



Meeting Type: September 2011 Monthly Meeting

Recording Secretary: Rebecca (Becky) Maroncelli

Date/Time: Monday, September 19, 2011

Location: Troy High School

Present: Katie Collins, Carly Connors, Kathleen Dowd Freese, Chelsea Houghton, 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 3:37 p.m.

2. Minutes – Becky Maroncelli

- Approval of Minutes from August 9, 2011

Action: Carly made a motion to approve the minutes from August 9th 2011 meeting; Chelsea seconded the motion.

3. Treasurer – Carly Connors

- Budget Report (July 1 through September 19, 2011)

	College Fair	College Caravan	Total Committees	General	Fall Program	Spring Program	Total Programs	Unclassified	TOTAL
INCOME									
College Fair	14,571.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,571.86
Membership	0.00	0.00	0.00	1,134.43	0.00	0.00	0.00	0.00	1,134.43
Registration	0.00	0.00	0.00	0.00	0.00	25.00	25.00	0.00	25.00
Total Income	14,571.86	0.00	0.00	1,134.43	0.00	25.00	25.00	0.00	15,731.29
EXPENSES									
College Caravan	0.00	284.49	284.49	0.00	0.00	0.00	0.00	0.00	284.49
Miscellaneous	1,359.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,359.20
Office	0.00	0.00	0.00	358.37	0.00	0.00	0.00	0.00	358.37
Expenses									
Programs									
Postage	0.00	0.00	0.00	264.00	88.00	0.00	88.00	0.00	352.00
Speakers	0.00	0.00	0.00	0.00	500.00	0.00	500.00	0.00	500.00
Venue	0.00	0.00	0.00	626.50	0.00	0.00	0.00	0.00	626.60
Total Programs	0.00	0.00	0.00	890.50	588.00	0.00	588.00	0.00	1,478.50
Reconciliation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,112.19	7,112.19
Discrepancies									
Website	0.00	0.00	0.00	140.39	0.00	0.00	0.00	0.00	140.39
Total Expense	1,359.20	284.49	284.49	1,389.26	588.00	0.00	588.00	7,112.19	10,733.14
NET INCOME	13,212.66	-284.49	-284.49	-254.83	-588.00	25.00	-563.00	-7,112.19	4,998.15

NOTES

- \$626.50 for the baseball game at Bruno Stadium
- Reconciliation Discrepancies of 7,112.19; to be determined
- New Computer Budgeting Report
 - Carly bought Quick Books for \$1,359.20 in order to provide an account for every budget line. A report will be provided at every meeting
- Insurance for CDCA – Vote put on hold from last meeting
 - Rose & Kiernan Inc. <http://www.rkinsurance.com/> - would cost between \$750 - \$1,500

4. Membership – Kathleen Dowd Freese

- Current Membership Report
 - The membership committee tried something new this fall. A membership drive was held in an effort to front load membership for the 2011-2012 Academic Year. Prospective CDCA members were encouraged to attend a night of networking with colleagues from area schools and agencies. The “back to school night” was an effort to combine a buffet dinner, baseball game and fireworks with counselors in a casual atmosphere. This membership drive helped to increase membership 17% over August of last year.
 - We had a total of 39 tickets sold for this event. There were 12 members and 27 non-members. The total income for this event was \$345.
 - As of September 19, 2011, we have 114 members.

5. Committees – Chelsea Houghton

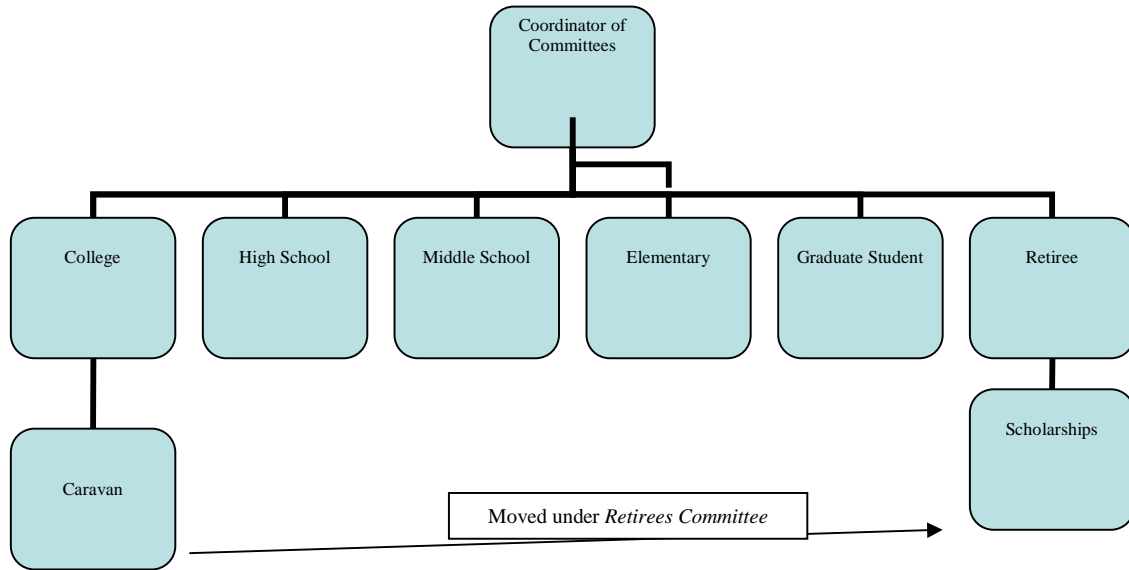
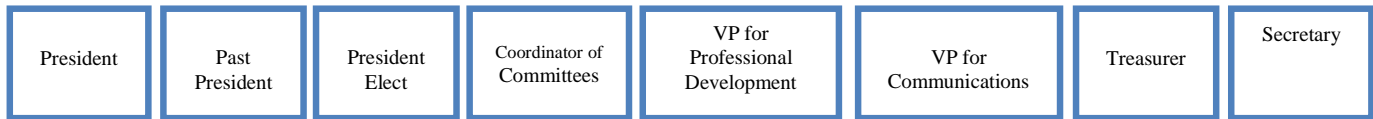
- Discussion of proposed structure of Committees
 - Move Scholarships under Retiree
 - The President of CDCA committee should be responsible for the College Fair Committee (see revised Structure of Committees below)
- Step “a” is needed first before approaching possible chairs of committees
 - The purpose and responsibilities of each committee should be explained to increase the interest to participate, i.e., include in the CDCA newsletter and website. Leaders can have sub-committees if they choose.

