

Maryland Association of Counseling and Development

Minutes for July 15, 2007

Present: Kathy Barrett, President; Rebecca Mitch McKee, Immediate Past President; Anke, Dill, Treasurer; Jim Vaughn, President-Elect; Marilyn Maze, Secretary; Kay Brawley, MAMFC; Nettie Baldwin, MAMCD; Karol Taylor, MCDA

Opening: Kathy read a passage from *The Perfect Board*. The passage reminded us to follow the letter and spirit of the bylaws, take care of the association through both presence at board meetings and responsibilities, to stay informed by taking the time to research issues, and to assure that the records of the association are correction recorded and filed.

Motion – Anke moved to open the meeting and Karol seconded.

Motion – After we reviewed the minutes from the previous meeting, Rebecca moved that we approve the minutes and Anke seconded. The minutes were approved.

The members present introduced themselves. During the introductions, Kay asked for the list of ACA members in Maryland for use in building the Marriage & Family Therapist group. She would also like to identify the National Association of Marriage & Family Therapy members who live in Maryland. Rebecca received the ACA list and agreed to forward it to Kathy. Anke, Kathy, and Jim explained that they are school counselors. Jim is also an officer for MASCA and shared that he had just passed the principal's test. Karol shared that she was published for the first time, with a book review in *Career Convergence*.

Marilyn agreed to request the MACD membership list from Robert Liberto (the accountant) and email it to the Board. She took the sign-up list that circulated and promised to email that list to the Board ASAP so we would all have each other's emails.

Rebecca reported that the MACD Annual Conference earned \$849.13. Hospice of Maryland had collected the registrations for that conference and split the net income. They gave Rebecca a check for the MACD share and she mailed it directly to Joanne (at the accountant's office).

The request by Bob for a fee increase was discussed. MACD paid Bob \$4040 last year and he was asking for a \$1600 increase, bringing the total to \$5640 for the coming fiscal year. In his written request, Bob commented on the \$5 annual fee for MCDA, pointing out that MCDA was more active than expected and his office had been responsible for collecting registrations for several events for MCDA. Karol thought it was better to have an accounting firm paid to collect fees than for board members to collect them because the checks were deposited promptly. She pointed out that having strong divisions should be a goal for MACD, so MCDA should be supported for being active. Rebecca pointed out that before hiring Robert Liberto, MACD paid an executive director \$5000 a year (note that this was not Mavis Lewis) and paid an accountant \$1000 a year, and the

finances were a mess. Thus the total for Bob would still be less than in the past, and our financial reports are currently very clear. The fees for Joanne versus Bob were questioned, but Jim pointed out that it does not matter because Bob is billing us for the total.

In addition to the accounting fees, MACD incurred \$662.55 for credit card processing. It should be possible to pass some of that fee to the divisions who used the credit card processing.

Nettie asked if more of the work could be done by volunteers. Kathy asked what we want to spend our time doing? (accounting or counseling) Jim pointed out that none of us has time to do accounting. Nettie asked that we break the cost down for each type of expense, and then build the processing fee into the registration for each event. Marilyn suggested that we also price online registration services and see if it is less expensive for such a service, so Bob would handle taxes and total accounting and the online service would handle dues & registrations. Marilyn promised to research online registration processing services ASAP. We need to sign a contract with Bob soon because we need to send out dues reminders. A deadline for a decision was set at September 1.

When we send out dues reminders, we need a listserv with accurate email addresses. A discussion ensued of whether we needed to send both letters and emails. ACA sends dues reminders by mail. MCDA sends them by email. The decision was made to email dues reminders when the calendar is firm, then send letters to those who do not have email addresses.

Natalie Kauffman, as the Technology Chair, handles the listserv. Marilyn commented that, after two years, she is still not on the listserv and is concerned about how the listserv is kept up to date. Karol offered to work on getting the listserv up-to-date, if Natalie is no longer interested in doing this. Kathy agreed to discuss this with Natalie and find out if she is still interested in being technology chair.

Calendar

September 22 or 29: Leadership Conference

Nettie agreed to ask Dr. Jake Johnson which of these two dates would work better for Bowie State. This conference will focus on graduate students plus members. We encouraged Rebecca to talk about starting a private practice. Additional topics include graduate school recruitment and licensure. For keynoters, suggestions included the president of Prince George CC (Dr. Charlene Dukes), president of Bowie State, or president of UMBC.

October 18-21: Southern Region Conference, Williamsburg, VA
Kathy and Jim will attend this conference.

March 14: MCDA is planning to co-sponsor the spiritual aspects of career counseling at Loyola Graduate Center in Columbia.

March 27-29: ACA, Hawaii

MACD will send Kathy. Partial support for someone else was suggested, but tabled until budget is clarified.

April 18 – 19: MACD Conference, Ocean City

Kay Brawley suggested MAMFC and NECA as co-sponsors. Rosalie Humphrey and Rita Robinson of these groups might be willing to help.

Rebecca will send the letterhead to all board members. Kathy will publish the calendar when the September conference date is finalized. We hope to hand the calendar to counselors during their annual county meetings.

Legislative Update: MACD currently has no chair for legislative issues. Will Penny still do it? She is president of MASCA this year.

Jim Vaughn handed out the Treasurer's Report on paper and agreed to email the complete file to the Board. Jim and Kathy will meet to create a budget.

Motion – Rebecca moved to accept the Treasurer's report and Karol seconded.

Marilyn asked to see the MACD page of the report. It showed that MACD had spent \$4,000 more than was earned last year. Reasons for the red ink were discussed. MACD paid for printing of the newsletter last year and will no longer have that expense. MACD earned \$6000 last year and the accountant is now charging almost that much. In his letter, Bob had recommended seeking sponsorship and increased conference fees. Nettie recommended better conferences.

We again agreed to visit the annual counselor meetings at each county. Kathy will email the list to us again to remind us of which counties we agreed to visit.

Nettie, Kathy, and Karol agreed to meet to plan the conference. The relative number of counselors in private practice to school counselors was questioned. Counselors who are employed by others may be sponsored by their employer to attend a conference for professional development so they may be less sensitive to an increase in fees. Divisions need to support the annual conference. Door prizes should be solicited to increase the excitement.