MCA Board Meeting

Monday, January 27, 2020

Via Zoom

8:00 p.m.

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| **Board Members** | |
| 1. \*PRESIDENT (2019-2020) | Ajita Robinson |
| 1. \*Past President (2018-2019) | Catherine “Cathie” Eaton |
| 1. \*President-Elect | Carol ZA McGinnis |
| 1. \*Executive Director | OPEN |
| 1. \*Secretary (2019-2021) | Cynthia Taylor |
| 1. \*Treasurer (2019-2021) | LaNail Plummer |
| 1. \*Treasurer- Elect | OPEN |
| 1. \*Member-at-Large | Glenda Laurent Dickonson |
| Divisions 2019-2020 | |
| 1. \*MACES PRESIDENT | Sara Pula |
| 1. \*MASERVIC PRESIDENT | Maya Georgieva- submitted written report |
| 1. \*MAMCD PRESIDENT | Leslie Holley |
| 1. \*MCDA PRESIDENT | Lucinda Nobles  Shavon Nicole Kelly Pres-Elect |
| 1. \*MAMCFC PRESIDENT | Miranda Mixon  Susan Branco Pres-Elect |
| 1. \*MALGBTIC PRESIDENT | Sergio Washington |
| 1. \*MCSJ President | Don Trahan |
| Committees 2019-2020 |  |
| 1. \*MCA Emerging Leader Chair | Felicia Pressley |
| 1. Emerging Leader | TBD |
| 1. Emerging Leader | TBD |
| 1. Emerging Leader | TBD |
| 1. Emerging Leader | TBD |
| 1. Walden Intern | TBD |
| 1. \*Advocacy Chair | Open |
| 1. Awards Chair | Open |
| 1. By-Laws Chair | Latonia Laffittee |
| 1. Credentialing Chair | Perri Hooper |
| 1. Newsletter Chair | Michelle Schoonmaker |
| 1. Program Planning Chairs | Open |
| 1. Public Relations Chair | Annyck Hamez – submitted written report |
| 1. \*Registrar Chair | OPEN |
| 1. Membership Chair | Kerri Legette McCollough |
| 1. \*IT Webmaster | OPEN |
| 1. [[1]](#footnote-1)Archives | OPEN |
| 1. MSCA Liaison | Nikki Ham |
| 1. LCPC-M Liaison | OPEN |

Quorum: Y/N

**The meeting was called to order at 8:01 p.m. by president, Dr. Ajita Robinson.**

Approval of Today’s Agenda: **Sara moved to approve today’s agenda; Don seconded. Motion passed.**

Approval of October 14, 2019 minutes (note: partial minutes due to technical difficulty with accessing the recording). **Sara moved to approve the minutes; Don seconded. Motion passed.**

Unfinished Business:

1. 501c3 update (Cathie). **Our 501c3 application was submitted to the IRS and we are awaiting approval of creating a new entity non-profit. Once we are approved, we will need to update and change our banking accounts, advertising, social media, and website. We will also need to submit our bylaws at least 14 weeks prior to the ACA Governing Council meeting scheduled for July 2020.**

New Business:

1. MCA Conference 2020 planning (Carol). **There are 24 members on the MCA 2020 conference planning committee; the committee met on January 15, 2020 and will meet each 15th of the month. Several roles have been filled; Carol is seeking additional volunteers. Conference planning information is shared via google docs for input of the committee. Carol and Cynthia visited a potential conference site on January 24, 2020; additional sites will be visited so the committee can decide on the venue hopefully by the March planning meeting.**

2. Nominations/Elections (Cathie). **We have candidates for President-Elect, Secretary-Elect, and Treasurer. Candidate statements are due by February 5, 2020; nominations will close on February 7, 2020. Voting will be open online for 30 days. Please consider joining the nominations and elections committee! Each division may have up to two representatives on the committee. Glenda Dickonson volunteered to join the nominating committee.**

3. Southern Region Leadership Academy (Ajita, Cathie, Carol). **Ajita reported that the SRLA was amazing with great and inspiring information. Of note, branch mentoring was discussed as a means to groom, train, and empower the membership and create a pipeline of leaders. Ajita wants MCA to focus on mentoring for our sustainability. The city of Nashville was also a nice place to visit. Lynn Linde and Dominique Marselek provided great information on how ACA is working on license portability and Medicare reimbursement. An incident occurred during the SRLA which reminded us all of the importance of collecting participants emergency information and emergency contacts; having this information saved a life during the SRLA.**

**Cathie reported: We had a very successful ACA Southern Region Leadership Academy (SRLA) with our very own Ed Reed facilitating much of the retreat. We established and maintained our connections with other branches and ACA staff, including Dominique Marselek, a Government Affairs Specialist that is ready and willing to assist in our Advocacy Efforts, including our annual Advocacy Day! Lynn Linde took the time to process the emergency event and reminded all of the importance of self-care and the importance of processing trauma.**

**Carol – echoed the sentiments of Ajita and Cathie. Also, it was great to hear of the autonomy of state branches as long as the by-laws are in accordance with ACA. We were reminded by Tiffany – media person from ACA that if we talk to the media, we do not give our personal opinions.**

