

LOUISIANA CAREER DEVELOPMENT ASSOCIATION
MINUTES OF EXECUTIVE BOARD MEETING
3:00 pm, Monday, July 28, 2008

The LCDA Executive Board met Monday, July 29, 2008 at Our Lady of the Lake College. Those in attendance were:

Robin Olivier, President
Ellen Bush, Past President
Sharon Walker, President Elect
Angela Murray, Secretary
Joan Gallagher, Member at Large
Karen Goodridge, Member at Large

Robin Olivier called the meeting to order at precisely 3:00 pm. Sharon Walker read the minutes from the October 10, 2007 meeting. Ellen Bush moved to accept the minutes and Joan Gallagher seconded the motion.

Items discussed:

1. Review of Treasury Report

The executive board reviewed the treasury report. As of July 27, 2008 LCDA has a balance \$3708. 53. Board discussed where Provisions sends its bill and considered having it sent to the treasurer and president in the future. Kathy Cagle is the acting treasurer, but is open to electing a new treasurer. Sharon moved to accept the treasury report “as discussed” with recommendations that an incoming treasurer will provide an itemized form for expenditures. The motion was seconded by Karen.

2. Review and Revision of Bi-Laws

Revisions were made to the chapter’s by-laws.

Article IV, section 2 shall be revised to state that one member-at-large shall be elected every other year and serve for a term of two years.

Article IV, section 4, line 3 will be corrected to read “shall” instead of “shll”.

Article V, section 3-c will include career month will be added as a standing committee. Members discussed adding more description to the committees.

Article V, section 3, b-3 will be revised to list a member of LCDA as the membership chair rather than the president-elect.

Article VII, section 1-a will be corrected to read “and” instead of “an”.

Article VII, section 2 will be revised to read “e-ballot and at the conference”.

Board voted to eliminate president-elect-elect.

Robin will look for a person to revise the by-laws. She will also look for a member to serve as chair of professional development and programs. Sharon Walker will act remain acting chair if one is not found.

Robin will create an electronic version of the chapter bi-laws on post on the **LCA/LCDA** website. The board discussed ways of maintaining the chapter by-laws and other relevant documents in a consistent manner. Electronic and hard copies were discussed.

3. Policies and Procedures

At this time, the chapter does not have a copy of its policies and procedures. Karen suggested using NCDA's as a template for ours.

4. Executive board nominations

An e-blast will be sent to the general membership asking for members to self-nominate for positions on the 2009-2010 LCDA board. A call for nominations will also be placed in the newsletter 30 days before conference.

5. NCDA conference 2008

Robin updated the board on her experience at the NCDA conference in Washington this summer. Its main focus was on advocacy this year. A synopsis of the conference will be provided in the upcoming newsletter.

6. Career Counselor of the Year

Mary Feduccia was voted career counselor of the year for the state of Louisiana. Joan will look into purchasing a plaque and possibly a gift certificate for dinner with LCDA funds. Robin will ask Ron Caffey if we may present the plaque to Mary the LCA's general business meeting during the annual conference.

7. Meeting with the Department of Labor

Robin is scheduled to meet with Tia Edwards to discuss how to use business and industry to promote career month.

8. LCA Annual Conference

Robin is looking into venues for the LCDA business meeting. The Shaw Center and Old State Capitol were both considered. Robin and Sharon will create a theme for the event. Tuesday night was considered as a possible day to host the event. A definite date and time were not agreed upon.

Items to sell at the conference were mentioned. This was tabled at this time.

A sixth grade student won the poster contest this year. A copy of the poster will be placed on the LCDA table at the conference.

LCDA will host a career fair the annual conference for counseling professionals and grad students to meet with prospective employers. We will also sponsor a cork board for individuals to place their resumes and job openings.

9. LCDA membership

Robin moved to raise the annual dues to \$10. The motion was seconded by Joan.

The executive board discussed opening the LCDA membership up to non-counseling professionals working as career specialists. The discussion was tabled at this time.

10. Listserve

Executive board members agreed to rotate submitting a monthly question on the listserv.

11. Next board meeting

The next executive board meeting was tabled for after the LCA conference.