynn. Nancy Grasmick's office is sending Deputy State Superintendent Skipp Sanders to provide a welcome and a luncheon speech. The conference flyer lists a number of other presenters and provides a full day of interesting events. MSCA President Penny Cummings recommended Dr. Cheryl Holcomb-McCoy who presented a multicultural workshop at the MSCA conference. Dr. Holcomb-McCoy has expressed interest and Marilyn is still hoping to see a proposal from her.

Some presenters asked if they must pay the registration fee. We agreed that presenters who attend only their own session do not need to pay the registration fee, but those who plan to attend the entire conference are requested to register at the graduate student rate. Board members who are working at the conference are invited to attend without paying any registration fee.

#### b. Publicity

Marilyn will send the March 13 flyer to David Newton (facilities manager for Loyola), who has a graduate student email list for Loyola students. She will later send the Conference flyer to David Newton for distribution, and distribute it to all MACD members in our registration system.

Kathy will send Lee the conference flier to send onto the Jack Kent Cook Foundation because of Lee's connection with them. Lee Richmond will also forward the flier to the National College Advisory Core. Elizabeth will ask Eric Green of Hopkins to distribute it. The ACA CT Editor, Jonathan would need a short summary by March 5 to get it into the ACA newsletter.

#### c. Raffle

Kathy will donate a copy of Dr. Wicks book. She will ask Mr. Williams to donate copies of his books. Anke will ask a large store such as Staples or Target to provide plastic bags for the conference, and possibility give-away items. Others will look for other items to give away.

We will discuss food and materials at the next board meeting on April 12.

### 3. Officers

Kathy brought up the need to develop emerging leaders and to have not only a president elect but a president elect elect. Lee recommended Dr. Cheryl Moore Thomas for President-Elect (President in 2008 – 09). Kathy will contact her. We need to be thinking of a President-Elect-Elect (President in 2009-10). The Summer Leadership retreat will be a good source of emerging leaders and opportunity for training them. After discussing options, Elizabeth Nyang agreed to take the position of President-Elect. Clearly, she has excellent skills for this position. However, she is defending her dissertation in August, so she will not take office until September. Kathy Barrett agreed to stay on as President through August. Anke Dill and Marilyn Maze also agreed to stay on for another year.

### 4. Event Schedule

The March 13 workshop will be held from 4 to 6:30 PM at Bowie State University. This workshop is sponsored jointly by MCDA and MACD, so all board members are encouraged to attend at no charge. MACD will need to help with registration. Kathy will provide a welcome on behalf of MACD and is planning to bring copies of Soul Work – one of Dr.

Richmond's books, for the Raffle. Marilyn will bring the registration materials, copies of the membership form, CEU and evaluations forms (constructed by the MCDA CEU Chair, Diana Bailey). Copies of the MACD Conference flyer need to be there also.

Kay Brawley is attending ACA in Hawaii and wondered who else would be there. She suggested we co-host a party for Lynn Linde. Kathy was unsure about attending due to the cost. MACD has not been earning much income in the last few years. However, MACD has money in savings accounts (see below) and we do believe the income this year will be sufficient to cover the cost of the ACA Conference and travel expenses for Kathy. We urged her to attend, and she plans to look into it.

Kathy will plan the leadership retreat activities. The cap for the luncheon will be \$15.00 per person. Kay volunteered to arrange this.

Kay also shared information about a workshop that she had organized for the Florida chapter of the Marriage and Family Counselors on relationship building. It looks very interesting, and we want to use the same group of presenters. Kathy will attempt to get this workshop scheduled for the last Friday in September.

Kathy talked with Holly Club of ACA and scheduled the next president of ACA to speak at our conference May 1, 2009. It was suggested that we ask Dr. Wicks to speak on the topic "Caring for yourself as a counselor."

These three events (the August Leadership Retreat, the September Relationship Workshop, and the May Conference) would be sufficient for next year, with the possibility of a workshop for graduate students in March.

## **5. Finances**

The Fall Conference brought in \$1200, with \$813 net. MACD's total equity from past savings is \$14,664, which means we can use savings to cover expenses if necessary. Anke reported that Thriva has been mailing checks to her for fees paid by credit card. Joanne Omrud, at Robert Liberto's office, had agreed to ask Thriva to use a direct-deposit process, so that the money would appear in our checking account immediately, without the delay of mailing and passing through several hands. Marilyn will follow up on this. Kathy and Anke reported that they successfully replaced Mavis Lewis' signature on a CD at Columbia Bank with their signatures. Marilyn suggested we ask the accountant to be sign the CD, because all of us volunteers change positions so frequently. We agreed that this might be a good idea in the future.

## **6. Inactive Divisions**

In a previous year, we discussed our inactive divisions. ACA provided the advice that we needed to notify the people who have paid dues for them, and ask these people to find a division president. If the division cannot organize itself, then MACD can merge their funds with ours. We need to take care of this because we are still collecting dues for inactive divisions.

[Insert from MACD Board Meeting 9/16/06:

What can be done with the funds of defunct divisions? MACD has several divisions that are no longer active. While we hope to resurrect the MACES, other divisions have accrued dues and have no leadership. Lee Richmond and Diane Finch will contact Richard Yap to find an answer.

Postscript: Lee Richmond spoke with Thelma, and reported "We need to write to all members of divisions who have no officers, tell them how much of their money that we have, and inform them that if they do not elect officers and get reorganized within three years, at the end of that time the funds will revert to MACD. We should also offer them help in reorganizing and tell them that if any people want to work on it with us to let us know. This letter needs to be carefully crafted so that it is sincerely friendly...but we do need to put them on three year notice re their funds."]

## **7. Website**

The link to the online registration system has not yet been added to the MACD website. Adding a link is very easy, so this is not a question of difficulty. It appears that we have not been able to get Jessica's attention. In the past, all changes have been made through her. We discussed the possibility of getting a more attentive webmaster, and Elizabeth Nyang revealed that organizing websites is one of her skills. We also discussed the possibility of subscribing to a web hosting service that would offer us more features, and possibly offer us an online registration system that might be better than Thriva. This option needs to be investigated. Marilyn shared that MCDA is investigation improving its website, so she can soon share that information with MACD.

We need a new logo. Kathy agreed to ask her son-in-law, Ron Heiler, to construct one for us. We could also contract with Ann Spire, who developed the MCDA logo.

**8. Newsletter**

Elizabeth has a significant portion of the next newsletter complete. Kathy asked her to add photos of the fall leadership conference, the March workshop flyer, and the May conference flyer, an evaluation form, and a membership form.

The meeting was adjourned at 12PM

The next board meeting will be 9 AM to Noon on April 12.