



MCA Board Meeting via Go To Meeting
 August 16, 2018
 8-9pm

Board Members	
1) *PRESIDENT (18-19)	Catherine Eaton
2) *Past President (17-18)	Karol Taylor
3) *President-Elect	Ajita Robinson
4) *Executive Director	OPEN
5) *Secretary (17-19)	Janelle Bettis
6) Secretary-Elec	Melissa Wheeler "Missy"
7) *Treasurer (16-18)	Shannon Kakkar
8) *Treasurer- Elect	OPEN
9) *Member-at-Large	OPEN
Divisions	
10)*MACES PRESIDENT (2018-2019)	Sara Pula - vacation
11) President Elect	Vicki Moak
12)Secretary	Keyona Hall
13)Treasurer	Marylin Marquez
14)Membership Committee	Dionne Christian x
15)Conference Planning	Sabrie Wiggins-Rose x say bree
16)*MASERVIC PRESIDENT (2018-2019)	Carol McGinnis- not
17)MASERVIC, Secretary	Joel Porter
18)MAMCD PRESIDENT (18-19)	Michelle Chaney
19)MAMCD Past President	Tonya Macklin

20)*MCDA PRESIDENT (18-19)	Ebony Tara
21)MCDA Past President	Sabira Vohra
22)*MAMFC PRESIDENT (18-19)	Vanessa Patton-Scott
23)MAMFC President Elect	Miranda Mixon
24)MAMFC Treasurer	Susan Branco
25)MALGBTIC PRESIDENT	Natalie Maiden
26)*MALGBTIC Past PRESIDENT (17-18)	Lia Gaudry
27)MCSJ President (18-19)	Chioma Anah
28) MCSJ President-elect (18-19)	Don Trahan
29)MCSJ Counselor Representative	Evan Velleman
Committees	
30)*MCA Emerging Leader Chair (18-19)	Don Trahan
31)Emerging Leader (18-19)	OPEN
32)Emerging Leader (18-19)	OPEN
33) Walden Intern	Grace Abraham Lewis
34) *Advocacy Chair (18-19)	Janice Toothman
Member	Jacqueline Jacob
35)*Awards Chair (18-19)	Carol McGinnis
36)*Bylaws Chair (18-19)	Lynn Duffy
37)*Credentialing Chair (18-19)	Perri Hooper
38)Credentialing Committee Chair (18-19)	Donica Harper
39) *Membership Committee Chair (18-19)	Kerri Legette
40) Member	Cynthia Canner
41) Member	Glenda Laurent Dickinson
42) Member	Mala Hosmane
43)*Newsletter Chair (18-19)	Michelle Schoonmaker
44)Member	Jazmone Taylor
45)*Program Planning Chair (18-19)	Eunice Humphrey
46)Committee	Marilyn R
47)*Public Relations (18-19)	Carolyn Owens
48)*Registrar Chair (18-19)	Marilyn R
49)*IT Webmaster(18-19)	Lisa Oliver (Virtual

	assistant)
50) Archives (18-19)	OPEN
52) MSCA Liason	Ileana Gonzalez

Quorum: Yes (8 out of 13 voting board members)

Meeting called to order by President, Cathie at 8:02pm

Approval of Today's Agenda: Motion to approve today's agenda made by Shannon and seconded by Karol.

Approval of Past Meeting (July) Minutes: Motion to approve July past minutes made by Missy and seconded by Karol.

Old Business:

- MAL, ED and Bylaws Committee Chair positions are open
- Clarified new appointments for 2018-2019 include Treasurer-Elect. Further discussion occurred regarding appointing a treasurer-elect.
- Shannon discussed best practices in managing access to bank account is to have more than one person has access to bank account. Questions about how best to help Shannon and status of the finance committee
- Shannon continues to identify Treasurers from each division and to schedule meeting times convenient to all members
- Outstanding Vote on recommended changes to By-Laws by ACA
 - o Motion to update bylaws as recommended by ACA made by Janelle, seconded by Karol
 - o Next step—send to general membership for final vote
- Annual Conference Update (Eunice)
 - o Walk through of venue with Ajita and Cathie; clarified available rooms
 - o Many proposals were submitted, some were changed to poster and roundtables to accommodate space available
 - o 58 people registered currently for the conference, goal is 200
 - o Please reach out to Eunice to assist with the conference, help is still needed
 - Battle of the divisions will be held on Saturday night
 - Opportunity for Committees and Divisions highlight your speciality
 - o PDI is separate from the conference (Friday)
 - o Extended early registration until Sept 1st,
 - o There will be a link added for the hotel, rooms available at a special rate
 - o Conference committee continues to welcome vendors for the conference, please send contact information to Eunice
 - o Keynote speaker, Dr. S. Kent Butler is confirmed and all presenters have confirmed and must register by Sept 1!
- 501-c-3 status (Ajita)
 - o Annual property tax report was submitted

