

**Maryland Association for Counseling and Development
Summer Retreat, College Park
June 5, 2010**

In attendance: Vivian Lee, Acting President; Pilar Hernandez, Past President Marilyn Maze, Acting Treasurer Stacey Gaenzle, Janet Glover-Kerkvliet, Terri McShain, Secretary Elizabeth Nyang, Past-past President (telephonically)

Board Meeting

Called to Order: 9:34
Agenda and Goals provided by Vivian.

Leadership: New Leadership Roster 2010-2011 introduced. (See attached)

Association Leadership: MCA is currently seeking a President Elect. Interested members should contact Vivian Lee. Vivian will advertise this position and speak with interested members. At our next meeting, the Board will formulate a list of elected positions for the upcoming year, to ensure that all responsibilities are covered. This list may include legislative positions, event registrar, bylaw review, etc.

Membership: This year, we would like to actively address updating contact information for all members. Vivian shared that personally meeting and visiting member is important. Pilar added that “new blood” to the organization is vital to growth of a contemporary organization. The group concurred.

Motion: Motion by Pilar to accept the partial slate as acting officers until we have a full slate and can hold an election. The new officers are:

Vivian Lee, Acting President

Marilyn Maze, Acting Treasurer

Motion seconded by Terri. Motion passed.

Note: Terri McShain is continuing as Secretary.

Treasurer’s Report and Proposed Budget: Copies provided by Marilyn. The proposed budget is attached and the year end financials are posted on our website.

Taxes: Previous year tax forms will be submitted as required by Marilyn. We are a tax-exempt, non-profit organization.

Goals: MACD goals for the new year are to increase relevance, connections and communication to benefit our membership. In order to do this, we must align and reflect the trends of the larger counseling profession; develop networks to share information, knowledge and skill; build better professional capacity; effectively serve our clients; and promote a just and humane society in the state of Maryland.

Proposed Activities:

Motion: Vivian made the motion to begin the process to change our organization name from Maryland Association of Counseling and Development (MACD) to Maryland Counseling Association (MCA.) Pilar seconded. Motion passed.

Vivian will begin the process. This must go through appropriate channels. Board discussed marketing strategies to make new name visible and recognized if this change is approved and passed and once all appropriate steps have been taken. This topic will be revisited at fall meeting.

Strategic Planning Committee: The immediate need for a SPC was presented in order to delineate and monitor progress on the myriad of initiatives, proposals, and recommendations that would be generated at today's Board Meeting. The committee will be approved following a call for action to membership and response generated and reviewed. See entire minutes.

CEU's and Program Coordination: As we expand our professional development offerings, it is necessary to have one consistent volunteer handle CEUs and coordination of all programs.

Motion: Vivian motioned that Stacey Geanzel become Program Coordinator for CEU's and event planning for 2010-2011. Janet seconded. Motion passed.

Newsletter: Discussion held regarding the need for a fresh and relevant newsletter for the upcoming year. Janet volunteered to publish our newsletters. Further discussion at upcoming meeting will address format, layout, content and distribution of the newsletter.

Bylaws: The Board discussed the need to revamp the organization bylaws, so that the bylaws reflect the vision of the organization. All Board members agreed that this was pertinent. Janet and Pilar volunteered to spearhead this initiative by organizing a committee to review bylaws and recommend any changes to the Board. Our current bylaws are on the website, and accessible to all members.

Division Leaders Think Tank: Vivian proposed that a committee of division leaders join together under the lead of the president elect in order to facilitate communication and cohesion among our many divisions of practitioners. Stacy

volunteered to begin legwork for development of this initiative and report back to the Board. This will be revisited at next meeting.

MemberClicks: Our website provides many options and accessible information for our members. Discussion included recommendations on how our organization can improve communication through our website/MemberClicks so that visitors can get a sense of who we are, our vision, mission, purpose, and history. The Board discussed a number of updates to include:

- Adding addition conference and program information such as archived pictures, updated past programs, and listing upcoming programs
- Adding MACD accomplishments such as volunteer opportunities, legislative advocacy, and other professional development activities
- Updating division and chapter information, links and contact information. Marilyn, our webmaster shared that she could add links so that visitors can click and contact directly to division or committee chairperson
- Adding links to licensure and certification, ACA and multicultural competencies, and a counselor “find” with some pages to “members only”
- Adding a FAQ section and a “Contact Us” link
- Adding a member services link, a members expectations link, and a statistical state of MD identifier link

Vivian will put out a Call for Action for member involvement to advise us on other needed links.

