



MCA April 10, 2018 at 7-9pm
Full Board Meeting Agenda

MCA Executive Board was called to order (7:02pm): Karol T., Shannon K., Emily L., Marsha R., Jacqueline J., Michelle W., Lia G., Cathie E., Kerri L., Jazmone T., LaNail A., Mala H.

Absent (emailed): Missy W., Christian C., Rita J., Sara P.
Absent (no email): Sarah G, Cedric R., William F., Tonya M., Perri H. Mikayala A., Sabira Vohra , Maya G, Michelle S., Eunice H.

Approval of Agenda: Motion to approve agenda by Janelle, seconded by Shannon.

Approval of Past Meeting Minutes: Motion to approve agenda by Shannon, seconded by Janelle.

MCA Executive Committee

Officer's Reports:

1. Presidents Report (Karol): Karol has checked with Lisa and Marilyn to make sure Wild Apricot will send reminders monthly for 3 months. If members do not rejoin within three months, membership will be interrupted.

Karol continues to encourage Divisions to hold events where the organization earns income which can be used to send Division Presidents to ILT.

Karol also attended MCA's Ethics workshop. She donated a children's book as a door prize, "Good Touch; Bad Touch." The book was written by a black mental health counselor from Maryland. If anyone is interested in buying the book, it is available on Amazon.

Membership Chair Kerri McCullough now has Wild Apricot access as: *Limited Access, Membership Manager* so she can check membership updates. Kerri can now do more with outreach to MCA members. Karol removed administrative

rights access to MCA's web site from former Board members no longer participating in or members of MCA.

Karol is manning a free MCA vendor table with Mala Hosmane April 13 & 14. Mala would like more volunteer hours, if there are any events where she can help, please feel free to ask her. At Christian's request and on behalf of Perri, Karol reached out to Tonya to see if she had need of more internship help at the MAMCD conference, which she does. Both Mala and Perri will be helping them. Karol introduced Mala's Walden U colleague, Jacqueline, to Eunice in case MSCA needs volunteer help for their Conference. Jacqueline is a School Counselor, so she plans to attend MSCA anyway. MSCA's annual conference takes place April 14, the same day as MCDA.

Karol participated in Cathie's Conference planning meetings.

Based on Karol's panel presentation during the Southern Region Leadership Conference, Florida Counseling Association (FCA) decided to move to Wild Apricot as their membership software system. Karol introduced Marilyn to FCA's past president to consult with them during their transition.

Karol referred individuals working on their Ph.D. study to place links in MCA's newsletter. She confirmed students need a copy of their IRB-approval letter and a copy of the actual IRB application stating they will be using MCA members in their study.

MCA's auditor (who is not charging for her services) recommended quarterly updates to MCA's expenditures, to be issued to all Board members. She also recommends an annual report and updates regarding MCA's budget and expenses for the annual Conference.

Karol is currently working with Lisa Oliver as MCA transitions from Dr. Marilyn Maze as our webmaster. Marilyn's last day on the Board is June 30, 2018. Lia G. asked to work with someone to update the MALGBTIC page, so she will be working with Lisa. All Divisions have the right to work with Lisa to update their one MCA page; if you do so, please cc Cathie and me on your request. Lisa is aware of the number of hours we have procured her services for, and she will not work any more than that number of hours.

A research letter of support was requested by Dr. Janelle Bettis:

"I am writing to inquire about requesting permission to use Maryland Counseling Association (MCA) and its members as a platform for a research study entitled "Professional Counselors Understanding of Public Policy Advocacy Efforts." The purpose of this research study is to explore professional counselors experience of participating in public policy advocacy efforts related to counseling and their perception of significant factors they believe contributed or hindered

their experience. The expected results from the research study are to have an understanding of the impact of public policy advocacy efforts to professional counselors. The participants would be asked to complete two interviews on two separate occasions (a one-hour and 30-minute follow up) either face to face or by telephone. Participants will be numerically assigned to protect identifying information. In addition, I would like to have access to post a flyer on your Facebook or LinkedIn page to recruit members.

