

**LOUISIANA CAREER DEVELOPMENT ASSOCIATION
EXECUTIVE BOARD MEETING
Thursday, May 15, 2014**

In Attendance:

Laura Fazio-Griffith- President
Ellen Miller-Treasurer
Sharon Walker-Secretary
Michelle Waguespack-Past President

Absent:

Kerri Spears-President Elect
Mechelle Roberthon-Member-At-Large

- I. **Call to Order** – Laura called the meeting to order at 9:30 a.m.
- II. **Approval of Minutes from October meeting** (Sharon). Since everyone had previously read the minutes to the October 31, 2013 Executive Board meeting, Michelle moved that they be accepted; Ellen seconded the motion.
- III. **Treasurer’s Report** (Ellen). Ellen handed out an Annual Financial Report for April 2013-April 2014. Discussion followed. It was noted that revenue from the 2014 LCDA Conference was \$1300.00; expenses were \$512.94; so there was a \$787.06 profit from the conference. Sharon moved to accept the Treasurer’s Report; Michelle seconded motion.
- IV. **Old Business**
 - A. **Elections** – Laura thanked Michelle for her work on getting the elections completed. The LCDA Officers for July 1, 2014-June 30, 2015 are:
President – Kerri Spears
Secretary – Sharon Walker
Treasurer - Ellen Miller
Member-At-Large – Mechelle Roberthon
Member-At-Large – Emily Haulslauden
President Elect-Lynn Browning
Past President-Laura Fazio-Griffith
 - B. **Conference Feedback** – the evaluations for the 2014 LCDA Conference were all good, mostly 4s and 5s on a scale of 1-5.

V. **New Business**

- A. **LCA Walk for Recovery Sponsorship** (Laura) – Laura stated that LCA has requested that each division give \$150.00 toward the sponsorship of the Walk for Recovery to be held in New Orleans on Saturday, September 20, 2014 as part of the service component at the LCA 2014 Annual Conference. The Board voted to participate in this sponsorship and send LCA \$150.00.

B. **NCDA conference attendance**

The Board voted to increase the stipend for the President-Elect (or other board member if President-Elect cannot attend) to attend the NCDA Global Conference each summer. The stipend will now be up to \$1,200.00 for reimbursable expenditures, effective May 15, 2014. The motion to increase was by Michelle; seconded by Laura. The new procedure is as follows:

“LCDA awards the President-Elect a stipend of \$1200 to attend the NCDA Conference. The following are allowable expenses that may be submitted to the Treasurer for reimbursement:

- Travel: airfare or car mileage (Car mileage is based on current IRS standard reimbursement. In 2014 it is 56 cents per mile for business miles driven.)
- Conference registration fee
- Meals (excluding alcohol)
- Shuttle and taxi expenses
- Hotel for up to 3 nights (Wednesday – Friday as the conference ends at 12:30 pm Saturday. The only exception would be if staying for a post conference NCDA sponsored event on Saturday afternoon).

Because the conference registration fee and airfare must be paid in advance of the conference, those items can be immediately reimbursed upon submission of paid receipts to the LCDA Treasurer.

Other expenses such as hotel, food, and shuttle will be reimbursed upon the President-Elect’s return from the conference with submission of paid receipts to the Treasurer, not to exceed the amount of \$1200 which is inclusive of submitted and reimbursed expenses prior to conference travel.

Should the President-Elect be unable to attend the NCDA Conference another Board member can be designated to go in his or her place.”

C. **2015 LCDA Spring Conference**

There was discussion about the LCDA Annual Conference. Below is a summary of what the Board decided:

1. **Date of Conference.** The LCDA Annual Conference will be held in January or February each year to attract more attendees from school, colleges and universities. After looking at dates for next year, the Board decided to try to

have the Conference on **January 16, 2015** (the Friday before Martin Luther King holiday). This date will depend on availability of a facility to hold the conference. Laura will call Mockler to see if this date is available. **Contact person at Mockler: John Schiller – 225/408-4283**

2. **Flyer.** If the date and site are confirmed, we should have a flyer prepared to hand out at the LCA conference in September. This would mean that Lynn Browning, President Elect for 2014-2015, will have to select a theme for the conference before the LCA conference. The flyer would be a “Save this date” type of flyer giving: date, place, time and theme.
3. **Call for Proposals.**
Send out Call for Proposals on **September 1, 2014 and have them due by October 31, 2014.** Call for Proposals would be sent to LCA, LCDA, LCCA, LASCA, and Graduate Student division to distribute to their entire membership. After the program has been selected by the Board, the announcement and registration forms will be sent to all of the groups listed above, plus college and university career centers, library career centers and any other organizations that might have an interest in attending career development conferences. The Board members will participate in this endeavor to get the information out to interested parties.
4. **Fee for conference**
The registration fee for the conference will remain at \$75.00
5. **Conference Committee –**
As stated in LCDA by-laws, the committee for the LCDA Annual Conference is:
Chairperson – President Elect
Committee Members – the two members-at-large
As always, all members of the Executive Board would be willing to help with the conference as needed.

D. LCA membership and other professions joining LCDA

Laura stated that Dianne Austin has informed her that anyone interested in joining LCDA will have to join LCA as a regular member first and then choose LCDA as their division.

E. LCDA Summit at LCA Conference in September.

Laura stated that LCA prefers that for our annual meeting held at the LCA Conference every fall, we have a summit/panel/speaker which will qualify for CEUs.

VI. Adjournment -

President Laura Fazio-Griffith adjourned the meeting at 11:00 a.m.