



# April 15, 2021 9:30am Capital District Counseling Association Executive Board Meeting

**CDCA OFFICERS**  
2020-2021  
PO BOX 50153  
ALBANY, NY 12205  
CDCANY.ORG

**PRESIDENT:**  
KATHLEEN FREESE  
KATHLEENFREESE@YAHOO.COM

**PRESIDENT ELECT:**  
JANELLE LYONS  
RAEGAN\_3159@YAHOO.COM

**VICE PRESIDENT FOR  
PROFESSIONAL DEVELOPMENT:**  
LEA MILLER  
LMILLER@COHOES.ORG

**TREASURER:**  
JENNY BOGDA  
JENNYBOGDA@GMAIL.COM

**MEMBERSHIP:**  
MEGAN BEAUCHAMP  
BEAUCHAMPM@APCSD.ORG

**CHAIR OF COMMITTEES:**  
DANIEL FOGARTY  
DANIEL.FOGARTY@FMCC.SUNY.EDU

**SECRETARY:**  
ALICIA CALDARA  
ALICIA.CALDARA@GMAIL.COM

**Call to Order: 9:36am**

## **Welcome**

- Introduction of Shanell Brown, 2021-2022 Vice President Professional Development

## **I. President's Report**

1. Bylaws – still in review – Vote at May meeting
  - Paige, Amanda and Kathleen have been reviewing.
  - Paige and Amanda will also be in attendance at May meeting
  - Sent to Board a few days in advance

## **II. Executive Board Member Reports**

### **A. Secretary – Alicia Caldara**

1. Approval of minutes from March 2021
  - Caldara - Motion to approved
    - All in favor
2. If approved, post to website
  - <https://www.cdcanyc.org/meeting-minutes/>

### **B. Chair of Committees – Daniel Fogarty**

1. College Caravan update - sidewalk caravan? Pens ordered?
  - Responses are due by the end of the week to the Caravan Committee
  - Planning beginning on Monday
  - Planning for in-person, sidewalk fairs
    - 2-3 a day, ideally hoping to get done in one week for out of area colleges
  - Then planning for Virtual Fairs
  - Most of colleges on Committee are able to participate
    - Predict 15-20 colleges will participate
  - Unsure on pricing
  - Sanitizer ordered, will be connecting with Jenny to order pens
    - Will be sent to Dan for distribution
2. Scholarship
  - Has emailed all members regarding scholarship
  - Local counselors and secretaries contacted as well
  - Only one virtual submission received as of now
  - Can be emailed to Dan
  - <https://www.cdcanyc.org/scholarships/>

### **C. Vice President Professional Development – Lea Miller**

1. CASDA roundtable #4
  - Final Roundtable Discussion took place on Tuesday, April 13th. 11 participants total. I have attached the notes from our discussion. Shanell Brown did hop on the meeting and got to hear a little bit of our discussion to gain some programming ideas for next year. CASDA would like to continue a collaboration for next year.
  - I would like to send Tom Nesbitt a giftcard on behalf of CDCA for facilitating all four discussions - he was a ROCKSTAR!
2. Annual Business Meeting– June 8, 2021 Saratoga National – \$20 fee registration is Live and taking reservations – Executive Board Members are invited to register at no cost
  - I have linked the registration form for the annual business meeting here - let me know what changes should be made. Would like to post sooner than later to begin to get a head count of how many people will be attending. Jenny - where it says "pay online" on our website...has that been set up through Paypal? Is that what we have used in the past?
  - Registration:  
<https://www.cdcanyc.org/events/businessmeeting/>
3. Additional:
  - I spoke with Shanell Brown on 3/31 and gave her an idea of my role and how different it was during this pandemic. She has a lot of great ideas and I believe will be a great addition to the board next year.

### **D. Treasurer (Communications) – Jenny Bogda**

1. Checking and fidelity accounts
  - Checking: \$5,445.35
  - Fidelity: TBD
    - Going to meet with representative this summer to get online access and switch from Jenny to new treasurer
2. Website – constant contact trial run
  - Constant Contact
    - Updating our online presence
    - For membership, for communication
3. Facebook
  - Can share right from Constant Contact to Facebook
4. Newsletter – May ideas? Board headshots at Annual Business meeting
  - Any ideas can be sent to Jenny for Newsletter
  - CDCA Banner - where is this?
5. Additional:
  - Counselor of the Year:
  - <https://www.cdcanyc.org/counselor-of-the-year/>

**E. Membership – Megan Beauchamp**

1. Current members
2. Membership drive idea - Jenny?
  - If you register before May 20 for CDCA membership, you can maintain membership for the remainder of this year and for the 2021-2022 year as well

**F. President Elect – Janelle Lyons**

1. Facebook
2. Start slate for 2021-2022
3. Still searching for Treasurer and VP for Communications

**III. Old Business**

- A. Virtual College Fairs - Dan - any info?
  - Hopefully will be having in person college fairs next year
- B. Virtual Professional Development – State Ed presentation? Maybe in May?

**IV. New Business**

- A. June Business Meeting Overview
  1. Overview of the year and all that was accomplished
  2. Membership growth
  3. Recognize people who are leaving Board Positions, and Committee Chairs
  4. Transition Meeting Follows
    - To review transitions of positions

**V. Adjourn**

- 10:29 am