

Maryland Association of Counseling and Development  
Executive Board Meeting  
September 16, 2006  
Location: Loyola College/Columbia campus

Attendance: Marilyn Maze, President, MCDA president; Lee Richmond, Past President; Anke Dill, Newsletter Co-chair; Pia Ricci-Noon, Newsletter Co-chair; Jessica Covey, Membership Chair; Carol S. Barham, Member; Mavis Lewis, Past President; Jake A. Johnson; past president; Michael M. Platt, member; Robert Liberto, CPA; Rebecca Mitch, President; Diane Finch, Past President; Kathy Barrett, Secretary-Treasurer.

The meeting was called to order at 11:40 AM

Rebecca called the meeting to order and asked everyone to introduce him or herself.

Secretary's report was read and approved

#### Old Business:

- Robert Liberto read the Treasurer's report. MACD current balance is \$16,751.59. Each division's balance can be found on the treasurer's report. The report was approved.
- Ballot review – call for nominations for 2007 – 2008 will be out by October. Positions: MACD Secretary, Treasurer, President elect; Kathy Barrett's name will be on the ballot for President; we will call for nominations for MACES and MASERVIC. Discussion was held about including Danielle La Sure-Bryant of MACES and Diane Youkins of MASERVIC on the ballot as officially running for President of these divisions.
- Diane will email Kay Brawley, Carole Rayburn about a call for nominations for 2007-2008
- We will use Bulk Rate postage for newsletter. Kathy asked that the ACA call for awards be put in the newsletter.

#### New Business:

- Jake Johnson's name will be submitted as Chair-elect of ACA-SR.
- Membership report. Jessica will focus her attention college supervisors-counselor educators. This group is the most represented on the ACA membership list.
- Jake Johnson graciously offered the use Bowie State University for future conferences. We will look into this for 2007-2008.
- A good topic for future conferences would be Job Fairs.
- New contact hour chair will be Katherine Heine-Smith.
- 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 MACD has several divisions that are no longer active.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 and Diane will contact Richard Yep to find an answer.  
Postscript: Lee 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."
- Kathy asked about the MACD printer that she inherited when the office closed down. The Board unanimously encouraged her to use it, recognizing that she will incur expenses for ink cartridges and paper.
- How do members in general find out what happened at our business meetings? It was suggested that the minutes be posted on our website.
- The website is badly out-of-date. It seems that staffing for updating the website needs to be taken over by a board member. Jessica Corey volunteered. Jessica indicated that she is familiar with HTML formatting and is confident that she will be able to do it. She will find out how to access the Notre Dame web server where our website is located.
- Where can we find out about our insurance? This information is on our website.
- The need for a graduate student group was raised. Lee Richmond pointed out that it should be separate from Chi Sigma Iota because that association has a grade-point criteria that would prevent some students from joining.  
**Motion:** Moved that MACD create a Graduate Student Association that will be known as the Graduate Student Association of MACD and any graduate student who joins MACD will automatically become a member of the Graduate Student Association of MACD.

Moved by: Diane Finch

Seconded by: Jake Johnson and Marilyn Maze

Approved unanimously.

- Robert announced that he could now accept credit cards on behalf of MACD. We were all asked to add blanks for a credit card number and expiration date on our membership forms.
- Robert asked if division presidents preferred to receive Excel reports or PDF report. Marilyn Maze answered that MCDA would prefer Excel reports because they can be copied into other documents. A PDF report cannot be easily reused.
- The past presidents of MACD will automatically be listed as members of MACD. Robert asked that they fill out a form every year so we know their address and can remember to include them on the membership list.
- How long can division presidents continue to hold that office?  
Postscript: Lee reported: "Divisions are autonomous in how long they keep their presidents. It is up to them. They should, however, comply with their national division by-laws. Whomsoever is president has a seat on our board according to national bylaws."
- Rebecca passed out a letter from Marilyn Maze, MCDA President, asking for a revision to the policy adopted at the previous meeting regarding membership fees. MCDA has informed its members that they can join MCDA without joining MACD for over a year, and several members are Career Facilitators, not counselors, and do not identify with MACD. Lee Richmond pointed out that this arrangement would be similar to the national structure (ACA and NCDA). Diane Finch and Jake Johnson urged that all counselors stick together. The mixture of various types of counselors enriches all of us and allows us to present a united front to the public. Marilyn pointed out that MCDA did not want to separate from MACD but would do so if an accommodation cannot be reached for their non-counselor members. Robert did a quick calculation and agreed that a \$5.00 administrative fee would probably cover the cost of collecting MCDA dues and other services provided so far to MCDA. Diane urged that the fee be recomputed each year based on the actual costs of providing these services to MCDA.

**Motion:** MACD will allow MCDA members who do not wish to join MACD to pay MCDA dues plus an Administrative Fee of \$5.00 for FY07. This fee is intended to cover the cost of accounting services for processing and managing MCDA funds and will be recomputed annually by June 1 each year.

Moved by: Jessica Corey

Seconded by Anke Dill

For: 6            Against: 0                      Abstentions: 3

This motion passed.

- Diane purchased an air ticket to attend the ACA Southern Region Conference last year and became ill so she was unable to attend. She is requesting reimbursement. The Board agreed unanimously.
- By way of MCDA report, Marilyn passed out the MCDA website, which lists both MACD and MCDA events for the year. She also noted that the logo and website are about to receive an overhaul, but this is still in progress. Rebecca requested that MCDA host one of the workshops next year. Marilyn accepted on behalf of MCDA.
- Marilyn raised the issue that a duly elected representative from MCDA was sent to the last MACD Board meeting and was not allowed to vote. According to MCDA's bylaws, electing a representative other than the president is acceptable. She asked if MACD's bylaws disallowed a duly elected person other than the president to represent a division.  
Postscript: Lee reported: "we can decide who other than our own officers and the division chairs sit on our board. We can also decide with regard to voting and proxies. I will check our bylaws for what is our current policy. If we wish to change policy, that can happen also- by vote of the membership."

Diane made a motion for adjournment at 3:10. Anke Dill seconded and the meeting was adjourned.

This report was jointly submitted by Kathy Barrett and Marilyn Maze.