



MCA May 13, 2017 In-Person Board Meeting
10am-2pm
da Vinci Meeting Room
Savage Branch of the Howard County Public Library
9525 Durness Lane, Laurel, MD 20723.

- 1) 10:30am Roll Call (Cathie) Christian, Stephanie, Karol, Cathie (simple majority of EC) Janelle, Sara P., Missy, Michelle W., Lenese, Marilyn, Miranda M. (not enough for quorum entire board [executive committee members and division delegates have votes])
- 2) 10:40am Approval of Agenda (Christian/Cathie) Amended to discuss committee business first to give more time to conference discussion
- 3) 10:42am Approval of Feb, Mar and April Minutes (Christian)

MCA Executive Committee

- 4) President's Report (Christian) Working on the transition of Presidency to Karol. Goal in the next year is to focus on building up MAMFC.
- 5) Treasurer's Report (LaNail)—working on budget for next FY—add to in person meeting on June 17?
- 6) Executive Director's Report (Marsha)— no report
- 7) Past-President's Report (Stephanie)—Elections not yet submitted to see if need to add candidate for Treasurer-Elect. Stephanie gave good feedback from NBCC audit with ASERVIC and wanted to be sure MCA followed all guidelines, including use of NBCC logo on promotion materials. If needs have replacement Treasurer-Elect, the EC can appoint a provisional Treasurer until next election. Officially LaNail will continue through 2018, need treasurer-elect for 18-19.
Motion: Waive non-election of Treasurer for this year, Seconded by Karol, passed by EC.
- 8) President-Elect's Report (Karol)—Karol is looking forward to taking over on July 1 and is working with Christian to learn the ropes. She attended MAMCD conference, which doubled its attendance from the previous year, kudos to Sherritta Huges. Karol also attended MCDA and presented at their conference. Karol wants to look into recording sessions and selling additional CEs for our content areas. Karol also wants to promote our pre-conference of Dependable Strengths training and focus on progressive GDFC.
- 9) Member-at-Large's Report (Sarah Gilden)—no report

Additional Agenda Items

- 10) Anthony Centore and ThriveWorks Sponsorship (Marsha)—no update
- 11) Maryland Addiction Centers Sponsorship (Marsha)—no update
- 12) Schedule Executive Board meeting to discuss Website update and design in June for July launch of new site and logo---June 17, 10am-2pm. Will need flow chart to better discuss new website design
- 13) Schedule Face to Face Budget meeting: It was decided to add Budget meeting to face to face meeting on Website.
- 14) ACEP Audit—update (Michelle W) –no news yet, assumption is no news is good news
- 15) 50th anniversary Conference (Karol/Lenese)
- 16) LCPC-M affiliation status, consider joining Advocacy PAC—no discussion, postpone until full board meeting

MCA Standing Committees Reports

- 17) Newsletter (Michelle S)—no new update
- 18) Public Relations (Marybeth/Emily)— no new updates
- 19) Membership (Nick)— no report
- 20) Advocacy (Janelle)— Two articles submitted for Newsletter, series on Opioid dependency, Planning another Advocacy Day. Looking into joining other established entities for advocacy days.
- 21) Technology (Marilyn M)—Marilyn is out of the country but wanted a two hour meeting to go over website format with EC. Agreed to Sat June 17. Will need flow chart of website to simplify process
- 22) Bylaws (Missy) –Missy dispersed copies of proposed changes to bylaws and reviewed process for approving changes to bylaws. Shared proposals and discussion from committee. Discussed need for Policies and Bylaws separate from Ethics and Bylaws Committee. Stephanie discussed merits and concerns for proposal #2 and proposed change to Bylaws and Policies and keep Ethics separate. Proposal for name change, postponed due to lack of quorum. All bylaws need to be approved by ACA. Karol: propose do not accept proposal #1, seconded by Stephanie. Will need to create email vote and GooglePoll or discuss at next conference call. Cathie and Karol discussed creation of SOP manual. Sarah P. asked about holding vote via email. Will need to change bylaws to change title of CE committee to Credentialing Committee. Christian: points that although in theory need to increase voting members on board due to lack of quorum, currently voting members are elected by MCA members, committee chairs are appointed and that can lead to some questionable ethics. If MCA approves, that may be a point of contention that ACA will not approve the changes. Karol requested clarification of past-president's lifetime membership rates, not in by-laws, may want to add to by-laws. Motion: If lifetime membership amend bylaws. Michelle W. wants to make it official and have cost included. Steph: discussed growth of executive committee of voting, desire to keep Exec Committee small. Ethics of committee limited by scope for adjudication, 1) educate counselor educators 2) provide CEs on ethics 3) fun stuff. Cathie asked benefit of changing bylaws, concerns about no precedent.