This email is serving as informal communication to confirm I can use MCA members in the study. I will need to submit a letter from MCA stating I can use its members to the Institutional Review Board (IRB) at my University. I have included the current president and president-elect because the IRB process can be lengthy. The study has the potential to occur during this fiscal year or the next (after June 30th). If you and your board wish to include your members in this research study, I have attached a draft letter that can serve as confirmation from your organization that I can conduct research. Please feel free to make changes as you see fit then submit the signed letter or email confirmation to me at this email address. If you have any questions or would like to speak with me feel free to contact me. Thank you for your time!"

Karol and PR discussed needing the IRB application and IRB-approval letter. Dr. Bettis followed up to Karol and PR Committee questions:

"At my university, however, in order to submit the initial IRB application, I need also to have a signed letter from the organization (i.e., from Karol or Cathie) saying I can actually do the research. Once I receive the letter, I then submit my IRB application and wait for approval from the IRB. Once I receive approval, I will then reach back out to MCA to begin the recruitment process. Does that make sense? So at this point, I would need a letter (attached to the first email) even to begin the IRB application process."

Motion to approve Dr. Bettis research study made by Marsha and seconded by Cathie. Discussion occurred regarding vetting research studies solicited to MCA members. Michelle W. will develop an SOP for this process to ensure following ethical guidelines.

2. Treasurer (LaNail)

LaNail asked to work with the external auditor who is working with Karol, so that duplicate work is not being conducted and is aligned with MCA processes and practices. She would like to determine their perspective, give insight and provide information about how MCA treasurer position is managed. LaNail noted if MCA hires/contracts external people from different organization/business to make sure they work with internal MCA representatives and are connected with that person within a month. She reminded us that MCA Board members are volunteer members doing the work, so let's make sure we are not paying someone to do things already accomplished and keep everyone informed.

If there are concerns regarding interactions while on the call, please get in touch with LaNail.

LaNail reported monthly reports are sent out to the entire board by Joanne. LaNail has been working with Cathie to provide conference costs.

3. Executive Director's Report including 2018 Spring Training (Marsha)
Marsha scheduled a collaborated MCA reception for ACA with NECA and Johns Hopkins. Please RSVP to the Weekly email broadcast message. The reception will be on Thursday 6-8.

Marsha will run the zip code locations and membership type reports for Advocacy purposes for the May meeting

Marsha continues to plug MCA with the universities in the area for student members and agencies for professional membership.

Marsha would like to continue marketing efforts. Cathie and Marsha will work together on this initiative.

Marsha reports her training will occur in June/July of this year.

Marsha plans to work with Christian and Cathie to review conference proposals.

4. Past-President's Report (Christian)
Christian will input voting information on qualtrics for the Board vote. MCA will hold a separate meeting to vote on the member at large and executive director positions. Karol is working with Christian to establish a May meeting date for this purpose.
5. President-Elect's Report (Cathie)

Cathie is requesting a budget meeting ASAP so the budget can be in place by June 30th.

Cathie hosted the Deep Dive workshop. There were approximately 25 attendees, and after expenses, MCA earned \$460!! Thanks to everyone who assisted, especially Michelle Wade for CEs, Miranda Mayo as registrar, and all the support from Monica Band/VCA/Marymount. MCA looks forward to another joint event that will be an official co-sponsored event in the coming year.

Cathie continues working on the 2018 Conference. She is working on obtaining a headshot and updated bio on the MCA Keynote to begin advertising for MCA conference. Conference fees will be determined after review of 2016 and 2017 costs.

Cathie had Lisa Oliver complete a new MCA Organizational Flow Chart and will be posted on the website pending membership vote approval of adding the MCSJ Division.

