



MCA Oct 21, 2017 Executive Board Meeting  
12pm-4PM

#### MCA Executive Committee

MCA was called to order: 1212pm Karol, Sarah G, Cathie, Perri, Stephanie, Marsha

#### Approval of Agenda

- Karol asked everyone to share what their week was in abundance of.
- Stephanie made a motion to approve the minutes, Janelle seconded.

#### Trainings

- Deep Dive- in depth training from ACA, Cathie working with Monica B-VCA to get workshop
- Marsha workshop on working with inner city youth in Spring
  - o African American, Latino
- Reschedule Dependable strengths
  - o Use university for space

#### Approval of Past Meeting Minutes

- Sarah made a motion to approve past meetings, Cathie seconded

#### Reports of Officer's

##### 1) President's Report (Karol)

- a. Five Star awards due Dec 10<sup>th</sup> for state branch
- b. Updated conference planning list
- c. Student volunteer
  - i. Sheet with evaluations and presentations, collected in end
  - ii. Sheet says here is the link to complete report form (list all sessions) and evaluations
  - iii. NBCC needs summary conference evaluations and summary if session information
- d. Miranda- scheduled for registration desk
- e. Link to Dropbox to get presentation information
- f. Planning to give recognition for past presidents this year at conference
- g. Karol and Cathie met with MAFC, delighted to contribute to program and want recognition as well

##### 2) Treasurer's Report (LaNail)- No report

Executive Director's Report (Marsha) - written report not received

- 3)
- 4) Past-President's Report (Christian) –No report
- 5) President-Elect's Report (Cathie)
  - a. Kudos to Karol and Lenese, and everyone for working on the Conference!
  - b. This month, I was able to assist with preparation for 50th Anniversary Conference:
    - i. Suggested weekly check in meetings to stay on point
    - ii. Hosted meeting 10/10 on behalf of Karol
    - iii. Assisted Missy with volunteer forms
    - iv. Collaborated with Marsha on following up on my initial requests
  - c. University/College and corporate sponsorships
  - d. Researched steps needed to sell T-shirts and other merchandise (still a work in progress)
    - i. Obtained copy of 501(c) 6 certificate—working on updating our name and researching cost and benefits of 501(c) 3 to again discuss with board at a future date.
  - e. Researched the availability of group health insurance to our members, now a possibility with recent executive order in next six months for associations across state lines.
  - f. Attended MAMFC division meeting. I am available and willing to meet with other divisions to offer support and collaboration on mutual goals.
  - g. Attended AMCD Open House meeting-- -explored their sponsorship for 2018 conference; others have noticed our conference on CSNET!
  - h. Attended Kolmac Clinic education session cosponsored by the Renfrew Center and secured a sponsorship from Kolmac for conference. Renfrew's sponsorship is pending board review; however, they will send their clinical director to attend the conference! Networked with LCPCs who are new to MD and interested in becoming more involved with MCA.
  - i. Approached my contact with Pepsi-Cola and requested swag/giveaways for our conference.
  - j. Planning a co-sponsored Deep Dive Workshop with VCA in early March, date and location TBD.
  - k. Contacted Dr. Aparna Ramaswamy with concerns from MCA members regarding status of Board of Professional Counselors with recent survey and past efforts to disband the board
    - Dr. Aparna responded to my initial inquiry and put me in contact with another person on the board. Due to prep for the conference, as of the Oct meeting no further information was available. I will be following up before our next board meeting.
  - l. Began process for adding Counselors for Social Justice Division with initiating a formal interest group at our Conference.
  - m. Overall Theme of 2018 Conference will be on Advocacy and Social Justice. Pre and Post conference events are planned and calls for proposals will open in January.

- n. Working with David Kaplan on securing our keynote speakers.
- 6) Member-at-Large's Report (Sarah Gilden)
  - a. Emailed each member association of the Southern Region:
  - b. Has Archives Committee
    - i. Louisiana
    - ii. Mississippi
    - iii. Tennessee
    - iv. Texas
  - c. Does not have Archives Committee
    - i. Alabama
    - ii. Arkansas
    - iii. Kentucky
    - iv. North Carolina
    - v. South Carolina
  - d. Did not respond
    - i. Florida
    - ii. Georgia
    - iii. Virginia
    - iv. West Virginia
  - e. Next steps: Follow up with 4 States with Archives Committees

#### Old Business:

- Discuss shared table at MCA conference
  - o Based on the low number of Exhibitor tables last year, Karol initiated discussion to offer Marilyn Maze of PsyCoun; Rich Feller and Dick Knowdell (shared), and Child Advocacy Artist, George Miller a conference Exhibitor table at no cost.
  - o Justification:
    - Marilyn has donated more than 1,000 hours in updating and fixing MCA's website. It now works the way it was designed to work.
    - Rich will provide a Who You are Matters Game valued at \$125.00 to be given at our raffle. The game helps players decide on their professional development goals and desired growth. Dick Knowdell will give away card sorts for life related issues such as motivated skills, career values, occupational interests, and leisure activities. Both are strong draws in the Career Counseling Community.
    - I would like to be able to offer these special giveaways this year at our very special 50<sup>th</sup> Anniversary Conference.
- Planned after-conference Board meeting cancelled due to a full day schedule on Saturday.

