



Meeting Type: CDCA Minutes for August 2011 Monthly Meeting

Recording Secretary: Rebecca (Becky) Maroncelli

Date/Time: Tuesday, August 9, 2011

Location: Siena College

Present: Katie Collins, Carly Connors, Kathleen Dowd Freese (absent), Chelsea Houghton (absent), Tim Honsinger, Gloria Jean, Rebecca (Becky) Maroncelli, Colleen O'Flaherty, Betsey Schuhle, Carl Winters

1. President's Welcom – Tim Honsinger

- Call to Order
 - Meeting was called to order at 12:17 p.m.

2. Minutes – Becky Maroncelli

- Approval of Minutes from June 30th 2011 Transition Meeting

Action: Katie made a motion to approve the minutes from June 30th 2011 Transition meeting; Carly Connors seconded the motion.

3. Treasurer – Carly Connors

- Budget Report
 - Total Expenses = \$19,295 for 2011-2012 vs. \$23,000 2010-2011
 - Net Income = <\$2,927>
- Expenditure Breakdown for 2011-2012

INCOME

- Programs budget line
 - (Fall Program) budget line = \$10 per person x 75 people
 - (Winter Program) budget line = \$20 per person x 75 people
 - (Spring Program) budget line = \$10 per person x 75 people
 - (End of the Year) budget line = \$10 per person x 75 people
- College Fair budget line – Decreased from \$16,000 (2010-2011) to \$14,572 (2011-2012) = \$1,428 credit
- Raffle budget line – Increased from \$300 (2010-2011) to \$500 (2011-2012). CDCA sold raffles to go towards the Scholarship Fund; We attach a flyer to the College Fair announcement to ask for donations, i.e., a sweatshirt/ tee-shirt to use for raffling

EXPENSES (Operating)

- Postage budget line - We shouldn't need a generic postage line anymore = \$1,200 credit

- Executive budget line - End of the Year Dinner – decreased from \$1,000 to \$500
 - IRS 501 (c) (3) Application = \$850
 - NYCON Assistance w/Application = \$1,200
 - Postage for 501 (c) (3) Application = \$50
- Standing Committee budget line – Decreased from \$1000 (2010-2011) to \$300 (2011-2012) – gifts for Committee Chairs = \$700 credit
- Membership budget line – Increased from \$250 (2010-2011) to \$1,150 (2011-2012). Requesting an email blast is sent out as a reminder. The Valley Cat game cost \$1250 & we will receive \$5 for everyone that attends. So if we sell 20 tickets we will generate \$100
- Printing budget line - We shouldn't need a generic printing line anymore = \$200 credit
- Website budget line – Paid \$260.15 this year for 3 years for domain name and website hosting fee at HostMonster.
- CDCA Insurance budget line – (\$700) Recommending further investigation into other insurance companies to shop for the best price, i.e. The Connors Agency, LLC <http://www.connorsgroup.com/>; Rose & Kiernan Inc. <http://www.rkinsurance.com/>
- Treasurer budget line – Will be updating QuickBooks software that includes professional checks to enable our treasurer to organize the budget and keep receipts for expenditure report = \$365 1 user license (no yearly fee).

OTHER

- Scholarship budget line - Changing the number of scholarships to (4); will VOTE on it at next meeting. Scholarship application will be available on the CDCA website. A notice will be posted in our newsletter and will do an email blast announcing the scholarships.
 - (Grant) budget line - see action #1 below
- Action 1: Gloria Jean made a motion to suspend the grant line this year and revisit it next year; Carly Connors seconded the motion.

COMMITTEES

- Administrative Assistant Luncheon budget line - Last year the luncheon cost \$1,740 @100 people. Agreed to limit the invitations to 75 people (\$25 = 60 members; \$Free Assistants = 30 @\$50 = \$1,500); (4) gifts @ \$25.00
- Newsletter budget line - \$200 printing x 3 per year (August 30 deadline)
- Sunshine budget line - Chelsea is managing the Sunshine committee this year.
- Bus Trip budget line – It will cut the cost if bus trip is planned Wednesdays or Thursdays

	APPROVED	MODIFIED	NOTES
INCOME			
Membership	\$4,500	\$3,400	
Programs	\$2,200		
Fall Program		\$750	\$10 per person x 75 people
Winter Program		\$1,500	\$20 per person x 75 people
Spring Program		\$750	\$10 per person x 75 people
End of the Year		\$750	\$10 per person x 75 people
College Fair	\$16,000	\$14,572	
Raffle	\$300	\$500	
EXPENSES			
Operating			
Postage	\$1,200	\$ -	We shouldn't need a generic postage line anymore
Executive	\$1,000	\$500	End of the Year Dinner
IRS 501 (c) (3) Application		\$850	
NYCON Assistance w/Application		\$1,200	
Postage for 501 (c) (3) Application		\$50	
Standing Committee	\$1,000	\$300	Gifts for Committee Chairs
Membership	\$250	\$1,150	The Valley Cat game cost \$1250 & we will receive \$5 for everyone that attends. So if we sell 20 tickets we will generate \$100
P.O. Box	\$75	\$75	
Printing	\$200	\$ -	We shouldn't need a generic printing line anymore

