



MCA Executive Board Meeting Minutes  
March 13th, 2018 at 7-9pm

MCA Executive Board was called to order (7:12pm): In attendance- Rita J., Shannon K., Missy W. , Vanessa P-S., Susan B., Michelle W., Karol T. , Cathie E. , Kerri L. , LaNail P. , Mikayala A. , Miranda M. , Marsha R., Mala H. , Marilyn R., Sabira V.

Absent: Sarah G, Cedric R. , William F. , Tonya M. , Lia B.

Approval of Agenda:

Motion to approve agenda by Janelle, seconded by Christian.

Approval of Past Meeting Minutes:

Motion to approve February minutes by Marsha, seconded by Janelle.

- Amended January minutes sent to board on March 2<sup>nd</sup>
- Motion to approve January minutes by Marsha, seconded by Janelle.

**MCA Executive Committee**

Officer's Reports:

1. President Report (Karol): Karol went to MCA's Advocacy Day and met with legislative representatives. She also attended MAMCD workshop and took the opportunity to promote MCA membership as well.

VCA is no longer co-sponsoring the Ethics event on 3/24 with MCA. There was confusion surrounding the contact hour requirements for cosponsoring an event. Both groups needed to submit an application to NBCC for cosponsoring 90 days prior to the event. Many thanks to VCA's contact chair for identifying this requirement before NBCC denied contact hours to participants.

Karol has submitted her final president's message in the next Newsletter. The following Newsletter will be issued under Cathie's leadership, so the mantle for this effort will be passed on to her.

Karol requested an audit, and for MCA to begin quarterly reports about expenditures to keep track of expenses “as they happen”. An expert is conducting this analysis now and will follow up with Karol. LaNail reports there is a transaction report occurring when cutting a check and she will begin submitting monthly reports.

Karol asked Lisa to check if Wild Apricot is providing members reminders of upcoming membership or lapsed membership. LaNail reports members are also reporting to her they are not able to renew their membership through Wild Apricot so LaNail has been manually going in to update it. In addition, Karol asked Lisa if she could break down MCA members into geographical areas and professions of MCA members. Lisa has also added a Google calendar so all MCA and MCA Branch events can be posted to the calendar.

In order to expedite the process, Marsha committed to running the reports for member locations and professions.

(Follow up: Both Lisa and Marilyn checked and it is for three months. Marilyn made a change so that if the person does not rejoin within three months, their membership will be interrupted so they will need to join again as new members.)

MCDA offered MCA a table at their conference at no cost, Karol will bring bags, pens, membership forms, flyers, promotional materials for MCA’s May workshop and fall Conference, and sell MCA shirts. MCA’s intern, Mala will join to “man” the table with her.

2. Treasurer (LaNail): LaNail reports no updates. LaNail will send out expenditure for monthly meetings and requests if there are any questions to directly as LaNail.

LaNail wanted to clarify that she will continue as Treasurer through 2018-2019, and assist with training Treasurer-elect.

3. Executive Director’s Report and Upcoming Training (Marsha): Cathie and Marsha plan to continue to hold conversations regarding logistics of conference i.e. presentations, see rooms.

Marsha continues working with JHU for annual social at ACA conference. Additionally, Marsha continues to work on dates for a spring training.

A survey will be sent to identify who is going to ACA for NCEA partnership social. Per the MCA Budget, we are contributing \$2000.

4. Past-President’s Report (Christian): Christian is working with Walden doctoral intern- Mala. Mala was instrumental in Advocacy Day.

Christian continues to assist Cathie with proposals for the 2018 conference. Christian will send information to Marilyn R, Eunice, and Cathie. Deadline for the proposals are 4/30.

Christian continues to manage the nominations and elections for MCA. There are three candidates running for each office. Once the slate is finalized, the information will be sent to Karol for final approval, then to PR to send out to membership. To ensure compliance with bylaws, the MCA Executive Committee will vote on the following positions: Member at Large and Executive Director. Per the bylaws, these positions are to be voted on annually (Missy confirmed). Voting will take place at next Board meeting.

5. President-Elect's Report (Cathie): Cathie initiated discussions about changing from 501-C-3 to a 501-C-6 nonprofit organization. MCA needs to update our name change from 2013 on the accountant's documents.

Cathie continues to hold planning meetings to discuss/share about for the November Conference. The second planning meeting took place 3/11/18. Cathie is looking for Conference funding figures so she can estimate costs correctly. The Keynote speaker is Dr. S. Kent Butler from Florida.

Please support the Deep Dive event on 3/24 with VCA/MCA.

Advocacy Day was a huge success.

Cathie is in the process of developing an organization flow chart.

6. Member-at-Large's Report (Sarah Gilden)- No report.

#### Old Business: No old Business

#### New Business:

- MCA is in search of a new webmaster; please reach out to Cathie if interested.
  - o Lisa is an option, currently working with MCA, can renew contract for next year
- Karol suggests sending leaders to ACA ILT
- Full board meeting next month

#### MCA Standing Committees Conference Reports and Updates

- 1) Newsletter (Michelle S/Jazmone)- No report.
- 2) Public Relations (Marybeth/Emily):  
Currently advertising call for proposals for this year's conference and Ethics Deep Dive Event with separate e-mails from the Weekly Digest

Noticeable increase in people/organizations submitting events to be added to the Weekly Digest.

- 3) Membership (Kerri)- No report.
- 4) Advocacy (Rita)- No report.
- 5) Technology (Marilyn M)- No report. Marilyn would like to retire as webmaster.
- 6) Bylaws (Missy)
  - a. Google form developed for bylaws
  - b. Send through wild apricot
  - c. With PR in eBlast
- 7) CE/Credentialing (Michelle W.)- No report.
- 8) Program Planning (Eunice)- No report.
- 9) Emerging Leaders and Graduate Student (Sara Pula)
  - a. Emerging leaders are doing well, mentors solidified meeting regularly
  - b. Mikayla would like to be a part of MAMCD
  - c. Develop data base for mentors in the future, asking for further ideas
- 10) Awards (Maya) no update

MCA State Divisions  
Division Updates

- 11) MAMCD (Tonya)- No report.
- 12) MACES (Cedric)- No report.
- 13) MASERVIC (William) –No report
- 14) MCDA (Sabira)- No report, disconnected due to technological issues.
- 15) MAMFC (Shannon)
  - a. Membership voted to officially change name, name change needs to be reflected on all documents and website ASAP---Maryland Association for Couples and Family Counseling (MACFC)
  - b. Jan 5<sup>th</sup> bylaws submitted, ensuring matching to national/international level
    - i. MCA does not need to approve bylaws
  - c. Working on creating the website
  - d. Creating awards for division- Miranda
  - e. Nominations and elections continue- Pres- e: Shannon; President: Vanessa, Pres elect- Miranda; Treasurer- Susan
- 16) MALGBTIC (Lia) No report

Meeting called to an end by Karol (8:28pm)

Future Board Meetings:

April 10, 2018 – Full Board

May 8, 2018 -- Full Board

June 9, 2018 – Full Board face to face and Leadership Retreat at Savage Library 10am-4pm