

LOUISIANA CAREER DEVELOPMENT ASSOCIATION
MINUTES OF THE EXECUTIVE BOARD MEETING
JULY 17, 2012

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

Michelle Waguespack, President
Angela Murray, Past President
Sharon Walker, Secretary
Ellen Miller, Treasurer
Krystal Hardison, Member-At-Large

Absent:

Laura Fazio-Griffith, President Elect
Gwanette Johnson, Member-At-Large

Michelle called the meeting to order at 4:35 p.m.

Sharon requested that all Executive Board members e-mail her their complete contact information.

- 1) Bylaws – Michelle passed out copies of the bylaws. All board members will review and contact Michelle with any questions and/or suggestions.
- 2) Reading of the Minutes – Michelle passed out the minutes from the 2011 Board Meeting. Each board member read the minutes. Ellen moved to accept the minutes as printed. Krystal seconded.
- 3) Treasurer Report – The report stated that LCDA has \$6,917.90 in the account. Expenses of \$1,000.00 for the President (Michelle) who attended NCDCA conference in Atlanta in June, 2012 will be deducted from this amount, leaving a balance of \$5, 917.90. Sharon moved to accept the treasurer report. Krystal seconded.
- 4) Old Business
 - (a) Michelle discussed an Overview of Job Descriptions of the board members. It was decided that along with the Election of Officers, the past president Angela Murray would be the Newsletter Editor and Website editor; also, she will explore the appropriateness of using the website Meetup.com for LCDA members to communicate with and interact with those in the career development profession with similar interests.
 - (b) Krystal will give Arronza Azard all the information she has on the Career Month Poetry and Poster Contest. Arronza has volunteered to be the chairman for LCDA's participation in this contest.

5) New Business

- (a) Michelle announced that the division meeting for LCDA at the LCA conference will be held Monday, Oct. 8, 2012 from 1:00-2:00 p.m. Instead of a guest speaker, Angela, Michelle and Arronza will present "Come Network with the Net" for CEUs. They will include NCDA website resources, LCDA website resources, LinkedIn and Meetup.com
- (b) Michelle will contact the President-Elect, Laura Fazio Griffin, to see if she will have a theme for the LCDA Spring Conference, a date and place that can be distributed to the members at this divisional meeting to help advertise the conference.
- (c) The Executive Board decided not to have a board meeting at the LCA conference and instead have a meeting in December.
- (d) Michelle reported on the LCA Executive Board meeting she attended. One item that she will follow up on is the non-profit status of LCDA and working with Austin White on obtaining that and filing future IRS returns. Michelle will report back to the Board at its next meeting. Michelle is also going to design a requisition for reimbursement form that LCDA needs to start using to reimburse for expenses.
- (e) Michelle, as President, will send out a welcome letter to each new member who joins LCDA telling them about our website, joining the LinkedIn group and other information about the organization.

Sharon moved that the meeting be adjourned. Krystal seconded.