



November 19th, 2021 Capital District Counseling Association Executive Board Meeting

Welcome: 9:21am

CDCA OFFICERS

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

President:

Janelle Lyons
raegan_3159@yahoo.com

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. Appointment of President Elect:
 - Katie Lesko:
 - (1) Motion: Kathleen Freese
 - (a) Second: Sage Fulgan
 - (i) No Discussion
 - (2) Vote: All in Favor by all in attendance
 - (a) Alicia Caldara, Cassie Metcalf, Sage Fulgan, Shanell Brown, Janelle Lyons, Kathleen Freese
 - (i) Absent from Vote: Paige Collins, Megan Beauchamp
 - (b) Motion Approved
2. NYSSCA Affiliation and collaborations: All set.
Other Collaborations with Local Associations: Cassie reached out to a contact at ACAC.
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3. Volunteering for RMH: All items are ready to be made into bags DATE to get together to get them ready?
 - Looking at a potential date/location
 - (1) Location could be Maria College
 - (a) December 4-5 Open at Maria as an event space
4. June Business Meeting Potential Dates:
 - Looking at June 7 potentially
 - Typically between June 1-10
5. GOALS/Initiatives for the Year:
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6. Setting a Meeting Schedule for the rest of the year
 - No December Meeting, touch base at event in December
 - Look to adjust the time for Fridays to ensure entire board can attend

II. Executive Board Member Reports

A. Secretary - Alicia Caldara

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

B. Chair of Committees - Paige Collins

1. Caravan Follow UP: Feedback?
 - One outstanding college payment, if no payment, no spring caravan participation
2. Committee Updates:
 - What colleges are able to do and what high schools will allow - will likely lead to an outdoor caravan
 - CASDA is planning on a Spring in person College Fair
 - (1) Janelle has been in contact with them
 - (2) Their expectation is that CDCA is providing people
 - (a) Fairs will happen at night
 - (b) Date is likely some time in March

- (c) We can use the last MOU and have the agreement in writing, coverage, and other terms

C. Vice President of Professional Development - Shanell Brown

1. Roundtables: Do we want topics?
 - Past roundtable, were able to talk and connect, share concerns about how we are able to come together to help people
2. Events in the works: Holiday Trivia
 - Was set up through Trivia Hub last year
 - (1) Is a virtual event
 - (2) Trivia host is assigned through Trivia Hub organization
 - Date selected is Thursday, December 16
 - (1) 7:00pm
 - CDCA pays for the event, members can participate for free
3. Winter Program: Career Exploration Panel
 - Program with Panel, resources and Volunteer info?
 - (1) Connecting with panel for Bios and Photos to post to social media
 - Raffle and prizes for the program?
 - (1) College Swag?
 - (2) Katie is organizing the raffle
4. Business Meeting Speaker
 - Trained GLSEN presenter
 - Tentative Date June 7

D. Communications - Sage Fulgan

1. Member Certificates UPDATE
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2. Website update/ideas
 - Minutes from October will go on
 - Katie Lesko will be on
3. Member highlights for next newsletter
 - Newsletters - we did two last year
 - (1) Fall, Spring, after Business Meeting
4. LINKED IN, & More web accessibility/exposure
 -
5. FACEBOOK/INSTAGRAM ideas
 - Instagram is up and running

E. Treasurer - Cassandra Metcalf

1. Checking & Fidelity Accounts
 - Checking (Key Bank): \$7,015.13
 - Fidelity: \$80,460.12
 - (1) Move for scholarships, expenses to come
 - (2) Board in agreement with moving \$3,000 to Checking for scholarships, future expenses
 - Reminder about credit card usage - let Cassie know, send receipts

F. Membership - Megan Beauchamp

1. Current Membership
 - Currently at 76 members
2. Membership DRIVE
 -
3. Do we have a list of retirees? Of Emeritus?
 - Retirees can join for \$10
 - Emeritus is a free membership
 - (1) What is the best way to ensure the list of our retirees and Emeritus members are actively updated?
 - (a) Constant Contact? Google Forms?

G. Past President - Kathleen Dowd Freese

1. Adirondack School Counseling Association updates
 - Winter program is on their ListServ

III. Old Business

A.

IV. New Business

A. Next agenda:

1. Start talking about how many we will have
 - Scholarship Committee
 - (1) Melissa & Emma are Co-Chairs
2. Mailed out to High School Counselors

B. December 7

1. Board will meet before winter program at 3:00

V. Adjourn

- 10:34 am