

Maryland Association for Counseling and Development
Board Meeting Minutes, December 3, 2009
Meeting by Teleconference

Present: Pilar Hernanadez, MACD President, Terri McShain, MACD Secretary, Marilyn Maze, MACD Webmaster , Jacqueline Burson, Event Registrar, Vivian Lee, MACD President Elect, Sherry Royster, MACD Membership Chair; Elizabeth Nyang, MACD Past President

Meeting was called to order at 12 PM

1. CEU Documentation:

Marilyn asked our accountant for a cost to add the storing of our CEU documentation. MACD recently had a request for a second copy of her CEU form from a counselor who is submitting a licensure renewal. According to our NBCC charter, we are responsible for keeping our documentation for 5 years. The person who was our CEU Chair 5 years ago is no longer in contact with us. She may have the documentation, but we cannot access it. Given that we could have a different CEU Chair each year, we need a central location for our CEU documentation. Our "mailing address" is our accountant. Our accountant agreed to store the CEU documentation for us for an additional \$25 per year.

Motion: MACD agrees to pay an additional \$25 per year to the accountant to store our CEU documentation.

Moved by Vivian. Seconded by Pilar. Approved.

2. Event Accounting:

The Treasurer of MCDA asked the accountant to provide a cost for breaking out every service offered on our financial statements.. Now that we use MemberClicks, we have a way to track who attended which activities and the total income from the activity. This data is permanent, as long as we continue to subscribe to MemberClicks (and can be downloaded if we decide to switch systems). The person responsible for the event needs to delete people who registered but do not come and do not pay, so the income is accurate. Currently, the accountant provides event accounting provided we offer no more than one event per month per division. This request relates to services, such as online pre-recorded courses, which can be used at any time. The accountant would increase our fees by 21% (from \$700 per quarter to \$850 per quarter) to take on this work

Motion: Divisions are responsible for tracking the income and expenses for the activities they sponsor and for any accounting needs beyond those currently provided by our accountant.

Moved by Elizabeth. Seconded by Vivian. Approved.

3. Cost of Accounting for Divisions:

When we started using the accountant, we asked him how much MACD should charge divisions for each division member who is not a member of MACD. His guess was that \$5 would be about right, and MACD agreed to reevaluate that amount after one year. That was 5 years ago, and we are still charging the same amount. Each year MACD pays the accountant \$3850. Last year MCDA reimbursed MACD about \$800. MCDA has about 145 members and MACD has about 120 paying members (not counting Past Presidents and Life Members). While MCDA is approximately the same size as MACD, it pays only about \$800 for accounting services and MACD pays \$3000 (the rest of the accountant's fee).

Motion: Divisions must pay \$10 to MACD for accounting services for each member who is not also a member of MACD beginning January 1, 2010.

Moved by Pilar. Seconded by Elizabeth. Approved.

4. Credit Card for MACD

The accountant declined to assist MACD in acquiring a credit card and warned us against doing this. We change officers each year, and the card could easily get misused. Elizabeth agreed to investigate ad "guarantee card." The issue was tabled until the next meeting.

5. November Workshop

The income from the November Workshop on counseling Arab-Americans was \$3145. There were 71 people in attendance.

6. December Workshop

Only 6 people had registered for the December workshop. It will be postponed until February. Vivian will find another suitable date (possibly February 13). She will produce a flyer for the workshop.

7. March Workshop

Elizabeth has a contract with Montgomery County to provide substance abuse counseling services. She uses spirituality in her counseling services. She will provide a workshop in March and will work with Steven Carroll, who attended the previous Board meeting, to arrange to use Loyola in Columbia at no charge.