Additional Information:

- When will we be appointing the new chairs? October meeting.
- Kathleen will change membership application to add new committees.
- Gloria will provide names of those interested in committees.

Action: Chelsea made a motion to approve the restructuring and organization of committees with the exception of “Scholarships” moving under “Retirees”; Kathleen seconded the motion.

PROPOSED STRUCTURE OF COMMITTEES



6. Programs – Katie Collins

- Progress of Programs (October/December)
 - “Race to No Where” – we are not able to charge a fee since we’re paying a \$500 flat; although, we can say “suggested donation”.
 - Katie set up a table at the HVCC event on October 4th to encourage membership.

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

- Review Proposed Changes
 - They will take the VP Committee and add it to the By-Laws and take into account the new structure that was presented by Chelsea
 - Carl will ask Colleen to provide some dates, times and a location to meet to discuss the By-Law revisions.

8. Other

- Strategic Planning (Tim)
 - Will discuss at next meeting
- Caravan Extension (Carl)
 - The College Caravan consisted of 17 schools in four days. Carl arrived at each location first to make it easier for the counselors to navigate from school to school. Carl did a superb job!
 - In order to extend the caravan to other schools, someone has to be a CDCA member, i.e., Averill Park High School.
 - Chelsea will send pictures of Caravan to Gloria to place on website.

- Website Items (Gloria)
 - Received 352 hits since July 30 = 630 hits. Gloria will be adding pages to the website. Each committee will have its own page.
 - Gloria will begin posting jobs on the web including title of available position, hours of work and qualifications.
 - Would like to include on the web online registration forms for programs
- Affiliate membership in NYSACAC (Gloria)
 - NYSACAC Website: <http://www.nysacac.org/>
 - The NYSACAC (New York State Association for College Admission Counseling) website provides job opportunities and NYSACAC scholarships (*Each year NYSACAC partners with colleges and high schools throughout the state that serve as host sites for a professional development forum series addressing relevant topics and current trends in the field of college admission counseling. The forums are held in the spring, typically during the months of March and April, and are free of charge. There are typically sites across the state so that all school counselors and college admission officers may easily access this opportunity*).

Members are eligible to apply for NYSACAC-sponsored scholarships to the Annual Conference, Coming Together Conference, NYS Legislative Forums and the Summer Institute.

Members receive the NYSACAC newsletter three times per year, and also receive frequent communications via mail and e-mail. NYSACAC assists its members in staying apprised of trends, events and issues in the profession.

Members have access to information through the "members only" section of the NYSACAC web site.

- College Fair Directory with information on all college fairs throughout the state.
- Membership Directory with a searchable database of colleagues and member institutions.
- Resource Library containing downloadable handouts, presentations and resources for members to use.
- Mapping functions between one member school to another. This is a great resource for planning and organizing high school visits.
- High School Profiles at the push of a button.

Members have access to NYSACAC colleagues who are available for presentations and workshop events. NYSACAC is in the process of developing a formal speakers' bureau.

Action: All were "in favor" of applying for affiliated membership for no more than \$50..

- Non-Profit Legal Assistance Retainer (Gloria)
 - NYCON www.nycon.org / info@nycon.org – The cost for pre-paid service (Assistance in Reapplying for Tax-Exempt Status with IRS) = \$325 with an additional cost for incidental expenses of \$32.50 = \$357.50; Council's training and facilitation services for this engagement are bill at \$115 per professional staff hour and an additional 10% administrative support fee to cover customary costs of photocopying, fax, postage, incidental charges and administrative support = approximately \$780 total. Payment along with enclosed signed copy of Retainer should be forwarded to: NYCON, Inc., 272 Broadway, Albany, NY 12204; Attn: Felice Ford, Legal Administrative Assistant

9. Motion to Adjourn

Adjournment:

Chelsea made a motion to adjourn meeting at 4:55 p.m