



MCA Board Meeting via Go To Meeting  
July 19, 2018  
8-9pm

Call to Order: Meeting called to order by President, Cathie E. at 8:05pm

Attendance: Marilyn R. Vanessa P. Michelle C., Missy W., Grace Abraham, Don T. , Lynn D., Shannon K., Taylor S., Vicki M., Chioma A., Cathie E., Miranda M., Donica K., Eunice H., Ebony T., Joel P., Perri H., Kerri L., Keyona H., Karol T., Ajita R., Michelle S, Janelle B., Sara P., Janice T., Glenda L., Mala H., Marilyn R.

Quorum: Vanessa P. Michelle C., Missy W, Shannon K, Chioma A., Cathie E, Karol T., Ajita R, Janelle B.,

Absent: Sara P., Carolyn O., Carol M.

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

Approval of Past Meeting (June) Minutes: Motion to postpone approval of minutes by email made by Shannon K., seconded by Missy W.

### **MCA Executive Committee**

#### **Officer's Reports:**

##### 1. President Report (Cathie)

This evenings meeting will give everyone the opportunity to introduce yourself and your position. The bylaws and conference committee's will have most of the meeting to discuss their updates. Cathie requested Board to consider nominees for open board positions of Executive Director and Member at Large, with the intent of extensive vetting process to fill those positions.

Cathie attended ACA's Institute for Learning Training the week of July 10<sup>th</sup>.

2. President-Elect's Report (Ajita)
 

Ajita is excited to begin her position as president elect and also attended ACA's Institute for Learning Training the week of July 10<sup>th</sup>. Ajita's goal is to increase advocacy and visibility within the counseling profession.
3. Past-President's Report (Karol)
 

Karol attended ACA's Institute for Learning Training the week of July 10<sup>th</sup>. Karol continues to envision a collaborative experience, and professionalism within MCA. She is excited to see a brand new board!
4. Treasurer (Shannon)
 

Shannon is transitioning to her new role as treasurer. Shannon met with Cathie to finalize 2018-2019 budget. Shannon will be in touch regarding submitting reimbursements. The reimbursement voucher and account codes were included in the email with July's agenda.
5. Member-at-Large's Report (vacant)
6. Executive Director (vacant)
7. Secretary (Janelle)
 

Janelle is working on getting board members and division presidents access to the google calendar. Please send updated board member information so the board list can be up to date.
8. Secretary-elect (Missy W)- No report.

#### MCA Standing Committees Conference Reports and Updates

- 1) Newsletter (Michelle S/Jazmone)
  - a. Newsletter is working on the summer newsletter, which will be short and sweet. It should be released by July 31st. If any committees or divisions would like to submit events/announcements, the committee will take submissions through Tuesday the 24th. Please submit submissions to [mcanewsletter2@gmail.com](mailto:mcanewsletter2@gmail.com)
- 2) Public Relations (Carolyn)
 

Carolyn unable to make meeting (emailed). Carolyn is updating MCA's LinkedIn, Twitter, and Facebook.
- 3) Membership (Kerri)
 

Kerri is continuing to assist with growing MCA with colleges in area.
- 4) Advocacy (Janice)
  - a. Janice is excited to chair the committee. The advocacy committee took a break over the summer, but will begin monthly meeting calls. Committee would like to focus on many legislations i.e. Medicare reimbursement. There are also two other main goals- proposing legislation that will help clients that are underserved, and working with division representatives. Janice would like to increase other people involved in monthly advocacy calls.
- 5) IT Webmaster (Lisa O)
 

Lisa O will not attend meetings. Lisa has 17 hours devoted to MCA a month to update website, add events, administrative stuff together
- 6) Bylaws (Lynn Duffy)

Lynn wants to acknowledge that Missy W. did significant work with the bylaws, thank you Missy!

Lynn has been in contact with Rachel from ACA. MCA proposed Bylaws changes were returned without approval, there are two articles that need revisions.

1. Currently, MCA bylaws (Article 6 section 2) are inconsistent with ACA bylaws (states only president required to be member of ACA). ACA would like the language to be changed to include all officers need to be members of ACA.