- Reached out to attorney, will need to wait until taxes are processed to begin change in non-profit status

New Business:

- Budget Status (Shannon)
 - Budget has been adjusted, based on last year numbers spent 36,700 at the conference last year; would like to spend 55,000 this year
 - Motion to update budget with new information made by Karol and seconded by Missy
 - Advocacy committee confirmed budget for year, especially for Advocacy Day
- Discuss inactive committees/divisions
 - Tabled discussion until Oct face to face meeting
 - Need to identify inactive divisions
 - Discuss how to dispense funds
- SOP for scheduling workshops/conferences with NBCC Contact Hours
 - Request was made to create an SOP to keep the process consistent and assist newer leaders in making successful workshops
 - Add to SOP manual ASAP

MCA Executive Committee

Officer's Reports:

1. President Report (Cathie)
 - a. Cathie continues to work with Ajita and search for replacements in committee/positions that are currently vacant.
 - b. Connected new MCA members to committees and divisions
 - c. Reviewed Conference Planning with Eunice, Marilyn, and Ajita
2. President-Elect's Report (Ajita)
 - a. Argosy confirmed it will be a sponsor for the upcoming conference.
 - b. Ajita is excited to serve this organization and focus on professional identity.
3. Past-President's Report (Karol)
 - a. Karol continues to collaborate with Cathie and identify open positions for next elections. She plans to get vote out early in January.
 - b. Karol commends Cathie for doing a fabulous job with MCA. MCA continues to be professionally aligned, and appear professional inside and outside.
4. Treasurer (Shannon)
 - a. Last statement balance 7/31/18: \$20,018.52
 - b. Current available balance 8/16/18: \$22,689.53
 - c. Withdrawals from 8/1/18-8/16/18: \$486.84
 - d. Deposits from 8/1/18-8/16/18: \$2642.81
 - e. Shannon continues to working with PNC to become signer. She does not have access to capital one account, working with Lanail to get

updates to Shannon and Joanne; new software update won't allow Shannon to be added to the account. Please use latest voucher form with correct forms. (discussion on adding MCSJ to forms)
Reimbursements are paid out once a month on the 15th. All that were received by the deadline went out yesterday, takes about 5 days to get to you. If the reimbursement form is not submitted by 15th of that month, you will wait until the next month to receive the check.
Shannon has send out two different polls to various treasurers to schedule time for finance committee, continue to keep working on solidifying a date that works with all schedules.

5. Secretary (Janelle)
 - a. Janelle is asking board to review the description of Executive Board and Committee for SOP and make recommendations for changes if needed. Please send to Miranda and Janelle SOP requests.
 - b. All on EC and Divisions president's now have access to Google drive calendar. Please add your events and National Division Events
6. Secretary-Elect (Missy W)
 - a. Missy wanted to discuss having a common web meeting spot for MCA and if there was interest from the board to do so. Some options are google hang out (Free- 25 people video conference only through google account; Karol- GTM \$15 a month, \$15 zoom (benefits- allow host webinars, record trainings offer on asynchronous basis, more stable option for admin features share screen add presenter easily), any meeting \$15). Having a common web meeting adds to professionalism. Will discuss and vote offline.
7. Member-at-Large's Report (vacant)
8. Executive Director (vacant)

MCA Standing Committees Conference Reports and Updates

- 1) Newsletter (Michelle S/Jazmone)
 - a. Last newsletter came out end of July; the next will be around the conference time. Deadline is 10/15
 - b. Committee considering adjusting pricing to determine if that is a deterrent
- 2) Public Relations/Social Media (Carolyn)
 - a. Weekly e blast will be discontinued.
 - b. Carolyn will continue to focus on social media.
- 3) Membership (Kerri) No report.
- 4) Advocacy (Janice)
 - a. Committee meeting monthly via conference call. The goal is to start working submitting a draft proposal of legislation.
 - b. May need a student volunteer to work the table at the conference for Advocacy Day to have members sign up.
- 5) IT Webmaster (open) please uses Lisa Oliver, Virtual Assistant if needed.
- 6) Bylaws (open)
- 7) Credentialing (Perri H.)

