



**MCA June 25, 2017 Executive Board Meeting
7-9 PM**

- 1) 7:10pm Roll Call (Cathie) In attendance: Stephanie, Karol, Christian, Cathie, Michelle W., Janelle, Michelle S., Lenese. Quorum of Executive Committee members.
- 2) Approval of Agenda (Christian/Cathie)
- 3) Approval of May Minutes (Christian/Cathie) ---**Stephanie motioned to adopt previous minutes.** Seconded by Cathie. Adoption of minutes approved unanimously.

MCA Executive Committee

- 4) President's Report (Christian) Final report before transitioning leadership to Karol. Christian will help to revitalize MAMFC with new leadership, and Christian will become treasurer of that division. New Div President: Dr. Shannon Kakkar, Dr. Vanessa Patton-Scott as Pres Elect and Miranda Mayo and Secretary
- 5) Treasurer's Report (LaNail)—Budget meeting with EC went well, looking forward to another great year!
- 6) Executive Director's Report (Marsha)— no report
- 7) Past-President's Report (Stephanie)—1) Announcement of MCA Election results, 2) Clarification of ByLaws regarding vacancy of Secretary-Elect. **Motion by Stephanie to have Janelle immediately take over as Secretary for 2017-2019.** Seconded by Karol. Clarification of need to elect Secretary-Elect next year for 2019-2021. Motion passed unanimously.
- 8) President-Elect's Report (Karol)—Sending summary report, see attached. Karol downloaded organizational slides from ACA to create organization chart and will use again at **leadership retreat on July 29**, encouraged adoption of new budgeting format, met with Web Committee and plan to utilize all available features of Wild Apricot. Looking forward to using virtual assistant to help with keeping things fresh and organized. Looking forward to great 50th anniversary conference, growing advocacy with new connection to PRISM group and creation of SOP manual for Divisions and Committees.
- 9) Member-at-Large's Report (Sarah Gilden)—no report

MCA Standing Committees Reports

- 10) Newsletter (Michelle S)—Next one due mid-July, please use special email for submissions: mcanewsletter@gmail.com
- 11) Public Relations (Marybeth/Emily)—see attached
- 12) Membership (Nick)— no report
- 13) Advocacy (Janelle)— Working on second article on Opioid Addiction for newsletter, continuing to submit updates on Advocacy Corner in weekly eblast, in October will begin to prepare for next Advocacy Day in February. Will be working closely with Sen. Pinsky's office and Karol will announce next chair soon.
- 14) Technology (Marilyn M)—Preparing launch of new website, will need updated rosters and photos. **Will need a true webmaster or Chair**
- 15) Bylaws (Missy) – see attached, will postpone discussion until full board in attendance
- 16) CE/Credentialing (Michelle W.) Wanted update on whether to pursue Qualtrix as platform for credentialing surveys? No, due to budget constraints. Michelle will utilize Survey Monkey, now with template future CEs will be much easier. CEs will be made available at Leadership Training in July! Stephanie offered to help with keeping NBCC compliant.
- 17) Program Planning (Lenese) Gearing up for Conference, Lenese has been in communication with Karol to stay on track. Waiting for proposal window to close and begin process of selecting proposals. Staying on track!
- 18) Emerging Leaders and Graduate Student (Sara Pula)— no report, will send out invitation for nominees soon
- 19) Awards (Maya)— see attached

MCA State Divisions

Division Updates

- a) MAMCD (Sherritta)—no report
- b) MACES (Ajita)— no report
- c) MASERVIC (Lisa)— no report
- d) MCDA (Ronda)---no report
- g) MAMFC (Vacant)—introduction of new division leaders for next year
- h) MALGBTIC (Tony)—no report

Final kudos from Christian to Board: Michelle W for stepping into maelstrom and selflessly bringing credentialing under control, Stephanie for support in dissertation and leadership, Cathie for helping with more organization than she knows, Karol for her hard work and dedication, anticipating best conference ever and growing future leadership, Michelle S. for her patience in deadlines and getting awesome newsletter out, Lenese for her energy and dedication, Janelle for revitalizing Advocacy and hope for continued success as Secretary.

19) Strategic Planning Meeting **Leadership Retreat Saturday, July 29, 10-4pm, Savage Library**

20) Future Board Meetings:
Tuesday, August 25 7-9pm via Zoom
September 12, 7-9 via Zoom

October---TBD in person meeting
November—Meeting during Conference
December 12

January 9, 2018
February 12, 2018
March 13, 2018
April 10, 2018
May 8, 2018
June 12, 2018

21) 8pm Board Meeting Adjournment

PRESIDENT-ELECT REPORT 6/25/17

Obtained ACA slides on organizational structure and shared the ones that show how MCA fits in under ACA's umbrella at F2F Board meeting in May.

Had FCDA Treasurer Maria Schaeffer develop a professional budget format for MCA to follow. This format will support us in the unlikely event of an IRS audit.

