

Maryland Association for Counseling and Development Minutes of Board Meeting September 29, 2007

Present: Kathy Barrett, President; Rebecca Mitch McKee, Immediate Past President; Anke, Dill, Treasurer; Marilyn Maze, Secretary; Jessica Corey, Membership Chair

Absent: Jim Vaughn, President-Elect; Kay Brawley, MAMFC; Nettie Baldwin, MAMCD; Karol Taylor, MCDA

Rebecca moved to open the meeting and Anke seconded. The meeting was called to order at 12:30PM.

Minutes of previous meeting: Corrections were made to the spelling of some names. It was also clarified that Anke had volunteered to go to the ACA Southern Region meeting, but Jim Vaughn had then agreed to go and we believed that two board members was the right number to send. The minutes were approved as amended.

Old Business:

1. Accountant's fees for 2007-2008: Kathy had negotiated with the accountant that he will not increase the fees if he no longer handles membership. We were prepared to charge \$6.50 per member if he did handle membership. This led into the next topic.

2. Online Membership/Registration: Marilyn explained that online registration would mean that the board has access to the information about who is a member and when they paid their dues 24 x 7. We will also have the history from past years available to us, and we can build up a prospective membership list which contains information about the target audience so we can tempt others to join. The board members present were in agreement that we should move forward, but were concerned with how this would work. Marilyn provided a handout (attached) which outlines the past and proposed process. The Board answered the questions she had inserted at the bottom of the handout and the answers are attached. Marilyn also introduced an agreement between MCDA and MACD which states that MCDA is taking the initiative to contract with EventRegister and asking if MACD wants to participate. (Adding MACD causes the rates to be reduced and allows a combined database.) This agreement is also attached as it was amended.

Motion: Marilyn moved that the Online Registration Service Agreement between MACD and MCDA be approved as amended. Rebecca seconded. The agreement was approved.

3. Credit card process fees: Kathy explained that we are charged \$94.50 by Sun Trust Bank each year for credit card processing. We agreed there would be no need to renew. (After this meeting Joanne Ormrod explained that there is a \$250 cancellation fee for canceling the credit card policy less than 3 years after starting it. Therefore, cancellation would cost more than continuing, so the credit card processing has been continued for this fiscal year.)

4. Bank Account: Kathy explained the need to change the address of the association to Robert Liberto's office and change the signatures on the account. She will make sure this is taken care of. The signator on the account now is Mavis Lewis. The new signators will be Kathy Barrett, President, and Anke Dill, Treasurer.

5. Report on visits to county school counselor meetings: Rebecca, Kathy, and Anke represented MACD at the Anne Arundel County meeting and signed up several new members. Marilyn represented us at the Baltimore County meeting and signed up two new members. Baltimore City declined outsiders, but agreed to pass out handouts, so Marilyn had the registration form and Leadership Conference flyers printed and mailed to them.

6. Increase in membership fees: Four board members responded affirmatively to the increase in fees, so it passed. No one has complained.

7. Resignation of Technology Chair: Natalie resigned. Karol is taking this position. Jessica and Karol will work together on the website. Jessica just got the website updated, and it looks really good.

8. Parliamentarian: Lee Richmond, our parliamentarian, pointed out that, according to our bylaws, the parliamentarian can vote on the board, although the parliamentarian is not elected and should be non-partisan. No one at the meeting seemed concerned about this, so no move to revise the bylaws was made.

9. Certificates: Board members can earn CEUs. They should keep copies of the minutes that list them as present to document their right to these CEUs. Only those who pay to attend workshops can earn CEU from workshops.

10. 2008 ACA Branch Awards for Excellence: Kathy encouraged us to apply. Rebecca agreed to look over the options and select a goal for the coming year. Membership recruitment might be a good goal. We should honor members at the annual conference.

11. Legislative issues: Penny Cummings agreed to continue in the position of Legislative Chair. We would like her to come in April to inform MACD about the legislative issues and how we can express opinions.

New Business:

1. President's report: Kathy handed out an extensive report of her activities so far this year. She also shared a few ideas for the April conference. It will begin on Thursday evening and continue all day Friday and part of Saturday. She will talk with Karol about locations. Courtland Lee is going to Cambodia and the Philippines, and could report on that trip.

Related to the Leadership Conference, Kathy raised the issue of paying the speakers. Rebecca pointed out that paying members to speak is a conflict of interest and prohibited in the bylaws. Members could use MACD to advertise their services. It was approved that the other speakers from the Leadership Conference would be paid.

2. President-Elect's report: Jim was not able to attend.

3. Immediate Past President's report: Rebecca said that she has responded to many emails, added over 200 names to the listserv, and sent two bulk emails for the conference (which went really well). She found nominees for all positions this year and will focus on nominations for next year.

4. Treasurer's report: Anke provided a report of account balances.

Motion: Rebecca moved to accept the Treasurer's report. Marilyn seconded. The motion was approved.

Anke passed out new vouchers. She will set a date for the bank transfer and will create a budget. The Leadership Conference and Board Lunch was much less expensive because Kathy did the catering.

5. Secretary's report: The new letterhead is fine. Jessica is still hoping to develop a new logo.

6. Newsletter: Elizabeth Nyang volunteered for this role. We would like to sell advertising space in the newsletter. The newsletter will continue to be electronic and mailed only to those who request it by mail. We can use our listserv to send the newsletter.

7. Membership: Jessica will print and mail a postcard reminding members to pay again. She updated the website and is working on a new logo. The new registration program will automatically confirm membership by email.

8. Technology: Karol was unable to attend. We discussed setting up a space on LinkedIn, MySpace, or Facebook for our members.

We were running out of time, so the rest of the agenda was tabled. The meeting was adjourned at 3:15.

I hereby certify that these minutes accurately represent the business transacted at this meeting.



Marilyn E. Maze
Secretary, Maryland Association for Counseling and Development