- a. Requesting the final schedule as soon as it's finished.
- b. Please reach out for future events ASAP
- 8) Program Planning (Eunice/Marilyn R) See above report
- 9) Emerging Leaders and Graduate Student (Don)
 - a. Sending out mentor and mentee matches.
 - b. Updated website with Bios of Emerging Leaders
- 10) Awards (Carol G.)
 - a. Emailed, will be absent this evening.
 - b. Awards nominations will begin during Annual Conference
 - c. Separate Awards Ceremony will be scheduled in the Spring
- 11) Registrar (Marilyn R.) no updates, see above conference planning
- 12) Archives (vacant)

MCA State Divisions
Division Updates

- 17. MAMCD (Michelle C.)
 - a. Michelle needed to change workshop scheduled in October to November due to venue conflict. Cathie and Michelle will discuss offline a possible other venue.
 - b. MAMCD continues to have monthly meetings with committee chairs. This is the first time all chairs have been filled.
- 18. MACES (Sara P)
 - a. Emailed will be absent. MACES is working on establishing a social media presence by creating FB and LinkedIn pages.
 - b. Hoping to conduct a conference in February and are interested in partnering with other divisions who may be interested. Looking into hosting at either Trinity or Argosy. Working on organizing a webinar and defining the topic.
 - c. Would like to have a presence at the MCA conference in November, is it possible to have a table? Priorities are: (a) completing the Standard Operating Procedures, (b) updating/reaching out to membership, and (c) updating web site.
- 19. MASERVIC (Carol G.) No report, Emailed, will be absent this evening.
- 20. MCDA (Ebony T.) No report.
- 21. MAMFC (Vanessa P.) No report, Emailed, will be absent this evening.
- 22. MALGBTIC (Natalie M.)
 - a. Lia reported on behalf: Have full slate of officers.
 - b. During the summer was involved with University of Maryland who is submitting a grant CDC for a study re: training counselors have culturally competent skills with LGBT community, looking for organizations to provide letters of support or commitment from organizations on advisory board MCA and MALGBTIC worked together for letter, MALGBTIC also gave own letter and a member for advisory board. Training counselors is big part of MALGBTIC's vision.
- 23. MCSJ (Chioma A.)
 - a. There will be our first workshop this Saturday; for those who registered thank you!

b. Thank you for MCA's continued support

Meeting adjourned 9:11pm

Future Board Meetings:

Aug 23, 4-5pm **FREE Online Division Development Leadership Workshop by Christian Chan, includes free NBCC Contact Hour**

Sept 20 8-9pm via Online

****Oct 6 Face to Face Meeting Laurel 1-4pm, and will include brief leadership workshop by Ed Reed**

This is a change to accommodate MAMCD workshop on Oct 13

Nov 2 Face to Face meeting 7pm BWI Hotel

Nov 3 Membership Meeting 6pm BWI Hotel

Dec 13 8-9pm via Online

Jan 17 8-9pm via Online

Feb 21 8-9pm via Online

Mar 16 Face to Face meeting Laurel 1-4pm

Apr 11 8-9 pm via Online

May 16 8-9pm via Online

June Leadership Retreat

ⁱ MACES –Maryland Association of Counselor Education and Supervision

MALGBTIC—Maryland Association of Lesbian, Gay, Bisexual and Transgender Issues in Counseling

MAMCD—Maryland Association for Multicultural Counselor and Development

MAMFC—Maryland Association for Marriage and Family Counseling

MASERVIC—Maryland Association for the Spiritual, Ethical and Religious Values in Counseling

MCDA—Maryland Career Development Association

MSCA—Maryland School Counselor Association

MSCJ- Maryland Counselors for Social Justice

*MAMHC—Maryland Association of Mental Health Counselors

*LCPC-M—Licensed Clinical Professional Counselors of Maryland