Discussion of adding attendance mandate to bylaws for leadership. Karol, need to train up future leaders, concern of lack of attendance, loss of knowledge between past leaders. Motion to revitalize Archive Committee among others, creating of Ethics and Policy Committees. Stephanie brought up ByLaws to revisit composition of current EC with member at large to balance out Exec Dir, who is reviewed every year. Recommendation to keep as is, further discussion at next board meeting.

- 23) CE/Credentialing (Michelle W) No real updates, other than to put protocols in place so never have situation again from last year's conference repeat. Discussed use of Qualtrex as easier and simpler platform to create and track surveys for securing CE credits. Stephanie asked re:cost. It is free for one user, limits number of questions, otherwise \$300. Karol asked for clarification of use when we can utilize Wild Apricot? Concerns about relying on someone's University Access it would belong to MCA and future leadership. No update on audit, need to make sure NBCC is listed on advertising, flyers and we can prove quality of presentations. LaNail (as treasurer) should not have been involved in audit. To date, she is still listed as NBCC contact person instead of Michelle. Multiple attempts have been made to correct this information.
- 24) 11:45am Break to 12:10pm
- 25) Program Planning (Lenese/Karol)—There are eight proposals to date, deadline is June 12. Need a team to review proposals, Christian will give access to Lenese. Keynotes: Three, one for each of the three days: Rich Fuller, Katherine Roland, and Simone Lambert. Need for Sponsorship forms (Christian will find last year's form). Will ask Marsha for status and template. Vendors have a separate form? Karol—this is a marketing big-ticket deal, an opportunity to make lots of money, to attract old/new members. Is a formal invite needed for ACA members? Stephanie will text Marsha to double check protocol "We cordially invite you to our conference" Clarification of reimbursement for travel and lodging, and honorariums. Discussion of flyers, sponsor forms, ?Marsha Karol asked that all past-presidents (that reside in MD) to submit a proposal and attend this anniversary conference. Discussion of ethics of ACA Leadership in attending, cover transportation and lodging only, not honorariums. David Kaplan and Lynn Linde is submitting a proposal on ACA Program Planning, Michelle W, Stephanie/Christian submit on Ethics, Kay Brawley—history of MCA need to make sure meets CE credit ---under professional identity and issues. Elizabeth Nyang, Nadine, Dr. Stills and others. Discussion of sponsored session by each division, Karol will reach out to each division leader. Awards Ceremony to include all Past Presidents with a special thank you (?plaque ?certificate)
- 26) Karol presented slide show from ACA to show how MCA fits into bigger picture and how our divisions and committees mirror those of ACA. MD has the highest number of ACA presidents! Reviewed ACA and MCA Mission Statement, creation of special interest networks where we can grow MCA. Desire to be more involved with our Southern Region. Need to use conference planning checklist, share information on GoogleDrive or DropBox; templates and archival documents are essential. Karol has contacted photographer who can provide HeadShots, candid conference photos, other photo needs for \$1150 for two days,

a significant discount. Need to list Past Presidents in program, again, give small plaque or token to each. Roundtable discussion and workshops, need to promote presentations. Cathie will research items to put new logo: t-shirts, swag, buttons for Board Members, table runners (approx. \$400) a retractable banner, etc. Any other ideas? Please email Lenese or Karol. Creation of Lifetime Achievement Award for Thelma Duffy. Need to clarify expectation of what presenters must provide: ie poster supplies, cords, etc. Clarity of contract, letter that proposal was accepted and deadline to register. Karol and Christian will collaborate on standard language and revise past letter. Discussion of adding online workshops, what is needed for approved CEs and proprietary concerns of live stream for in-home viewing? Future Webinars? Need to be able to test knowledge of attendees, good use of Qualtrix. A virtual assistant, like MCDA uses at \$25/hour for 20hours a month to coordinate and keep on top of timelines. Karol and Lenese will be meeting to continue to prepare for the conference.

- 27) Emerging Leaders and Graduate Student (Sara Pula)— Karol, Christian, Sara P set up meeting with emerging leaders to reach out to New Professionals, not just practicing. Karol—clarify growth of new MCA leadership
- 28) Awards (Maya)— report submitted, addition of Lifetime Achievement Award, and to give awards to all former MCA presidents in attendance of conference

MCA State Divisions

Division Updates

- a) MAMCD (Sherritta)—no report
 - b) MACES (Ajita)—no report
 - c) MASERVIC (Lisa)—no report
 - d) MCDA (Ronda)—MCDA schedule conflict
 - g) MAMFC (Vacant)—no report
 - h) MALGBTIC (Tony)—no report
 - i) Archives (vacant)
 - j) Policy Committee
- 19) Strategic Planning Meeting for July 2017---Leadership Meeting tentatively scheduled on August 5, 2017
- 20) Next Board Meeting—**June 25 7-9pm via zoom**

Homework: Each Committee Chair and Exec Board Member will create a chapter to create a standard operating procedures, add to GoogleDocs

- 21) Board Meeting Adjournment