

**LOUISIANA CAREER DEVELOPMENT ASSOCIATION
EXECUTIVE BOARD MEETING
Wednesday, July 30, 2014**

President Kerri Spears called the meeting to order at 10:00 a.m.

Present:

Kerri Spears, President
Sharon Walker – Secretary
Ellen Miller – Treasurer
Lynn Browning – President Elect

Absent:

Laura Fazio-Griffith, Past President
Mechelle Roberthon, Member-At-Large
Emily Hausladen, Member-At-Large

Minutes of May 14, 2014 Executive Board Meeting

Since the minutes of the May 14, 2014 Board meeting were previously emailed to all Board members and are quite lengthy, they were not read.

Motion to accept minutes – Ellen Miller

Seconded by – Lynn Browning

Treasurer's Report

Treasurer Ellen Miller gave the Treasurer's report. After expenses and revenues from the LCDA Annual conference and the expenses of the NCDA Conference, the balance in the LCDA account is \$7,652.17.

Motion to accept report – Sharon Walker

Seconded by – Kerri Spears

OLD BUSINESS

- A. NCDA Conference Update – Kerri Spears
Kerri said she attended many meetings and session at the conference on state leadership, state meetings, newsletters and various other topics. She received many good ideas to bring back to our state association.

- B. Social Media Update – Kerri Spears for Mechelle Roberthon
Kerri read an email from Mechelle saying that there has not been much activity on social media in response to our presence on these sites. Discussion followed on the purpose of LCDA presence on social media and concentrating our efforts and energy on LinkedIn. Kerri will send an email to all LCDA members inviting them to join LCDA group on

LinkedIn. Kerri will also send out President's Message to all LCDA members and post it on LinkedIn. Kerri will also post an announcement on LinkedIn regarding the LCDA Summit meeting at the LCA conference.

C. LCA Conference in New Orleans in September

The LCDA Summit meeting will be on Monday, September 22, 2014 immediately after the last conference presentation. This should occur approximately at 5:45 p.m. or 6:00 p.m. We do not have a location as of now. When we receive the exact time and location, Kerri will put our email blast to all LCDA members, and specifically the Board members, announcing this information. We will also get this put on our LinkedIn site and the LCDA website.

The LCDA Summit will be the annual membership meeting plus presentations by members who attended the NCDCA conference in Long Beach, CA this summer.

D. LCDA Annual Conference

Lynn Browning gave an update on the LCDA Annual Conference:

Date: Friday, January 16, 2015

Place: Mockler Beverage in Baton Rouge

Theme: "LCDA – A Force for the Future"

Keynote Speaker – Dr. June Williams, Southeastern Louisiana University

Format for the conference will include round table discussions at lunch to increase the CEUs to 6 for the conference.

Call for proposals will go out 2nd or 3rd week in August with a return deadline of September 30, 2014.

A discussion followed on the pros and cons of raising the registration fee and a motion was made by Ellen Miller to raise the registration fee to \$95.00 and seconded by Lynn Browning. The Board voted to approve this motion. This registration fee would include 6 CEUs, continental breakfast and lunch.

E. Membership Certificates

Kerri proposed offering a membership certificate suitable for framing to all LCDA members and each new member when they join. Discussion followed. Sharon made a motion and Lynn seconded the motion as follows:

Offer membership certificate suitable for framing to all members and new members. The Board authorized Kerri to buy certificate quality paper and ink to print certificates. Kerri will email current members and new members as they join offering this certificate. Authorized a budget of \$50 for certificate supplies. Price for the certificate will be \$15. Kerri and Lynn will work together on designing, printing, and mailing certificates.

F. Strategic Plan

Kerri reported to the Board that she has been asked by Diane Austin to submit a LCDA Strategic Plan by conference time (September, 2014). She was given a format/outline for what this should include. Kerri will draft the Strategic Plan and email to the Executive Board for their approval

G. LCDA Non-Profit Status

Kerri has been informed by Executive Director of LCA that LCDA needs to apply for and obtain official non-profit status from the state. In order to complete this task, the Board voted to hire Austin White to file application with the state and obtain the non-profit status and, since this will then require yearly submission of an IRS filing, to hire Austin White to file the yearly IRS report. Kerri will find out from Austin White what he will charge to file for and obtain the non-profit status and also what he will charge for filing yearly IRS report. Information Kerri received is that most, if not all, of the LCA divisions handle this issue in this manner.

Motion by Ellen Miller

Seconded by Lynn Browning

H. Expanding LCDA presence

Discussion on how to expand LCDA presence and conference attendance. A motion was made by Lynn Browning and seconded by Ellen Miller as follows:

LCDA will focus its efforts and energy on:

1. Building coalitions with other appropriate organizations (such as SHRM, ASTD, NACE, LACE, etc.)
2. Expanding attendance at the LCDA Annual Conference by contacting other colleges and universities and other career development related entities whose career professionals are not LCA members advertising the conference and sending them call-for-proposals and registration information.

Meeting was adjourned at 12:50 p.m.