Discussion occurred that (a) is discussion needs to take place that MCA is open to this language, (b) should give notice to all voting board members that this will be discussed/voted on at the August meeting, (c) the language of the updates be in writing to board members before discussion/vote.

- Motion made to table voting until language for voting board members is in writing by Shannon K., seconded by Missy W.

Discussion occurred regarding the board needing the language of the updates in writing to board members before discussion/vote.

- Motion made to table a vote until next week, when voting board members can review the proposed language in MCA bylaws by Karol T., seconded by Shannon K.

Discussion occurred regarding consequences if not in compliance with ACA? Previous version of by-laws are still in effect. Lynn emphasized the need to approve changes within 30 days.

2. Our Bylaws need to reflect a minimum of 5 scheduled meetings and protocols if cancelled or rescheduled, if they are tele- meetings versus in person. Lynn will get further clarification from ACA and revisit.

7) CE/Credentialing (Perri H.)- No report

8) Program Planning (Eunice/Marilyn R)

Eunice reports conference focused on advocacy and social justice. Friday there are 6 PDI's, members can choose 2. Saturday and Sunday are full days with presentations. Committee is working to finalize the program. Committee looking for sponsors and vendors please send to Eunice. Volunteers are also needed; send email to Eunice if interested. Still need logistic tasks volunteers

9) Emerging Leaders and Graduate Student (Don)

Don is excited to cultivate the professional development of MCA Emerging Leaders. All EL's have been identified and Don is working on pairing the mentee's and mentors.

10) Awards (Carol G.)- No report

11)Registrar (Marilyn R.)

Marilyn will be checking members into the conference. Marilyn will contact Miranda for assistance on position. Marilyn will need volunteers for the conference.

12)Archives (vacant)

### MCA State Divisions Division Updates

17.MAMCD (Michelle)

Michelle has new committee positions within the division so she is working on activating the committee's. There are MAMCD workshops on Oct 13. 2018 and Feb Annual conference (title TBD).

18.MACES (Sara P)

Sara P. is working on SOP for division. The first meeting will be in August. The board is full now!

19.MASERVIC (Carol G.)- No Report

20.MCDA (Ebony)

Conference went well; Ebony hopes to attend ILT next year. All MCDA leadership attended NCDA conference for state training.

21.MAMCFC (Vanessa)

First meeting next week with board. Division was able to send president-elect- Miranda to ILT. There will be upcoming events to come!

22.MALGBTIC (Natalie)-no report

23.MCSJ (Chioma)

First meeting in July, MCSJ has awesome board members! There are workshops on 8/18- intersectionality, privilege and oppression at JHU; 9/22- law enforcement and counseling; Conference 4/27.

### Old Business:

- 501-c-3 application
  - o Ajita will help Cathie with process
  - o Many benefits with change in status
- Open Positions and new appointments for 2018-2019- *tabled for next meeting*
- Please submit SOP manuals to either Janelle or Miranda.
  - o Committee will report quarterly
  - o Please send SOP by August 1<sup>st</sup>, ask questions if need help with template
- MCA Google calendar, you can review all events of MCA, divisions and committee's
  - o [https://calendar.google.com/calendar/embed?src=575iadg6s4pjn5vuvf5orpmlpg%40group.calendar.google.com&ctz=America%2FNew\\_York](https://calendar.google.com/calendar/embed?src=575iadg6s4pjn5vuvf5orpmlpg%40group.calendar.google.com&ctz=America%2FNew_York)
  - o Janelle will email when members can add events

### New Business:

- Discuss funds of inactive divisions (Bylaws?)- *tabled until next meeting*

- New MCA Voucher Form (Shannon)
  - Submit reimbursing with new voucher form and use account codes to Shannon
- Updating email address on Wild Apricot/Go Daddy- *completed by Marilyn Maze*
- Christian C doing free CE webinar- 8/23 4-5pm EST if you want to join – email Janelle Bettis

Motion to table additional items to next meeting made by Sara P, seconded by Shannon K.

Motion to adjourn meeting at 9:10pm made by Shannon, seconded by Janelle B.

Future Board Meetings:

Aug 16 8-9pm via Online

Sept 20 8-9pm via Online

Oct 13 Face to Face Meeting Laurel 1-4pm

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