



Meeting Type: January 2012 Monthly Meeting

Recording Secretary: Katie Collins

Date/Time: Tuesday, January 10, 2012

Location: Siena College

Present: Katie Collins, Kathleen Dowd Freese, Tim Honsinger, Gloria Jean, Chelsea Houghton, Carly Connors, Colleen O'Flaherty, Betsey Schuhle

1. **President's Welcome** – Tim Honsinger

- Call to Order
 - Meeting was called to order at 9:10 a.m.

2. **Minutes** – Becky Maroncelli

- Approval of Minutes from November 2011

Action: Chelsea made a motion to approve the minutes from November 2011 meeting; Katie seconded the motion.

3. **Treasurer** – Carly Connors

- Carly reported the budget was in good financial shape
- Carly reported the elementary school committee is up in funding. Their program brought in more money than they spent.
- We spent \$1400 for the December meeting.
- Carly is working on filling out the NYCON finance form for the last 3 years.
- Tim reported that he did submit the form for NYCON insurance. This decision was agreed upon at our November meeting.

Action: Katie made a motion to buy 300 water cups for the use of both the college fair and Administrative Assistants lunch. The cost would be \$1500 for 300 cups. Carly seconded the motion.

Action: Carly made a motion to increase the cost of the late fee for the college fair at HVCC to \$190; Chelsea seconded the motion.

4. **Membership** – Kathleen Dowd Freese

- Current Membership Report
 - As of January 10, 2012 we have 203 members! Yippee! This is an increase of 25 from this point last year.

5. Committees – Chelsea Houghton

- Chelsea reported that she still has no committee for her middle school group. Both Tim and Gloria are going to reach out to middle school counselors they know that may be interested.

Action: Carly made a motion to donate \$100 to the National Kidney Foundation in memory of Nick Conte; Kathleen seconded the motion.

6. Programs – Katie Collins

- December meeting was a big success! Katie handed out the program report form to all members of the Board.
- The March meeting is set for Wednesday, March 7, 2012 at ITT Tech Albany campus. Katie is working on finalizing the details for the meeting.
- The June meeting is scheduled for Monday, June 4, 2012. A location is yet to be determined.

7. By-laws Revision – Gloria Jean

- Gloria passed out the first draft of the new bylaws to the Board
 - Gloria asked that we each look at the first draft carefully and bring our recommendations to the next meeting.

8. Other

- Newsletter (Betsey)
 - Betsey asked that newsletter information be submitted to her by Friday, January 13.
- Capital Region Education Awards (Betsey)
 - Betsey introduced us to the Capital Region Education Awards. Asked if CDCA would be interested in awarding a School Counselor from the capital district.

Action: Carly made a motion to award the Counselor of the Year Award at the Capital Region Education Awards dinner; Katie seconded the motion.

- Tim will be leading the committee for this award as President of CDCA. Gloria and Colleen will also be joining Tim in these efforts.

Action: Carly made a motion that Tim forms a committee for this effort and runs it; Chelsea seconded the motion.

- Administrative Assistants Luncheon
 - Date is set for April 25, 2012 at 677 Prime.
 - Only CDCA members are able to join and bring one Administrative Assistant along with them.
 - We will be assigning tables this year to make seating a little smoother.
 - Discussion to increase cost to attend the lunch to \$25 for members.

Action: Katie motioned to increase the cost of the lunch to \$25 for members; Kathleen seconded the motion.

- Carl Winters (Tim)
 - Tim had a discussion with Carl and Carl has decided to pull away from his CDCA responsibilities. Carl is going to enjoy a much deserved retirement.
 - Plans are being made to cover Carl's responsibilities.

9. Motion to Adjourn

Adjournment:

Kathleen made a motion to adjourn meeting at 10:45 a.m; Colleen seconded the motion.