	APPROVED	MODIFIED	NOTES
Website	\$500	\$300	Paid \$260.15
Insurance	\$	\$700	
Treasurer	\$	\$365	QuickBooks & New Checks & Envelopes
PROGRAMS			
Supplies & Printing	\$7,100	\$	
Speakers	\$1,550	\$	
Venue	\$	\$	
Advertising	\$	\$	
Gifts	\$1,000	\$	
Postage	\$1,600	\$	
Food & Beverages	\$	\$	
Fall Program			
Supplies & Printing	\$	\$ -	
Postage	\$	\$200	
Venue	\$	\$ -	
Speakers	\$	\$500	
Honorarium/Gifts	\$	\$100	
Food & Beverages	\$	\$	
Winter Program			
Supplies & Printing	\$	\$10	
Postage	\$	\$200	
Venue	\$	\$ -	
Speakers	\$	\$250	
Honorarium/Gifts	\$	\$25	
Food & Beverages	\$	\$1,875	
Spring Program			
Supplies & Printing	\$	\$	
Postage	\$	\$	
Venue	\$	\$	
Speakers	\$	\$	
Honorarium/Gifts	\$	\$	
Food & Beverages	\$	\$	
End of the Year Meeting			
Supplies & Printing	\$	\$	
Postage	\$	\$200	
Venue	\$	\$	
Speakers	\$	\$	
Honorarium/Gifts	\$	\$2,000	
Food & Beverages	\$	\$	
OTHER			
Miscellaneous	\$75	\$	
President	\$200	\$300	
Scholarship	\$6,000	\$4,000	
Grant	\$1,000	\$ -	
Scholarship Committee	\$250	\$ -	
COMMITTEES			
Administrative Assistance Luncheon	\$	\$1,500	
Archives	\$	\$ -	
College Caravan	\$	\$300	Food & Beverages
Elementary School Counselors	\$	\$	
High School	\$	\$	
Legislative	\$	\$ -	
Middle School Counselors	\$	\$	
Newsletter	\$	\$780	
Retirees	\$	\$150	
Scholarship	\$	\$255	
Sunshine	\$	\$100	
Bus Trip	\$	\$1,000	
NYCON Membership	\$	\$60	
TOTAL EXPENSES	\$23,000	\$19,295	
NET INCOME	\$ -	\$2,927	

- Insurance for CDCA
 - Highly recommended to have insurance for CDCA. Insurance covers the committee for incidences such as, the misuse of funds, discrimination, lawsuits, etc. Need an insurance rider (Debts/Liability). Recommending further investigation into other insurance

companies to shop for the best price, i.e. The Connors Agency, LLC
<http://www.connorsgroup.com/>; Rose & Kiernan Inc. <http://www.rkinsurance.com/>

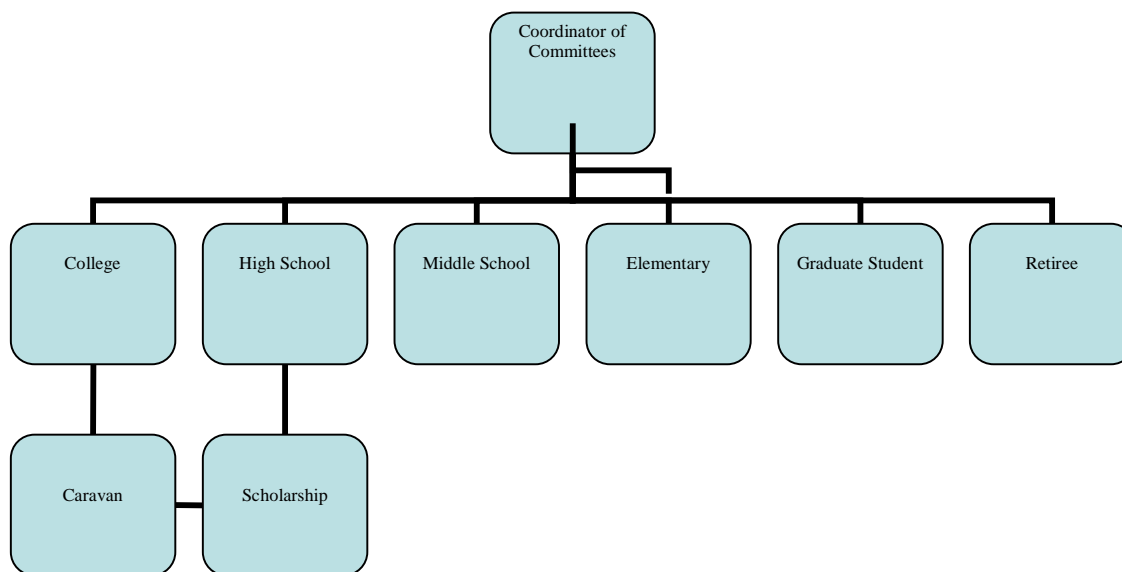
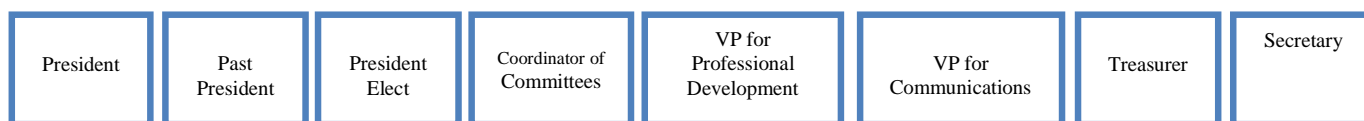
4. Membership – Kathleen Dowd Freese (absent)