Student Conference: Vivian proposed development of a Student Conference for January 2011 in the metro DC area in order to address the needs of counseling students and to create unity among Chi Sigma Iota chapters. The program could include workshops, an essay contest, poster sessions and access to counseling leaders in the Mid-Atlantic area.

Counselor Education Consortium: Vivian proposed a Consortium in October or November to bring together counselor educators in order to present the latest in training, and to share skills and knowledge.

MACD Annual Conference: Our conference will be held April 29th -30 in a university setting once again. See Counseling Today, p.66. Our goal for the future is to move to a hotel venue. A theme will be decided, and a Call for Proposals will be advertised, with breakout sessions confirmed this fall. A save-the-date will be added to the front of our website by Marilyn.

ACA Leadership Institute: Board confirmed registration and arrangements for the Leadership Institute July 21st --25th, as previously discussed in the Spring when funding was approved. Final applications, hotel arrangements will be made by July 6. The Board recognizes the importance of our presence at this leadership opportunity. Pilar shared her thoughts and views on her attendance last year. Upon return, those board members attending will share this experience.

Calendar Items: The yearly official Open Board Meeting for MACD will tentatively be November 13, 2010. In addition to our official board Meeting, a number of optional meetings were drafted, as needed, for planning purposed throughout the year. Scheduling will be rotated between phone, College Park and Hopkins, Columbia campus to accommodate members. In addition to the November 13th meeting, optional meeting dates are tentatively scheduled for the upcoming year as follows:

| DATE | TIME | LOCATION |
|---------------------------|-------------------|------------------------------------|
| July 12, 2010 | 7-9 pm | Phone |
| August 14, 2010 | 9-am-12 pm | Hopkins, Columbia |
| September 21, 2010 | 7-9 pm | phone |
| October 16, 2010 | 9-am-12 pm | UMCP |
| *November 13, 2010 | 9-1 pm | UMCP |
| December 11, 2010 | 9 am-12 pm | Hopkins, Columbia |
| January 11, 2011 | 7-9 pm | phone |
| February 12, 2011 | 9 am-12 pm | UMCP |
| March 15, 2011 | 7-9 pm | phone |
| April 23, 2011 | TBA | Conference walk- though |
| April 29, 30 | All day | TBA – Conference |
| May 24, 2011 | 7-9 pm | phone |

Adjourn: 1:30 pm

MACD Budget as of 9/27/10

| | Budget for 2009-2010 Fiscal Year | Actual July - Mar | Budget for 2010-2011 Fiscal Year |
|--------------------------------------|---|--------------------------|---|
| Income | | | |
| Workshops | | | |
| November Workshop | \$2,500 | \$2,820 | \$2,400 |
| January Student Workshop | | | \$3,000 |
| March Workshop | | \$2,405 | \$2,400 |
| April Workshop | | | \$2,400 |
| May Conference * | \$6,500 | \$5,565 | \$5,500 |
| Membership Dues | \$3,700 | \$4,215 | \$4,200 |
| Miscellaneous | | | |
| Admin Fees from MCDA | | \$1,070 | \$1,750 |
| Total Income | \$12,700 | \$16,075 | \$21,650 |
| Expenses | | | |
| Accounting | \$3,820 | \$3,900 | \$3,900 |
| Travel | \$2,750 | \$3,033 | \$4,000 |
| ACA Leadership Training | | | \$2,154 |
| ACA Conference (New Orleans) | | | \$1,846 |
| ACA Scholarships (4 at \$400) | \$1,600 | | \$0 |
| Speakers/Catering (Workshops) | \$2,000 | | |
| October Counselor-Ed Lunch | | | \$650 |
| November Workshop | | | \$150 |
| January Student Workshop | | | \$3,000 |
| March Workshop | | \$119 | \$150 |
| May Conference | | \$873 | |
| Insurance | \$500 | \$500 | \$500 |
| Printing/Supplies | \$250 | \$12 | \$250 |
| MemberClicks Website & CC Processing | \$1,800 | \$2,074 | \$2,100 |
| Miscellaneous | | | \$250 |
| NBCC Annual Fee | | \$100 | \$50 |
| Expense Total | \$12,700 | \$10,611 | \$19,000 |

* May Conf includes Feb workshop income

** IRS tax penalty from last year's income