#### New Business/ Update on Conference:

- Concern over possible disbandment of the MD board of professional Counselors
  - How would that affect licensure? Our members?
- Please register for conference
- Wild Apricot offers free training's
  - For example, Conflict Resolution offered on 9/26 (slides available: <https://www.wildapricot.com/academy/expert-webinar-series/nonprofit-internal-conflict>)
  - Other trainings: <https://www.wildapricot.com/academy>
- Child Advocacy Artist would like to give paintings to give away in lieu of Exhibitor Table fee.
  - Justification: George Miller will give MCA two prints valued at \$200 each for giveaways. George is an artist who is also a child advocate painter. I met him last year at the FCA conference and was highly impressed with his work.
- Discussed sending messages to members regarding national incidents going on. Decided that unless it is a counseling related issue, or something that happens in Maryland, we will share ACA information.

Other:

- Finance meetings with quarterly with divisions I'm not sure what this means.

MCA Standing Committees Conference Reports and Updates

7) Newsletter (Michelle S)-

- a. Committee met in September to discuss newsletter planning for this year.
- b. Submission process and dates will be standardized. All submission due dates are now the 15th of the first month in each quarter (July 15th, Oct 15th, Jan 15th and Apr 15th).
- c. Fall newsletter is in progress in time for release prior to the conference. Copies will be printed, as in past years, to hand out during the conference.
- d. Committee also discussed marketing strategies, mailing newsletter issues, transitioning to mail chimp and creating a membership directory. Committee is working on a proposed budget in support of these projects.
- e. All newsletter correspondence must go to [mewsletter@mdcounseling.org](mailto:mewsletter@mdcounseling.org) or [mcanewsletter2@gmail.com](mailto:mcanewsletter2@gmail.com).

8) Public Relations (Marybeth/Emily)

- a. Karol sent to governor for proclamation. It was not received.
- b. Conference Press Release submitted
- c. Continued advertising of PDI, Conference, and Facilitator training in Weekly Digest, Weekly Conference E-mail, and Social Media

- d. Conference E-mails and social media posts now feature special preview of conference workshops that rotate weekly
- e. Future Activities Planned:
  - i. Continued conference promotion
  - ii. Livestreaming at Conference
- 9) Membership (Sarah V) – no report.
- 10) Advocacy (Rita)
  - a. Karol suggested we can claim a spot in the visitor area in the house of delegates, so can have food for meeting Feb 21
  - b. advocacy working together with divisions when statements are needed
- 11) Technology (Marilyn M)
  - a. Email addresses: These are forwarding addresses. It instantly forwards emails to *[your email]*.
  - b. We use forwarding addresses:
    - i. To protect the privacy of our leaders
    - ii. So we can change the forwarding if someone steps down so the email goes to a person who can deal with it.
    - iii. To appear organized, and to avoid bots that track down members and try to obtain funds from them
  - c. Set up registration page and kept it updated as early registration ended. Added workshop schedule and hotel floor plan to page.
  - d. Lisa Oliver set up the countdown to the Conference.
  - e. Lisa reviewed and updated the Program to give it a professional look.
- 12) Bylaws (Missy)
  - a. Volunteer schedule and adding more volunteers
  - b. Tabling bylaws for Dec meeting
- 13) CE/Credentialing (Michelle W.)- no report
- 14) Program Planning (Lenese) – no report
- 15) Emerging Leaders and Graduate Student (Sara Pula)
  - a. Reviewed EL requirements
- 16) Awards (Maya)
  - a. Awards have been decided, she is ordering from gladiator trophies
  - b. 6 major and 9 past president awards
  - c. clarify when presentations are giving- Friday night
    - i. Thursday morning starting then Friday night any left over

MCA State Divisions  
Division Updates

- a) MAMCD (Tonya)- no report
- b) MACES (Cedric) – no report
- c) MASERVIC (William)- no report
- d) MCDA (Sabira)- no report
- e) MAMFC (Shannon)
  - division made logo
  - want possible event in Jan= social mixer, Spring conference
- f) MALGBTIC (Lia)

- working on newsletter and plans on sending out
- president elect- Natalie
- roundtable on self-disclosure

Future Board Meetings:

December 12 – Zoom 7-9

January 9, 2018

February 12, 2018

March 13, 2018

April 10, 2018

May 8, 2018

June 12, 2018- face to face