

## Maryland Association for Counseling and Development Minutes for October 11, 2008

Present: Elizabeth Nyang, President; Anke Dill, Treasurer; Marilyn Maze, Secretary; Angela Baldwin, MAMCA President-Elect, Kathy Barrett, Past President

The meeting was called to order at 9:15.

1. Angela raised the question of who is on the Executive Board. The bylaws were consulted and we discovered that the elected officers and the division presidents are on the executive board. We had previously thought that only the elected MACD officers were on the executive board, as is customary in other associations. But MACD's bylaws define this term differently, and we apologize to those who were not encouraged to attend this meeting. However, all elected officers and one division president being present, we consider this a quorum and continued to conduct the business of the association.

2. Agreement with Robert Liberto for accounting assistance

Robert Liberto's office performs these services for MACD:

- a. Compile quarterly financial statements
- b. Provide advice on proper accounting procedures
- c. Prepare tax returns
- d. Reconcile bank statements
- e. Respond to request from members
- f. Receive mailed-in membership and workshop registration forms
- g. Assist with setting up the online registration system

For this MACD will pay \$3820 this year. This expenditure was unanimously approved.

We would like to reduce our dependence on Robert Liberto so that our fees might be lowered, or at least not increased, next year. Marilyn reported that she has been in almost daily contact with Joanne Ormrod during the period of setting up the credit card processing and ending the relationship with Thriva (which still owes us \$1350). While this service from Robert Liberto's office is unavoidable, we could ask board members to handle conference registrations. This would reduce the number of mail-in forms going to the accountant. The board agreed that, in the future, we would not use the accountant as the mailing address for conference or workshop registrations.

Marilyn pointed out that divisions need the financial statements prepared by our accountant in a timely fashion. MCDA has an equal number of members and is paying \$5 per member to MACD (in addition to customary membership dues) for this accounting service, but has no right to contact the accountant directly or to ask for the financial statements before its meetings. In the past, our accountant was concerned about sharing our financial statements in their entirety with the divisions because the names of each person and the amount paid were included. However, using an online registration system, the amounts paid are found in the online system and the financial statements contain summaries of the income. Marilyn asked if these statements could be shared freely with the divisions to avoid requesting special versions for each division. It was agreed that this would be acceptable.

Motion:

**MACD will ask the accountant to prepare financial statements quarterly, within two months of the close of each quarter, and these statements will be emailed directly to the financial officers of MACD and each division.**

Approved unanimously.

3. Budget for the 2008-2009 fiscal year  
Based on last year's income and expenses, we agreed to this budget:

**Income**

November Conference	\$2500
May Conference	\$3500
Membership Dues	\$4300
(Miscellaneous additional income from advertising and other sources is possible, but negligible)	
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Total	\$10,300

**Expenses**

Accounting	\$3820
Travel	\$3500 (includes ACA, Southern Region, and miscellaneous)
Food	\$ 350
Insurance	\$ 500
Printing	\$ 250
MemberClicks Website	\$1810
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Total	\$10,230

4. Southern Region  
Given the budget, it was unanimously agreed that we would reserve our travel fund for ACA in Charlotte, include sponsoring a party for Lynn Linde. We would not fund any members to attend Southern Region in Little Rock, AR.

5. Process for approving expenses  
Motion:  
**MACD accept an email from a specific person as a legal signature for financial authorization.**  
Approved unanimously.

6. Process for authorizing expenses  
Motion:  
**All expenses must be on a voucher. The president of the division must approve all expenses for divisions. The president of MACD must approve all expenses for MACD.**  
Approved unanimously.

7. Membership Form  
At the last board meeting, we agreed to remove the inactive divisions from our membership form. Also, the accountant is moving on October 20. Marilyn passed out the new membership forms and corrections were suggested. The revised forms will be posted on the new website.

8. Wording of the Loyola Website  
In August we agreed that we would remove most of the information from our Loyola website and leave only our mission statement and a link to our new MemberClicks website. Marilyn asked for approval of the wording of the Loyola website. Marilyn agreed to take care of getting it changed.

9. MACD Logo  
Marilyn explained that she needs a new logo for the new website and asked the Board to select colors that would not allow confusion with MCDA (which is also using MemberClicks). Maryland's colors are yellow, red, black and white, and the state flower is the black-eyed Susan. Kathy agreed to contact a graphic artist to create a logo using a black-eyed Susan. The Board approved \$500 for this and agreed that this expense could come from our reserve funds because it is an investment in our future.

10. Spring Conference

We discussed asking for donations from large stores, such as a gift card that could be used either for supplies or as a raffle prize. Elizabeth agreed to write a letter asked for these donations.

11. November 15<sup>th</sup> Conference

Elizabeth will be out of the country from October 23 to November 7<sup>th</sup>. Before she leaves, she must complete her dissertation, so she is very busy. Marilyn agreed to follow up with Jake Johnson the food and parking for the Nov 15<sup>th</sup> conference. Marilyn and Anke will be responsible for the registration table. Marilyn will bring nametags, registration list, membership forms, receipts, copies of the calendar for the year, bags, pens, and postit note give-aways from MEPCOM. Elizabeth will bring a flyer for the May conference. Marilyn needs to leave by 11 AM on November 15.

12. Dr. Allen Green, Director of Hopkin's Counseling program wants to be more involved. We agreed to ask him to work with MACES to sponsor a luncheon for students.

The meeting was adjourned at 12:30 PM.