



MCA Board Meeting  
Jan 17, 2019  
Zoom 7:30-9pm

<b>Board Members</b>	
1) *PRESIDENT (18-19)	Catherine "Cathie" Eaton
2) *Past President (17-18)	Karol Taylor
3) *President-Elect	Ajita Robinson
4) *Executive Director	OPEN
5) *Secretary (17-19)	Janelle Bettis- Regrets
6) *Secretary-Elec	Melissa Wheeler "Missy"
7) *Treasurer (16-18)	Shannon Kakkar
8) *Treasurer- Elect	OPEN
9) *Member-at-Large	OPEN
<b>Divisions</b>	
10) *MACES PRESIDENT (2018-2019)	Sara Pula/ Vicki- Regrets
11) *MASERVIC PRESIDENT (2018-2019)	Carol McGinnis
12) MAMCD PRESIDENT (18-19)	Michelle Chaney- Regrets
13) *MCDA PRESIDENT (18-19)	Ebony Tara - Lucinda
14) *MAMFC PRESIDENT (18-19)	Dr. Vanessa Patton-Scott
15) MALGBTIC PRESIDENT	Lia Bostian- Sergio Washington
16) MCSJ President (18-19)	Chioma Anah- Regrets
<b>17) Committees</b>	
18) *MCA Emerging Leader Chair (18-19)	Don Trahan
19) Emerging Leader (18-19)	Kenya
20) Emerging Leader (18-19)	Annyck- Regrets
21) Emerging Leader (18-19)	Keith
22) Emerging Leader	Rachel Stivers
23) Walden Intern	Grace Abraham Lewis
24) *Advocacy Chair (18-19)	Janice Toothman
25) Awards Chair (18-19)	Carol McGinnis
26) ByLaws Chair (18-19)	Daniel Fleshner- Late arrival

27) Credentialing Chair (18-19)	Perri Hooper- Regrets
28) Newsletter Chair (18-19)	Michelle Schoonmaker
29) Program Planning Chair (18-19)	Eunice Humphrey
30) *Public Relations (18-19)	Carolyn Owens
31) *Registrar Chair (18-19)	Marilyn R
32) Membership Chair	Kerri
33) *IT Webmaster(18-19)	OPEN please use Lisa Oliver (Virtual assistant)
34) <sup>1</sup> Archives (18-19)	OPEN
35) MSCA Liaison	Ileana Gonzalez
36) LCPC-M Liaison	OPEN

Quorum: Y/N

Approval of Today's Agenda: Motion by Karol Taylor to approve and Shannon seconded. Agenda approved.

Approval of Dec and past minutes: Missy made motion to approve December minutes; Karol seconded. December minutes approved. Missy will review past minutes to see if other minutes are pending approval.

Old Business:

- SWOT Analysis Results on 2018 Conference
  - o Cathie led discussion around SWOT analysis from the conference.
  - o Will table to discuss later
- Finances
  - o Shannon: budgeted 27,000 and spent 30,000 largely due to the hotel costs. Had to move money from savings into PNC account. All MCA and division money goes into one account; it is important for everyone to put proper account code on reimbursement requests to ensure we are properly tracking monies spent by divisions. New budget in the works. The Board, members, and division Treasurers need to be part of the conversation to increase funds. Meeting of the Finance Committee have been hard to organize.
  - o Kerri: brought up hosting a general membership meeting to bring members into the conversation and communicate finance needs.
  - o Ajita: our vacancies impact our ability to market.
- Need to fill Open board positions
  - o Cathie- weekly eblast has been missed. Lisa Oliver could help with this effort. Could consider consolidating committees to share the work, for example, a marketing and PR team.
  - o Daniel offered to reach out to his cohort regarding MCA committees and board positions.
- SOPs

- Cathie: table this until a face to face meeting. The current document is 78 pages.
- Kerri: suggested uploading to the Internal Database
- Ajita: Bylaws are on the website and SOPs should not be publicly available.
- Cathie: further investigation is needed around ability to post these securely for members

