



February 18th, 2022 11:35am Capital District Counseling Association Executive Board Meeting

Welcome

Call to Order: 11:40 am

CDCA OFFICERS

2021-2022
PO Box 50153
Albany, NY 12205
cdcany.org

President:

Janelle Lyons
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Past President:

Kathleen Freese
kathleenfreese@yahoo.com

President Elect:

Katie Lesko
klesko@mariacollege.edu

Vice President for

Professional Development:

Shanell Brown
shanellcb@gmail.com

Treasurer:

Cassandra Metcalf
cmetcalf@mariacollege.edu

VP of Communications:

Sage Fulgan
sagefulgan@gmail.com

Membership:

Megan Beauchamp
beauchampm@apcsd.org

Chair of Committees:

Paige Collins
collip3@gmail.com

Secretary:

Alicia Caldara
acaldara@albany.k12.ny.us

I. President's Report - Janelle Lyons

A. President Report:

1. NYSSCA affiliation and collaborations:
 - Grad School Event April 7th, 2022
 - (1) St. Rose & Sage have about 65 students combined in School Counseling Grad Programs, looking as a membership drive event
 - (2) The event would be to have a panel of counselors new in the field this year and their interviewing experience, providing tips on job market
 - (a) Interview tips, Resume suggestions for grad students, Networking
 - (3) Event will take place at Sage (Troy Campus) this year and will rotate location annually to target both schools
 - (4) NYSSCA considering charging \$10 admission for non-NYSSCA members
 - (5) CDCA's part:
 - (a) Advertising, membership table for grad students to join
 - (b) Have advertising identify that the event is *co-sponsored* with CDCA & NYSSCA
 - (c) Pay for half of food provided
 - (d) For Membership:
 - (i) If students join at meeting, their membership would be effective for this year and the following year
 - (ii) Entered into a raffle for a prize, like a mindfulness chime
2. June Business Meeting:
 - Secured Saratoga National for June 7th
3. CASDA/CDCA College Fair Wednesday, March 9th at HVCC from 5-8pm
 - CASDA need 3-4 CDCA Members to attend for coverage
4. National School Counseling Week:
 - Feedback from board

II. Executive Board Member Reports

A. Secretary - Alicia Caldara

1. Approval of January Minutes
 - Motion to Approve by Alicia, Second by Paige
 - (1) All in Favor
 - If approved, post to website:
 - (1) <https://www.cdcany.org/meeting-minutes/>

B. Chair of Committees - Paige Collins

1. Caravan Follow UP: Feedback?
 - Save the Date sent to Colleges
 - (1) Caravan will be in May
 - Survey is going to be sent to the High Schools about times available
 - Struggle tends to be accurate emails for counselors currently in the schools, working through this

2. Committee Updates:
 - Scholarship Committee: UPDATE
 - (1) Ensuring the scholarship is up to date
 - (2) There will be a First Generation Scholarship, it will be added to the current scholarship
 - (a) It keeps it clean for the Scholarship Committee and the Counselors
 - (3) Promotion will be taking place
 - (a) Thoughts on a QR code for local colleges to promote scholarship for local kids
 - (b) QR code at check in table
 - (4) <https://www.cdcan.org/scholarships/>

C. Vice President of Professional Development - Shanell Brown

1. Roundtables: Potential Focus for March 15th: Topics other than scheduling?
 - Advertising, email out to membership
 - 16 registered, 5 board members
 - Ensuring that Winter Program and June Business Meeting appeal to both College Admissions Counselors and School Counselors is a big focus
 - (1) It is ok that we have other events that appeal to a smaller audience
2. Events in the works:
 - Day of Sharing?
 - (1) Table for this year
 - Something else?
3. Winter Program: Career Exploration Panel
 - Feedback Survey went out:
 - (1) Limited responses returned
4. June Business Meeting:
 - Shanell contacted Hamad Alghareeb to be our speaker. Heard back from the organization that Alghareeb may not be available but they can recommend someone else from the organization.

D. Communications - Sage Fulgan

1. Member Certificates went out
2. Website update/ideas
 - June Business Meeting Date to be added
 - Counselor of the Year Application posted
 - Scholarships Posted
3. Member highlights for next newsletter
 - Feelers out for participation for counselor highlights for next newsletter
 - Will include review of events, June Business Meeting, Scholarships, Counselor of the Year
 - (1) Summary of Winter Program
 - Will be sent after HVCC College Fair
4. LINKED IN, & More web accessibility/exposure
5. FACEBOOK/INSTAGRAM ideas

E. Treasurer - Cassandra Metcalf

1. Checking & Fidelity Accounts
 - KeyBank - \$4,370.66
 - Fidelity: \$76,841.76
2. Chubb Insurance Payment
 - Check Sent, will decrease the Key bank account

F. Membership - Megan Beauchamp

1. Current Membership
2. Membership
 - 3 new members in the last 2 weeks, primarily because of National School Counselor Week who were engaging on Facebook Page
 - (1) Also a college counselor who joined

G. Past President - Kathleen Dowd Freese

1. Adirondack School Counseling Association updates
 - February 4th, presentation on Emotional Health
 - Planning College Fair March 17th at SUNY Adirondack

III. Old Business

A.

IV. New Business

- A. CDCA Counselor of the Year Application update and on website
- B. March Membership Drive with Special Promotion
 - March madness!
 - Join this week:
 - If you join CDCA this week, you'll be good for this year and next year
 - Send a Coffee Card with the leftover cards from Stewarts
 - Janelle has a list for counselors in the area
 - Current Members:
 - Refer someone and be entered to win raffle prize
 - Something for admissions counselors as well after their season has ended
 - Potentially a mixer

V. Adjourn

- 1:02pm