- Update the “Night at Joe” progress
 - On the “Night at Joe”, guests/non-members will pay \$10; \$5.00 for members. The barbeque starts at 6:00 pm and game begins 7:00 pm.
- Current Membership Report
 - 206 members at the end of 2010-2011 (June 30, 2011).

5. Committees – Chelsea Houghton / Kathleen Dowd Freese (absent)

- Discussion of Proposed Structure of Committees
 - Kathleen and I met regarding the restructuring of committees and it developed into a broader discussion on where our current committees fall
 - Change the title of Chair of Committees to Coordinator of Committees
 - The main group of people our organization serves are broken into six areas: College, High School, Middle School, Elementary School, Graduate Students and Retirees
 - Each of these committees should have a chair and have clear responsibilities to the board
 - ✓ Each committee is responsible for sunshine in their area (if a High School Counselor is getting married that Chair would be responsible for providing the “sunshine”
 - ✓ Each committee chair would be responsible for assisting the VP for Professional Development in organizing the Spring Program
 - With the break out of the committee we still had some areas left: Newsletter, Website, Legislative, Archives, Administrative Assistant Lunch
 - We are recommending to the board that we add into the bylaws another Board Position (VP for Communications). This person would be responsible for the following:
 - ✓ Website
 - ✓ Newsletter
 - ✓ Archives
 - ✓ Legislative
 - I felt that some of the above “committees” do not need to be a committee yet they are vital parts of our organization. Kathleen and I had also discussed that this person would be responsible for the By-Laws but after discussion with Tim we were recommending that the By-Laws be under the President Elect, in order to get them familiar with the By-Laws prior to becoming president.
 - We also discussed how the Administrative Assistant Lunch could be looked at as a program and could easily be melded into the VP for Professional Development Role
 - Lastly, we talked about how the President should be in charge of the College Fair – to be a liaison to represent the board and the organization with whomever we contract out to organize and implement the College Fair.
 - We also talked about how the President should be responsible for organizing the Business Meeting and the Transition Meeting, since the Business Meeting is the Farewell of the Current President.

PROPOSED STRUCTUR OF COMMITTEES



6. Programs – Katie Collins

- Progress of Programs (Fall, Winter, Spring, June)
 - “Race to No Where” will be held on Tuesday, October 4th at HVCC in the BTC Auditorium from 4:30 pm – 8:30 pm; registration is from 4:00 pm – 4:30 pm. The licensing fee is \$500 or \$10 for members; \$25 non-members if they want to join CDCA; \$15 for retirees/graduate students. Decision: CDCA will pay the \$500 flat fee.
 - “Cyber Bullying” will be held on Monday, December 5th tentatively scheduled at Schenectady Community College – cannot have alcohol & drinks (location TBA). Speaker = \$250; \$25 Honorarium; Food/Beverages = \$2,000. Charge \$20 per person (Registration 4-4:30 pm, 4:30 pm speaker, 5:00 pm dinner).
- Discussion on Programs for 2011-2012
 - Will discuss at next meeting

7. By-laws Revision – Carl Winters / Gloria Jean

- Review Proposed Changes
 - It was recommended that both Carl and Gloria will have a report regarding By-Law revisions at next CDCA meeting

8. Other

- Strategic Planning – Tim Honsinger
 - Will discuss at next meeting
- Set Calendar of CDA Meetings - Tim Honsinger
 - Monday, September 19 at 3:00 pm – Troy High School

- Monday, October 24 at 9:00 am – Notre Dame-Bishop Gibbons High School
- Monday, November 21 at 12:00 noon – Siena College

- Website / Technology Needs (Gloria Jean)
 - There are a couple of laptops available for other members to utilize.
 - Will have email addresses as part of the server

NOTE: The laptops will be given at next meeting. Gloria is requesting that members send a brief bio and picture to her to upload onto CDCA website

- New Business
 - NYSSCA has accepted CDCA as a NYSSCA affiliation by the board July 15, 2011
 - Professionals luncheon is tentatively scheduled for Wednesday, April 25, 2012
 - HOLD date for Monday, June 4 – Siena College Dinner (Need topic and times)

9. Motion to Adjourn

Adjournment:

Gloria made a motion to adjourn meeting at 3:45 p.m.; Katie seconded the motion.