Cathie communicated with Accountant and he will update our name on MCA's current 501-c- 6 non-profit certificate ASAP. Additionally, he will forward costs and procedures for changing to a 501-c- 3 non-profit after the end of tax season.

Cathie scheduled MCA's Leadership Retreat for Saturday, June 9, 10am to 5pm at Savage Library in Howard County. MCA will hold a face-to-face board meeting from 10am-12pm, then break for lunch and have our leadership training from 12:30pm-4pm. Discussion occurred regarding if CE's can be offered at the retreat. Cathie will send a biography of the presenter to Michelle W., and she will make a decision about if presenter meets contact hour criteria.

Cathie continues to be in search of a new Webmaster. Marilyn M. will retire July 1.

Cathie continues to identify a Health Insurance Broker, to explore the option to offer group health coverage to our members.

Kudos to Karol and Christian for their assistance in transitioning Cathie to prepare for her Presidency.

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

MCA Standing Committees Conference Reports and Updates

- 1) Newsletter (Michelle S/Jazmone)- A notice was sent out through email that the newsletter is coming out soon. Articles are welcome.
- 2) Public Relations (Marybeth/Emily) – Emily reports currently supporting ACA initiative with Counseling Awareness month. Emily asked to confirm if the proposal deadline will change (It won't). PR continues to increase e-mails and social media posts for upcoming proposal deadline. Karol asked PR to publicize MCA's May event. The event will be held the second Saturday in May at Savage Library at 10am-2pm.
- 3) Membership (Kerri) - Kerri reports the committee is the in the process of sending out correspondence to universities in the area. She would like to set up a time to meet with students in the fall. Discussion occurred regarding membership lapses can MCA reach out to members to learn why the membership has lapsed? Could a personal message be sent from Wild Apricot or send a notification to Kerri? Marsha reports she will help with this task, LaNail would like to be added as well.
- 4) Advocacy (Rita)- Rita continues to send regular updates to weekly digest to PR.
- 5) Technology (Marilyn M)- Marilyn is available for updating and answering questions, consulting, and transitioning Lisa as webmaster.

- 6) Bylaws (Missy)- Shared in an email that 34 people currently have voted. And thus far they are in agreement with the changes.
- 7) CE/Credentialing (Michelle W.)- Michelle is working to create MAMCD certificates for their conference. Michelle is working to go green. If there are ideas for providing CE's, please include Michelle in the process of planning. Michelle W. issued contact hours to Ethics workshop.
- 8) Program Planning (Eunice) - Eunice is Co-chairs with Marilyn R. They are meeting with Cathie Saturday (4/14) to review the task list for the 2018 conference. They will work to identify task leaders. They are waiting for the change to 501.c.3. status.
- 9) Emerging Leaders and Graduate Student (Sara Pula)- Sara will email more by the end of the week regarding Emerging Leaders applications and getting the notices out.
- 10) Awards (Maya)- No report

MCA State Divisions
Division Updates

17. MAMCD (Tonya) - No report
18. MACES (Cedric) - No report
19. MASERVIC (William) - No report
20. MCDA (Sabira) - No report
21. MAMFC (Shannon)- Shannon K. reports officially sending to members regarding the name change which will include couples and families. MAMFC will now need to update documentation and the website to reflect the change. MAMFC is co-hosting with MAMCD at Bowie State University on April 21, 2018. The conference will focus on opioid crisis and diversity. Shannon is discussing with division sending someone to ILT- possibly Vanessa or Miranda. Miranda did the awards for MAMFC division, which will take place at the conference in November. Working on treasurer and bank accounts. Shannon will send Janelle new acronyms.
22. MALGBTIC (Lia)- Lia G. reports wanting to improve MALGBTIC website, she is working with Lisa O.

Meeting adjourned at 8:12pm.

Future Board Meetings:

May 8, 2018 -- Executive Committee

June 9, 2018- Full Board face to face- *Leadership Training at Savage Library, from 10am-5pm*