4. MCA and Division Workshops/Conferences for 2020 (Cathie) - **All events will need to be entered and processed on MCA’s website, (save MCDA) and adhere to the SOP guidelines including use of correct ACEP language, avoiding scheduling conflicts with ACA and other MCA division events and following consistent protocols for processing CE certificates. Application for recording webinars for future CEs was submitted. We are looking forward to scheduling at least 2 workshops/webinars a month for the rest of the year.**

**MCA Executive Committee**

Officer’s Reports:

1. President Report (Ajita)- **Ajita reported on the opportunity and benefits of having the additional delivery method of recorded webinars (CEs) through NBCC; this item was approved in our budget for $800 and the actual cost is closer to $400. Ajita has followed up with NBCC and we will need to complete the application and submit a recorded webinar with the application (volunteers who have provided previous webinars needed). Upon NBCC receiving our application, it will take 6-8 weeks to have the added delivery method added to our current account. Carol volunteered to work with Ajita on this process.**

**Ajita also updated us on our Zoom account, which is currently downgraded to a basic account due to a conflict with the renewal amount. As a non-profit, we were promised a lower rate in 2017; however, that offer cannot be located by Zoom. If we can provide the documentation, this agreement may be honored; if we cannot find the documentation, the non-profit discount is no longer being offered. We will need to review the budget to see how much was allotted for Zoom conferencing.**

2. President-Elect’s Report (Carol) – **See conference information discussed during New Business. Carol has been updating our website; created the MAMCD event information for the website and initiated the awards process. Since we do not have a designated Awards chair, how will we proceed; Carol set up the survey for nominations and the awards process is ready to move to the Awards Chair. A few people have expressed interest in being the Awards Chair.**

**Question – can non-MCA individuals serve on MCA committees? Kerri asked us to refer to our bylaws; she reported they state the chair must be MCA member; however, committee members do not. Kerri also volunteered to chair the Awards Committee.**

3. Past President’s Report (Cathie) – **See information from Unfinished and New Business. Cathie extended a shout out to Ajita and everyone for a successful annual conference; she is looking forward to supporting Carol for our 2020 conference.**

4. Treasurer (LaNail) – **LaNail shared our financial statements and balance sheets on screen and provided a thorough explanation. She asked division presidents to contact her if they are not receiving financial statements. She emphasized the importance of using the correct codes on vouchers so the accountant can keep accurate records.**

**Financial review of the conference showed a loss; income was $14,500 (including sponsorships); expenses were $19, 834. To prevent losses for future conferences, she recommends a budget of $10,000; local keynotes, securing a lower cost venue, and instituting an explicit NO REFUND policy (we lost a lot of money to refunds).**

**Ajita noted that we did quite a bit to reduce expenses including negotiations with vendors and securing sponsorships.**

5. Secretary (Cynthia) – **no report**

6. Member-at-Large (Glenda) – **no report**

7. Executive Director (Vacant)

**MCA State Divisions**

Division Updates

1. MAMCD (Leslie) – **no report**

2. MACES (Sara) - **Sara reported that MACES is regrouping and planning for a conference in early May; MACES needs a membership chair.**

3. MASERVIC (Maya) – **report submitted. Book Club dates are scheduled or February 21, March 27, and April 10. Qigong workshop scheduled for March 21. Experiential Ecopsychology & Networking event scheduled for April 11.**

4. MCDA (Lucinda)- **Lucinda reported on the MCDA annual conference; April 2-3, 2020 at the Sheraton in Columbia, MD. They will have 2 keynotes; more information will be forthcoming.**

5. MAMCFC (Miranda) – **no report**

6. MALGBTIC (Sergio)– **Sergio reported that MALGBTIC is planning a webinar for the Spring; more information will be forthcoming**

7. MCSJ (Don) – **Don reported MCSJ’s second conference is scheduled for April 25 at John’s Hopkins. MCSJ will also host 2 workshops – March 28 (Montgomery College) and June 13 (Location – TBD).**

**MCA Standing Committees/Conference Reports**

1. Newsletter (Michelle S) – **Michelle reported that our next newsletter will come out Friday.**

2. Public Relations/Social Media (Annyck) – **report submitted**. **Annyck continues to distribute our weekly e-blasts; Since the last report in September 2019, between 3030 and 3040 people are successfully receiving the Weekly Digest. From this: between 690 and 750 members open their Weekly Digest, and an average of 148 members, click on at least one link, with an exception of the week prior Dec 25th. Only 88 people clicked on links. She is looking forward to meeting with Jordan Madison, the other half of the PR team; looking for an opening to discuss some creative ways to make communication a high point at MCA. A system/infrastructure is needed to collect money for ads in e-blast.**

3. Membership (Kerri) – **no report**

4. Advocacy (OPEN)

5. IT Webmaster (OPEN)

6. Bylaws (LaTonia)- **no report**

7. Credentialing (Perri H.)-

8. Program Planning (OPEN)

9. Emerging Leaders (Felicia) – **no report**

10. Awards (OPEN)

11. Registrar (OPEN)

12. Archives (OPEN)

Future Board Meetings:

**Our next meeting will be Monday, February 24, 2020 via Zoom at 8:00 p.m.**

**Our March meeting will be in person – date TBD**

**Meeting adjourned at 9:37 p.m.**

1. [↑](#footnote-ref-1)