Met with Executive Board to work out the 2017-2018 Program Year budget. Final Budget approved.

Met with Website Committee to agree on updates and changes to take full advantage of the capacities of Wild Apricot, our membership software provider.

Developed an agenda for the MCA leadership day. Former MCA President, Natalie Kauffman, agreed to present on leadership. Topics addressed at ACA's ILT in July will be addressed in small group breakout sessions and reporting back to large group. CEs will be issued.

Met with PRISCM, a group of Community Activists in Prince George's County. Their August 19 meeting will address Advocacy. Will share information about where they are meeting when it is available.

Continuing to work on Conference preparation.

Proposed MCA Bylaws Amendments 2017

Amendments proposed:

1) Give MCA committee chairs voting rights on the Executive Board

Article VII
Executive Board

Section 1. Composition of the Executive Board. The voting members of the Executive Board

shall be the President, President-elect, immediate Past-president, Secretary, Secretary-Elect, Treasurer, Treasurer-Elect, Member-At-Large, Executive Director, Parliamentarian (if applicable), [add] chairs of standing MCA Committees, and representatives of active chapters and divisions,. Chapters and divisions will be designated active by a majority vote of the Executive Board of the Association according to the following criteria:

- (a) The chapter or division shall file the required annual reports with the Executive Secretary by July 1 of each year.
 - (b) The chapter or division president, or a designee, will be absent from no more than one regularly scheduled MCA Executive Board meeting annually.
 - (c) The chapter's or division's annual program of activities must include periodic board meetings and professional development activities.
 - (d) Said representative shall have voting rights during the meeting/meetings attended.
- Each chapter and division shall have one vote during motions issued at each board meeting.

Discussion:

This amendment was proposed due to lack of attendance by voting EB members which makes moving initiatives forward cumbersome and time consuming. Motion was made not to change the bylaws due to:

- Committee chairs are not voted in by members; they are appointed by the President unlike other EB members whose positions are voted on by membership.
- Appointed members may feel inclined to vote the way the President votes given potential power dynamics or allegiances.
- Changes in policy manual could be made regarding required EB members attendance, special circumstances allowing committee chairs to vote, etc. that would not have to go through ACA Governing Council unlike Bylaws changes which require approval by the ACA Bylaws Committee and Governing Council.

- 2) Combine the Ethics Committee and the Bylaws Committee

Article VIII Committees

Section 1. Standing Committees. The Standing Committees of the Association shall be: Ethics[add] and Bylaws Committee, Finance Committee, Policy Committee, Awards Committee, Membership Committee, Nominations and Elections Committee, Archives Committee, ~~Bylaws Committee~~, Human Rights Committee, Government Relations

Committee, Public Relations Committee, Advocacy Committee, Graduate Student Committee, Technology Committee, Newsletter Committee, Program Planning Committee, and CEU Committee..

(a) Ethics **and Bylaws**. The committee on Ethics **and Bylaws** shall be charged with the responsibility of reviewing **ethics** charges against individual members, Divisions or Chapters in violation of the Code of Ethics of ACA and to make recommendations to the Executive Board for appropriate action. **The Ethics and Bylaws Committee shall receive proposals for amending the Bylaws and shall present proposed amendments to the Executive Board.**

(b) Finance. The Finance Committee shall consider long-range and short-range fiscal policies affecting the Association, and shall make recommendations regarding such policies to the Executive Board, and shall have the responsibility of developing the annual budget. The Finance Committee should include oversight from the Treasurer and Treasurer-Elect.

(c) Policy. The Policy Committee shall be responsible for maintaining a current and continuing file of active policies of the Association.

(d) Awards. The Awards Committee shall solicit nominations for existing awards, consider the continuation and/or establishment of awards, review nominees and select appropriate recipients. (e) Membership. The Membership Committee shall be responsible for the development and coordination of membership activities.

(f) Nominations and Elections. The Nominations and Elections Committee shall solicit nominations for the Association and shall be responsible for conducting the election of Officers by Ballot mailed to members.

(g) Archives. The Committee on Archives shall establish and maintain the archives of the Association.

~~(h) Bylaws. The Bylaws Committee shall receive proposals for amending the Bylaws and shall present proposed amendments to the Executive Board.~~

(i) Human Rights. The Human Rights Committee shall coordinate the Human Rights concerns of the Association.

(j) Government Relations. The Government Relations Committee shall promote Government Relations consistent with the Bylaws and philosophies of the Association.

(k) Public Relations. The Public Relations Committee shall promote the image of the Association and shall stimulate the Advocacy of Counseling and Guidance within the State.

Discussion:

Motion made to strike Ethics and amend this proposal to combine the Bylaws and Policies Committees given the overlap in responsibilities for each. The new amendment would read:

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Bylaws [add]and Policies Committee, Human Rights Committee, Government Relations Committee, Public Relations Committee, Advocacy Committee, Graduate Student Committee, Technology Committee, Newsletter Committee, Program Planning Committee, and CEU Committee..

