

September 27, 2005

Maryland Association of Counseling and Development
Executive Board Meeting
September 10, 2005

Location: Loyola College, Columbia Campus

Present: Diane Finch, Rebecca Mitch, Karol Taylor MCDA, Mavis Lewis, Lee Richmond,
Carole Rayburn MAME, Natalie Kauffman, Kathy Barrett

The meeting opened at 1:10 p.m.

By affirmation a commendation was made to Diane Finch for the excellent symposium!

Executive Reports:

1. President's report – Diane Finch

- Attended MSCA board meeting on 8/20
- We need to send the newsletter first class to members because sending them bulk mail is not getting them to members in a timely enough manner to promote MACD events.
- Met with Fred Pinkham, **MACD's accountant**. Gave Richard Mosier, **the new accountant**, information _____ end of year?? **Not sure what information you need here.**
- Snags - newsletter not sent out on timely basis
We need to be respectful of each other's time and do the tasks that are assigned promptly so the newsletter gets sent out in a timely manner;
Natalie will work with the webmaster Tom Thorpe; **for what purpose?**
Should feature each division **<meaning unclear>**

2. Secretary's Report - Kathy Barrett

- Correction - change the spelling of Natalie Kauffman's name in previous MACD minutes.

3. Treasurer's report - Rebecca Mitch

- At this time we don't have statement of deposits for last month or the quarterly reports.
- We need to create an invoice for all bills
- Diane will ask Julie about the last statement
- Rebecca will get the last quarter's information from Fred
- Rebecca will email it to all board members
- Rebecca will create an invoice for all bills and email it to all board members.

4. Past President report - Natalie Kauffman

- Updated **<what information on>** website
- Went to **<which?>** two conferences

- Received \$50.00 from Philippe Denis a member of the Southern Maryland Psychological Association (SMPA) for allowing them to use MACD contact hours for the SMPA conference.

5. Old Business

- The MACD Spring Conference is scheduled for April 29 at the Heritage Community Center, Severn, MD.

6. New Business

- **Change of Board Position: Treasurer**

Motion: Lee Richmond made a motion to suspend the bylaws due to an emergency situation with the Executive Director position to create the position of Secretary/Treasurer until a revision of by-laws can be presented to MACD membership for approval.

Motion seconded by Natalie Kauffman.

Decision: Unanimous decision for the Executive Board to operate as the by-laws chair until a vote can be put out next spring. Treasurer agreed to serve in temporary position of Secretary/Treasurer.

- **Accountant:**

Motion: Kathy Barrett made a motion to hire Robert Liberto, CPA as MACD's new accountant to work with her in the newly created position of secretary/treasurer.

Motion seconded by Lee Richmond.

Discussion of the logistics of transferring to the new accountant, how the new accountant would work with the treasurer and that he needs to be in contact with Richard Mosier to find out exactly what we need him to do.

Decision: Motion was unanimously carried

- **Motion: Carole Rayburn made a motion that due to the reduction of membership and increased cost for the accountant, administrative funds it is necessary for the services of the Executive Director for MACD to cease.**

Natalie Kauffman seconded the motion

Discussion: The functions of the executive director that will need to be reassigned are membership, special events and newsletter. It was decided to reassign these jobs. MACD will pay Julie through September. Diane will communicate this decision to her immediately.

Motion was unanimously carried.

- **Discussion of jointly sponsoring MACD November conference with MAME and MACERVICE.**

Motion?

Motion seconded by?

Discussion?

Decision?

I was not present for this part of the meeting, and I left after the meeting had been adjourned.

- The conference date may change to the first of November. Diane will make the decision. **Does this follow MACD by-laws? I don't recall giving up my voting authority.**
- Carole Rayburn made the motion to have Natalie Kauffman as the temporary membership chairman.
Karol Taylor seconded the motion.
Discussion followed about how to organize the membership.
Decision: Put out a division list and verify current members, update lists, generate addresses of new members, subgroups and classifications. Natalie and Diane will devise a new membership form. Include in membership application will be a statement that we will continue to have incentives for membership.
- Lee Richmond briefly summarized the symposium evaluations and reported positive responses. Kathy will compile and send the data to Diane to be included in the next newsletter.
- Newsletter discussion – Mavis Lewis volunteered to head the newsletter committee. The next issue, a mini-newsletter will go out by second week in October Re. November 5 Symposium on Living and Dying: Who Chooses? The complete newsletter will go out November 12th, and will include a President's message, report on the evaluations of the symposium. Karol will write an article featuring MCDA as the featured division. This is all due to Mavis, by October 1.
- Kathy Barrett has contacted Gayle Cicero to ask her if she would like to be chairman of MACES. Gayle will get back to her.

The meeting adjourned at 2:30 p.m.

Respectfully submitted,
Kathy Barrett, MACD Secretary/Treasurer