



May 13, 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
BEAUCHAMP@APCSD.ORG

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

SECRETARY:
ALICIA CALDARA
ALICIA.CALDARA@GMAIL.COM

Call to Order: 9:35am
Welcome

I. President's Report

Bylaws – attached and ready to approve

- Dan made a motion to approve -
 - Jenny Nay as she did not have time to review
 - Lea made a second so that the board could discuss the bylaws
 - Janelle had concern about board members being required to be a member for at least a year given the current year during a pandemic
 - Kathleen believes her concern is valid.
 - Jenny is asking for an e-vote by the end of this week.
 - Meg feels that she has confidence in Kathleen and the by laws.
 - Her and 3 former presidents have reviewed and updated them.
 - Kathleen called the official vote: 3 in favor 1 abstain
 - Bylaws pass. These will go on to Annual Business Meeting for review
2. CASDA meeting – still needs to be confirmed
- Kathleen and Janelle will meet with Michael P (CASDA). They are still keeping us in mind for future fairs. They are getting a meeting set up with them prior to the June business meeting. CASDA still does want to partner with us.
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3. Fidelity meeting – after June Business meeting
- Jenny has most current fidelity report. Kathleen spoke to the woman at fidelity. Excited to have an in person meeting with the new treasurer after the June business meeting. Meeting will include Janelle and new treasurer Cassandra. Kathleen moved money from fidelity - A check for \$5,000 will be sent to our mailbox. Should be here within the next two weeks. This money will go into our checking account to help cover some end of year expenses.
4. Counselor of the year recognition and promotion – deadline May 15
- Janelle (President Elect, and Kathleen will review and choose recipient) They will wait until May 15th to see how many nominations we received. They may call people in to help make the selection. We need to order plaques. Plaques need to be ordered for last year's and this year's recipients
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5. Annual Business Meeting
- A task list will be put out for the meeting. We have 25 people registered so far. Kathleen anticipates more people will attend. Meg asked what time we need to be there - client access for set up begins at 10am. Board members can arrive around 10:30am.
 - Jenny thinks we should send something out that participants sign that states we are not liable for COVID. Perhaps we send something out as it gets closer or have them sign something when they attend. Board was ok with this.

II. Executive Board Member Reports

1. Secretary – Alicia Caldara - No Report

- Available on website and then approve them at Annual meeting.
- Approval of minutes from April 2021
- If approved, post to website
- Reminder that minutes must be available and voted on at June 8, 2021 meeting
- <https://www.cdcanyc.org/meeting-minutes/>

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2. Chair of Committees – Daniel Fogarty

- College Caravan update - sidewalk caravan
- Dan is ready to go! They will be visiting 11 schools next week. 2-3 schools each day. The high schools are very excited! The Colleges are very excited! He thinks we will get a really good turnout at these events. A lot of people have been promoting it. Dan will make sure to bring pens to the annual meeting and will take lots of pictures from the events. Dan says they will mail gift cards to the high school counselors. Kathleen says we will need to buy more gift cards as we give them to the committees. Dan wants an in person caravan meeting in June to ensure the new chair is ready to go next year.
- Scholarship application review report
- Just starting to contact reviewers for committee. Over 40 applications at this rate. Moving on to the review stage and are in the process of setting up a date. Melissa wants to do it virtual again but nothing has been finalized. Good group of applicants.
- Call for Retirees for 2021
- Janelle has been working on this. Janelle knows two from Bethlehem, could be past CDCA members, it doesn't matter. If they don't come to the meeting, can we at least send them a card and thank them for their service

3. Vice President Professional Development – Lea Miller

- A. Annual Business Meeting – June 8, 2021 Saratoga National – website
- Has the speaker been paid?
- Lea has been communicating with Matt (speaker) regarding final payment. Anyone who is not a current CDCA member and registers will be rolled over for next year. Meg should be keeping track of who is signing up so that they can be rolled over to next year.

4. Treasurer (Communications) – Jenny Bogda

- Cassandra from Maria will be taking over as treasurer. There will be a lot of transition meetings with her.

Checking and fidelity accounts

Key Bank \$6411.81

Transfer \$332.28 from PayPal

Fidelity had \$76,657 moved \$5,000 to checking account

- Website
- Jenny has been keeping it updated. She needs to add minutes from last month.
- Sage will be taking over communications. Jenny will be working with her to make sure she is comfortable with the website we use.

- Facebook – why I volunteer
- No updates
- One more Newsletter?
- Jenny wants to send one more newsletter.

5. Membership – Megan Beauchamp - No Report-Absent

Current members
 Membership update on website
 Confirm that everyone registered for Annual Business Meeting is a current member
 Check-in table at June 8 meeting?

6. President Elect – Janelle Lyons

- Facebook
- Slate for 2021-2022
- We have a full slate for next year!
 Sage Fulgan (school counselor in Gloverville - Communications)
 Shanell Brown (school counselor) VP for Professional Development
 Cassandra (college level) (Treasurer)
 Paige Collins will be Chair of Committees - committee members needed
- Kathleen wants slate printed for Annual Business Meeting so it can be voted on.

III. Old Business

College Fair – Dan – CASDA Fairs – any results reported?
 Kathleen reported earlier what she knows about this. Some will be in person and some will be virtually. HVCC does not have any CASDA fairs booked for next year. Kathleen will make an appointment with Michael and Janelle to discuss this.

New Business

Kathleen mentioned Emeritus members. This would be the meeting to nominate this person for this status. Kathleen needs information from Meg. Typically Emeritus members are highly respected retirees from this organization that we want to keep on our membership list for years to come. We can go ahead and award this to the following: (WILL be UPDATED after Annual BUSINESS MEETING)

New Business

II. Adjourn

10:32 am