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(g) **Bylaws and Policies.** The committee on **Bylaws and Policies shall be responsible for maintaining a current and continuing file of active policies of the Association. The Bylaws and Policies Committee shall receive proposals for amending the Bylaws and shall present proposed amendments to the Executive Board.**

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- 3) Change the name of the CEUs Committee to the Credentialing committee. This will align us with ACA language and fulfill requirement of NBCC.

ARTICLE VIII COMMITTEES

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Ethics

Committee, Finance Committee, Policy Committee, Awards Committee, Membership

Committee, Nominations and Elections Committee, Archives Committee, Bylaws Committee,
Human Rights Committee, Government Relations Committee, Public Relations Committee,
Advocacy Committee, Graduate Student Committee, Technology Committee, Newsletter Committee, Program Planning Committee, and ~~CEU~~ **Credentialing** Committee.

(q) ~~CEU~~ **Credentialing**. The ~~CEU~~ **Credentialing** Committee is responsible for aligning procedures to meet the requirements for qualifying events and trainings as clock hours for NBCC and licensure continuing education.

**Public Relations
June 25, 2017
MCA Board Meeting Report
Submitted by: Marybeth Heather & Emily Lamoreau**

Committee Chairs (2015-2016):

- Marybeth Heather (Chair)
- Emily Lamoreau (Asst. Chair)

Committee Chairs (2016-2017)

- Marybeth Heather (Co-Chair)
- Emily Lamoreau (Co-Chair)

Committee Report:

- Continued generation of social media traffic via sharing topics of interest related to counseling
- Currently advertizing extended conference proposal deadline and open registration for annual conference.
- Weekly Digest template updated with new logo!
- Added pics of MCA at ACA Illuminate to Facebook

Future Activities Planned:

- Getting to Know Your Board Members interview
- Continued advertisement of MCA events (Division Leaders - send us your Workshop/Conference info and we'll add to Digest as well as create separate e-mail blasts).
- Continued sharing of ACA posts, posts regarding current events and awareness days to generate conversations and social media traffic

MCA Awards Committee Report
June 2017

Submitted by Maya Georgieva, Chair

Committee Chair (2016-2017):

Maya Georgieva

Position tasks and responsibilities: sending monthly reports, developing the schedule, collaborating with other committee members to assist in soliciting nominations, sharing board meeting dates and times with Awards committee members, attending annual conference, and presenting awards to selected nominees.

Committee members:

Peter Modlin pmodlin1@jhu.edu

Monica Band band.monica@gmail.com

Chunnu Bhatia cbhatia86@gmail.com

Michelle Wade Michelle.Wade.LCPC@gmail.com

Carol McGinnis cmcginnis@messiah.edu

Diona Emmanuel aemmanue@gwmail.gwu.edu

Committee report:

At the MCA 2016 Conference awarded the following individuals:

- Amy Rakusin, Diversity Achievement Award
- Dr. Shauna Reynolds, Outstanding Professional Award,
- Dr. Stephanie Dailey, Past President Award
- Emily Lamoreau, Presidential Service Award
- Marybeth Heather, Presidential Service Award

Tasks completed:

Developed 2017 schedule:

1. Monday, September 4, 2017: **Send out** Call for nominations. Deadline Monday, October 2, 2017.
2. **Send out reminders:** September 11, September 18, and September 25, 2017
3. Monday, October 2, 2017: **Review** nominations and **send recommendations** to the executive board of MCA for approval. Deadline: Monday October 9, 2017
4. Monday, October 9, 2017: **Invite** successful nominees to attend the 2017 Conference. **Order plaques.**
5. Present awards at the **Annual Conference** (Thur, November 2 - Sat, November 5 2017)

Future tasks:

Share Board meeting date/time with committee members

MCA Awards Categories

2017 MCA Outstanding Professional Award
2017 MCA Lifetime Achievement Award
2017 MCA Organization Award
2017 MCA Outstanding Graduate Student Award
2017 MCA Diversity Achievement Award

We will not solicit nominations for these awards:

2017 MCA Past-President Award: To recognize the person who has been the most helpful to the MCA President during the current year.

2017 MCA Presidential Awards (depending on budget, 1-2 recipients who demonstrated outstanding service.)

Call for Nominations Script

The nomination packet is not to exceed 250 words per demonstration statement and must be received via email by midnight on Monday, **October 2, 2017**. All nominations must be in a Word format and include the following:

1. A completed nomination form
2. Supporting information or letters of support that demonstrate how the Maryland Counseling Professional made a difference in the community. Submissions must include specific examples that demonstrate how each criterion is met as outlined in the award category.
3. Please submit a copy of the nominee's resume if possible.

Forward the completed nomination packet in Word format to the Chair of the Awards Committee at maya84georgieva@yahoo.com

MCA Awards Schedule

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