#### New Business:

- Fund Raising Ideas
  - Cathie- Call for fundraising ideas. Past ideas- conferences and t-shirts
  - Karol- workshops; Karol is hosting a resume writing workshop the first Saturday in February.
  - Discussion around the audience fit for workshops, discounts for students who attend workshop, and advertising workshops. Sponsorships are another opportunity. Concerns raised about advertising of workshops. Eblast will be sent.
- Member Engagement
  - Ajita- proposed member survey and reengaging members through relationship building.
- ACA Joint Social
  - Joint welcome reception with NECA at ACA; MCA members are invited. MCA contributed \$250 towards the event.
- Schedule Budget Planning July 2019-2020
  - Cathie, Ajita, and Shannon will meet February/March

### **MCA Executive Committee**

#### Officer's Reports:

1. President Report (Cathie)- southern region wants to focus on advocacy. Our advocacy day is Feb. 7. Working with Ajita to plan conference, work on SOP, and prepare for transition. Video tutorials on procedures for logistics.
2. President-Elect's Report (Ajita)- two quotes on attorneys to review bylaws for 501C status. Both out of budget. Investigating other options
3. Past-President's Report (Karol)- Dr. Rita Robinson has passed; funeral to be held tomorrow. Has communicated with Sara P. about Emerging Leaders running for MCA office. Career Construction Institute partners only available on March 27-29<sup>th</sup>. Discussion around conflicts with ACA, the quick timing, and the cost. Advertisement to members will go out. Will reach out to Sergio for more information about Career Keys.
  - a. Carol M- mentioned outreach to community around the furlough
  - b. Ajita and Cathie will co write
4. Treasurer (Shannon)- \$21,000 in PNC account and we do not have access to Capital One account.
5. Secretary (Janelle)- no report
6. Secretary-Elect (Missy W.)- Still working on getting a Maryland membership list from ACA- no response yet.
7. Member-at-Large's Report (vacant)
8. Executive Director (vacant)

### **MCA Standing Committees Conference Reports**

- 1) Newsletter (Michelle S/Jazmone)- Next edition Feb. 1
- 2) Public Relations/Social Media (Carolyn)- no report
- 3) Membership (Kerri)- will communicate with Cathie on fundraising ideas
- 4) Advocacy (Janice)- Feb. 7 in Annapolis, legislative slate just opened so advocacy agenda may depend on what is up for vote.
- 5) IT Webmaster (OPEN) Please use Lisa Oliver, Virtual Assistant if needed
- 6) Bylaws (Daniel)- all suggested changes were approved.
- 7) Credentialing (Perri H.)- no report
- 8) Program Planning (Eunice/Marilyn R.) – no report
- 9) Emerging Leaders and Graduate Student (Don)- no report
- 10) Awards (Carol G.)- reminder regarding awards will be sent to membership. April 25<sup>th</sup> is date for Awards reception. Registrar (Marilyn R.)
- 11) Archives (vacant)

MCA State Divisions  
Division Updates

17. MAMCD (Michelle C.)- workshop in February 9 on post-partum depression. Advertisement will be going out.
18. MACES (Sara P.) – conference in spring
19. MASERVIC (Carol G.)- MASERVIC will be doing webinar in January, Carol will be conducting an in person workshop in March.
20. MCDA (Ebony T.)- no report
21. MAMCFC (Keesha Vines/Miranda Mixon/Dr. Patton)-
22. MALGBTIC (Sergio/ Perri)- Feb. 16 1-2 pm webinar- factors influencing LBGTQ self-acceptance
23. MCSJ ( Chioma A.)- focusing on conference April 22nd

Future Board Meetings:

Feb 21 7:30pm-9pm via Online  
 Mar 16 Face to Face meeting Laurel 1-4pm  
 ACA April 26-29, 2019! Social TBA  
 Apr 11 7:30pm-9 pm via Online  
 May 16 7:30pm-9pm via Online  
 June Leadership Retreat—TBD

Meeting Adjourned 7:05 pm