MCA Executive Committee Meeting

Thursday, September 3, 2020

Via Zoom 7:00 p.m.

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| **Executive Committee Members 2020-2021** | |
| 1. \*PRESIDENT (2020-2021) | Carol ZA McGinnis |
| 1. \*Past President (2019-2020) | Ajita Robinson - **regrets** |
| 1. \*President-Elect (2021 -2022) | Sara Pula - **regrets** |
| 1. \*Secretary | Cynthia Taylor |
| 1. Secretary-Elect | Danielle LaSure Bryant |
| 1. \*Treasurer | Keyona Hall |
| 1. Treasurer- Elect | Irene Burks |
| 1. \*Member-at-Large | Glenda Laurent Dickonson |

Quorum: Y/N

Call to order President McGinnis called the meeting to order at 7:03 p.m.

Approval of agenda: Glenda moved to approve the agenda; Irene seconded – motion passed

Approval of minutes: Irene moved to approve the July 2020 minutes, Keyona seconded – passed

**Agenda**

Welcome Carol greeted the executive committee with a warm welcome; she recognized everyone has a lot going on with classes starting, bereavement, health issues, etc. Carol took a temperature check of the group and each shared how they were doing with life’s many challenges. Carol encouraged everyone to think about leadership positions that will be opening up in Spring. Ajita will be in charge of nominating process as past president.

Updates from Officers

**President** – Carol provided updates on the conference, the Emerging Leaders program, the

Progress: Conference, EL program, Networking Task Force, and advocacy march in Washington D.C. Carol is still seeking volunteers for the conference. Carol met with Kshipra and Roni to provide social media content for the march; MCA was active in the process and it was a great collaboration. The Networking Taskforce, chaired by Marybeth is up and running; it will provide information for job sites, research (recruit participants), etc. Carol has also been keeping the home page of the MCA website up to date; if you see anything that needs to be tweeked, let her know.

Past President - regrets

President-elect - regrets

**Secretary** – wants to work with Danielle to assist with preparing for her year as Secretary, Danielle will take attendance and share information on screen.

Secretary-elect – no report

**Treasurer** – Nikki wants more details than JoAnne in her monthly report, which adds another layer of work (e.g. check numbers which she does not have until the check clears), requires more time than originally discussed with the role. She sends her info as it relates to divisions – the treasurers of divisions are not getting the information – should they be or should the president of division be responsible for getting to their treasurer?

**Treasurer-elect –** Irene is on all emails with Keyona – they are learning together and a great support for each other

**Member-at-Large** – 4000 postcards from LCPC were prepared; Kerri did cards, Maya did labels, each get 1000 cards (including their EL). Working closely with membership and conference. The Post Office in Bowie has been selected as our central Post Office.

Unfinished Business:

**Wild Apricot reduction of contacts**: Decision/Vote – contacts down to 3500 we will archive all inactive from last year to get to 2000 which is price point. They won’t get the blast, but can reactivate at any time by joining or attending a conference. Carol will ask membership to keep an eye on it to keep it under 2000. This will save us $100 per month. We could save enough to get an executive director or share an executive director with another branch. Glenda says will also identify people who have double emails and reduce them to one email.

Glenda – moved to archive anyone who has not been active in a year.

Irene – seconded; Motion passed

**MCA Leadership Agreement in Bylaws:** Decision/Vote – as expectation

Current leadership agreement was from the Texas branch. We cannot get in touch with Latonia, our bylaws chair– Keyona will reach out to her. She will need to update her membership. Proposed that the Executive committee and Division Presidents sign the agreement. Glenda – in agreement. Cynthia – agree; adds a level of professionalism. Irene – can we find another word than “requirement” maybe “expectations”. This would take effect next year

Glenda added– with new nominees – let them know before they agree to run for office that there is a leadership agreement.

Keyona moved to include the leadership agreement in our bylaws effective with the 2021-2022 year

New Business:

**Conference spending** (Zoom +$200, scholarships) – We missed a payment to NBCC and were fined. Carol wants to add a line in our budget to include when things are due. $150 for annual, $100 fine (numbers are off here), $400 for recorded content.

Also have to spend $200 to update Zoom which will give us 10 accounts. Have $6000 in registration. Pay keynotes, membership mailings related to conference

Qualtrics is 5K; so we will use Messiah’s sponsorship and their Qualtrics account.

Once we are solvent, scholarships, advocacy, and other outreach efforts can be addressed

**Archives:** Mala has hidden area of website to archive all minutes. We need to think of what we need to archive for continuity of service. Include all minutes, previous budgets. Also, she can review all and share interesting historical information with the public.

**Leadership Transition Plan** – tabled for next meeting

Next Meetings

**January 2021 (after the 8th – please look for Doodle poll)**

**April 2021**

**Meeting adjourned at 8:00 p.m.**

Respectfully submitted,

Cynthia L. Taylor, PhD

MCA Secretary