- Open meeting 7:05
- Motion to approve minutes – Dr Moore Thomas
  - Approved – Stacey
  - Seconded – Dr Lee
- Keynote speaker for conference
  - Potential conflict – Dr Meyers and Dr Dew
- Member Clicks Presentation – Marilyn
  - From the website
    - Go to your profile (or someone else's)
    - You can go to another's profile, as well – can see anyone on the site
    - Can change anything except for membership expiration date and affiliation
    - Under my profile, click edit, change information and save – that's how you change your profile information on the site
  - User ID is your email address, however you can change your user ID
  - Every board member has a power bar at the top
    - Click admin home and you can see who members are
      - Can see all of the people in the database
      - Basic contact list is not members, it is everyone whose email address we have
      - Professional, retired, students, and vendors are active
      - In order to import or export data, you use the left side in the middle "retrieve data exports" to get the data you're exporting
  - From the homepage, go to board procedures, there are instructions for everything (eg: reimbursement procedures, accountant address, etc)
  - If your membership expires, you no longer are a board member
    - If that happens, talk to GoEun or Marilyn, they'll fix it
  - Website link (top bar)
    - You can add a page for an event, page management, etc
    - Document library hosts documents, all important documents should be uploaded here so you can access them if need be
  - Database link (top bar)
    - Not that important
    - Deals with different types of members
    - If you add another kind of member, you can do that under database
  - Forms
    - Need forms for events
    - From list -> receipts, this is where your list of attendees for a conference goes
    - You can click on the person to see who they are by clicking on the person's name
    - Clicking on the blue (I) you can see information about the person and their payment, etc
  - Reports

- - - Contact center – tells you how many people receive the emails you send out
    - o Top bar far right – view my site
        - ▪ Can click member directory – view all
        - ▪ Board members can see all of the people in the MACD database
        - ▪ To send a message only to members – go to member directory, click advanced search, click saved search – you can search for profiles by form receipts and pick everyone who registered for a conference, then click or, then keep adding different conferences
        - ▪ GoEun and Marilyn can make you a saved search and you can use that to send emails
        - ▪ To add the banner to the email, click on the "image" icon, choose the MACD banner and insert it
        - ▪ Can insert site links (click insert site link)
        - ▪ Finish the email, click continue, then it says "is this really what you want to say" and then you can do "return to contact center" to go back to the original email (DO NOT CLICK "BACK")
    - o Accountant has access to member clicks as well
- MACD Mission and Vision Statement
    - o Belief statement
        - • MACD is an umbrella organization and source of ongoing support for divisions and professional counselors throughout the state
        - • MACD is the training ground for new leaders and supporting established counselors throughout the state of Maryland
        - • MACD is the premier state organization that provides meaningful, relevant counseling professional development and networking activities through collaboration and consultation for all counselors in all specialty areas
        - ▪ Add diversity, link us to the larger organization, advocating for policy and for our clients, social justice, advocacy that promotes the profession, support for all professional areas
    - o Vision statement
    - o Mission
        - ▪ Commitment to social justice and advocacy
        - ▪ Development of culturally competent counselors
        - ▪ Leaders in state and nation
        - ▪ Link to larger profession ACA
        - ▪ Advocate for policy and legislation
- Conference
    - o Dr Meyers is very enthusiastic about the theme of our conference
    - o She is available on 11/11
    - o
Tentative agenda for conference
- 9:00-9:30 Registration and breakfast

- 9:30-9:45 Welcome
- 9:45-1:00 Keynote
- 11:00-11:15 Break
- 11:15-12:15 Session 1
- 12:15-1:15 Lunch
- 1:15-2:15
- 2:15-2:30 Break
- 2:30-3:30

- Next steps
  - Dr Lee is going to work on the mission statement
  - Tasks list
  - March 2nd proposed date for Student conference
  - Meeting in 2 weeks, September 28, Loyola Columbia, 7:00 (tentatively)

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Task	Date	Person Responsible	Comments/Notes
Facility			
• Secure/verify location and conference parking	9/20/11	Dr Moore-Thomas	Loyola Columbia (maybe?)
• Gather information on breakfast and lunch costs and email to board, facilitate catering services	9/23/11	Dr Moore-Thomas	
• Secure hotel accommodations for keynote		Stacey	
• Technology – Projectors, etc		Dr Moore-Thomas	
Presenters/Sessions			
• Confirm with Dr Meyers	9/16/11	Dr Moore-Thomas	Verbal commitment already secured
• Develop call for proposals	9/21/11	GoEun	
• Develop call for awards	9/21/11		
• Distribute call on website and to listserves	9/16/11	GoEun and Dr Moore Thomas	
• Review and select proposals	10/21/11		
• Make announcements for proposal selections			
• Transport Dr. Meyers from airport to the hotel			

• Transport Dr. Meyers from hotel to the conference			
• Transport Dr Meyers from conference to the airport			
Volunteers			
• Call for volunteers email	9/20/11	Dr Moore Thomas	
• Send email	9/20/11	Marilyn	
Registration			
• Update registration materials for conference	9/23/11	Marilyn	
• Manage/monitor conference online registration	On-going		
Program			
• Determine conference agenda	9/14/11	MACD Board	
• Make signs for the break-out sessions			
• Develop conference program			
• Copy conference program			
• Nametags			
Onsite			
• Manage check-in	11/11/11		
• Manage on-site registration	11/11/11		
• Hang the breakout session signs	11/11/11		
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Motion to adjourn Dr Moore Thomas
Seconded Stacey