

LOUISIANA CAREER DEVELOPMENT ASSOCIATION
MINUTES OF THE EXECUTIVE BOARD MEETING
4:00 p.m. Thursday, July 28, 2011

The LCDA Executive Board met at OLOL College. Those in attendance were:

Angela Murray, President
Joan Gallagher, Past President
Ellen Miller, Treasurer
Karen Goodridge, Board Member-At-Large
Gwanette Johnson, Board Member-At-Large
Michelle Waguespack, President Elect

Absent:

Ashley Allen

Angela called the meeting to order at 4:05 p.m. Michelle took the minutes in the absence of Ashley.

1) Bylaws

- Angela passed out copy of bylaws.

2) Reading of the Minutes

- Ellen moved to approve. Karen seconded.

3) Treasurer's Report

- Michelle passed out report. It was discussed that conference needs to be a way to generate funds and that we need to explore ways of decreasing expenses for the website and conference lunch. Joan approved the report and Karen seconded.

4) Award Nominations

Angela asked if anyone knew of nominations for Leadership Academy and said deadline was Aug. 19th. She was going to nominate Kelly Fleener. Angela also asked if anyone had nominations for LCA awards.

5) LCA Meetings

- Angela will attend LCA Executive Board Meeting **September 18th at 9:00 a.m.**
- Division business meeting will be held **September 19th at 7:00 -8:30 a.m.**
- 1.5 CEU's will be awarded. Joan and Michelle will present 45 minutes on the Best of NCDCA. Sharon Walker will be asked if she would like to present as well.
- When and where the executive board meeting will be held TBA.

6) LinkedIn Site

- Angela suggested LCDA have a linked in group and board agreed it was a great idea. Angela will investigate.

7) Secretary

- Ashley Allen is secretary and chairman of the membership committee. **Two** others are needed. Joan will recruit some members in New Orleans and possibly Mary Feduccia to work with Counseling Graduate students. Ashley will need to:

- 1) *Provide a summary report of committee at the LCDA general business meeting*
- 2) *Compile summary of committee report and bring 25 copies to LCDA general business meeting*

8) Treasurer

- Ellen Miller will be the Treasurer. Ellen will need to turn in a projected budget to Angela by August 1st. Conference registration with checks will still be mailed to President-Elect and she will bring checks to conference for the treasurer. Ellen will go with Michelle to bank to get her name added to signature card. Michelle will stay on signature card.

9) President-Elect

- Michelle Waguespack will be President-Elect. She will chair professional development committee along with members-at-large Karen Goodridge and Gwanette Johnson. Sharon Walker also volunteered to help. Michelle will need to:

- 1) *Provide a summary report of committee at the LCDA general business meeting.*

10) Spring LCDA Conference

- Ideas and suggestions were made including topics on LinkedIn, distance counseling, and the many uses of the ONET. Ellen clarified that presenters do not have to be counselors. Joan suggested teleconferencing conference to other parts of the state for a reduced fee for participants. Karen will check into a conference center with that capacity associated with OLOL and Gwanette will check into the location at LSU that HR uses. It was suggested that maybe Ashley and Ron at LaTech could coordinate the teleconferencing in that area of the state. Gwanette and Karen will email Michelle on the cost and capacity of these locations. After a date is decided upon, Michelle will email membership to poll them on what they would like to see at conference as far as presentations. All board members will check their calendars and email Michelle with Fridays that will **not** work in February, March, and April. The deadline is August 5th.

Then Michelle will pick the date. If teleconferencing will not work...LETC and Mockler are options. The beverages were free at Mockler.

Ellen suggested changing the times to include a longer lunch period for networking. This would mean sessions would last 1.5 hours and conference would start at 8:30 and still end at 4:00 p.m.

11) Standing committee chairpersons

- Michelle will appoint a chairperson for career month which is November. Michelle and Gwanette will also contact a chairperson(s) to take their place as newsletter co-chairs.

12) Past President

- Joan Gallagher is past-president and chair of the nominations and election committee. Joan will send out a call for nominations. We will need: **1 member at large, secretary, president-elect**. Various voting options were discussed and it was decided to send out a call for nominations by email. The job search resources on LCA website was discussed and the board decided to not continue with this. Opening membership to non counselors was briefly discussed and at this time it was decided not an option. It was discussed to have a non-member price for the LCDA conference which would be higher than the \$60 member rate. Graduate student rate is \$30.

13) Members at Large

- Gwanette Johnson and Karen Goodridge will serve as members of professional development and program committee members. Need to appoint Career Month chairman and newsletter chairman who will both need to report at LCDA general business meeting.

14) Website revisions

- It was agreed upon that members would like to try a free service for our website to save money. This could be updated more regularly without the expense. Angela will research these options. Brochure was discussed and it was decided that we did not need this.

The meeting was adjourned at 5:30.