

September 17, 2021, 9:00AM Capital District Counseling Association Executive Board Meeting



CDCA OFFICERS

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

President:

Janelle Lyons
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Past President:

Kathleen Freese
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Vice President for

Professional Development:

Shanell Brown
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Treasurer:

Cassandra Metcalf
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VP of Communications:

Sage Fulgan
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Membership:

Megan Beauchamp
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Chair of Committees:

Paige Collins
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Secretary:

Alicia Caldara
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Call to Order: 9:08am
Welcome

I. President's Report - Janelle Lyons

A. President Report:

1. CASDA meeting/partnership update
 - Met with Mike Picarello - just Mike and Janelle
 - Roundtables are set up, dates are chosen, first few sessions are not topic specific but later dates will be
 - (1) Want to remember to be inclusive of College Counselors
 - Meeting on October 15 at 10 with Mike to solidify first roundtable and what it should look like, and other possible collaborations
 - (1) Schools are cancelling their college fairs with CASDA
 - (2) HVCC not permitting events
 - (3) Looking into Albany Cap City Center
2. NYSSCA Affiliation and collaborations: updating our contact info on their website
 - Started partnership with Bob Rotunda last year instead
 - Have been sharing on website NYSSCA events coming up
 - Interested in seeing how we can partner, build partnership
 - Last year talked about dual membership with NYSSCA
 - (1) Sign up for both memberships at both times
 - (2) Sign up with NYSSCA, then due money is sent back to CDCA
 - (3) Going to make active for the month of September and October as a trial period
 - (4) Vote:
 - (a) Janelle Motion
 - (b) Paige Second
 - (i) All in favor, no opposed
3. Other Collaborations with Local Associations
 - ACAC
 - (1) Nocella
 - Adirondack Community
 - (1) Jess
 - (2) Historically have done an update in the spring with NYSED
 - (a) Would be great if we could partner and share
 - (b) Janelle has been emailing contacts at State Ed, have not yet heard back
 - (i) Elizabeth Whipple & Marybeth Barney
4. CASDA/CDCA Round tables scheduled: Moderator Tom Nesbitt, Russell Sage
 - Notes listed above for this
5. Volunteering at RMHC-Albany UPDATE
 - Reached out to Ronald McDonald House
 - (1) Could make meals for 30-40 people. Only allowing teams of 2-3 people at a time.
 - (2) Need welcome/gift bags for families, we could

- do this
- (3) Could start with the bags for right now - everyone in agreement
- 6. GOALS/Initiatives for the Year:
 - Email/text Janelle with ideas or updates at any time
 - Want to get more exposure as an affiliation
 - (1) With Counselors, with administrators
 - (a) Benefits will be more membership if administrators see the benefit of this

II. Executive Board Member Reports

A. Secretary - Alicia Caldara

1. Approval of minutes
 - Will be coming next month
2. If approved, post to website
 - <https://www.cdcanyc.org/meeting-minutes/>

B. Chair of Committees - Paige Collins

1. Caravan Update
 - 8 high schools willing to do caravans
 - (1) Looking into October
 - (2) Troy, Tamarac, Columbia - could to in one day most likely
 - Would be outside
 - (1) This year could likely have fewer waves of students
 - Looking at 20 colleges
 - (1) Typically capped at 25
 - (2) In traditional year, 30 minutes per school
 - (a) COVID time, 1 1/2 hours, because waves of students, social distancing
2. Committee Updates
 - No other updates at this time

C. Vice President of Professional Development - Shanell Brown

1. Oct 7th Mixer Collab with NYSSCA
 - Topsy Moose
 - (1) Challenges locking in menu, but working on this, hopefully by next week
 - (2) Flyer will be coming soon - Janelle will be working on this
 - (3) Looking at doing a lottery - mugs, hand sanitizer, pens
 - (a) Is a monetary lottery allowed?
 - (i) Could tie in volunteering effort with this
 - (b) Raffles at the winter program have been done before
 - (4) Everyone that is coming is a member gets drink ticket
 - (a) If not a member and renews at the event, gets a drink ticket
 - (b) If bring a friend and they join, get two tickets
 - (5) Need tickets
 - (a) Minimally 100 - Sage will print them out
 - (b) Jaymes just sent out information to NYSSCA members today
 - (c) RSVP is encouraged
 - (6) Orange backpack with CDCA banner - might have tickets in there for raffle tickets
 - (a) Megan might have this
2. Roundtable Dates: Tuesdays 9am-10am

- Moderator Tom Nesbitt, Nov 16th, Jan 11th, March 15th, May 17th
 - (1) Waiting for CASDA to set this up
- 3. CASDA zoom meeting on October 15th at 10am to touch base on roundtables and other possible events
- 4. Events in the works: Holiday Trivia, Ideas for November?
- 5. Winter Program: Career Exploration Panel
 - Looking at December for this
 - (1) Who do we know that can do this?
 - (2) Looking at different careers to include

D. Communications - Sage Fulgan

1. Newsletter
 - Aim for Quarterly newsletters
 - (1) Looking for Fall newsletter at end of October/early November
 - (2) Blurb of School Counselor of the Year
 - (3) Member highlights
 - Completed, will be working on sending these out
2. Website update/ideas
 - Home page is now our posts - playing around with this
 - Let Sage know if anyone needs anything
3. Member highlights?
 - Survey/Google Forms about Counselor Highlights
 - (1) Want to highlight membership to build community and get to know each other
 - (2) K-12 Person and a College level Person
4. LINKED IN, & More web accessibility/exposure
 - Working on ensuring people can find us
5. FACEBOOK/INSTAGRAM ideas
 - Any of E-Board can post on our Facebook Page
 - No Instagram at this point in time, not sure if it is needed, can talk about this next time

E. Treasurer - Cassandra Metcalf

1. Checking & Fidelity Accounts
 - Checking (Key Bank): \$7,398.25
 - Fidelity: \$78,408.99
 - Scholarship Checks:
 - (1) 2 of 3 have been cashed
 - (a) Going to connect with outstanding check recipient
 - Membership payments
 - (1) Connecting with Megan to create a more seamless system
 - Budget sent out to members
 - (1) Will review more closely at next meeting

F. Membership - Megan Beauchamp

1. Current Membership
 - Renew your membership and welcome back email went back to last four years worth of members
 - 6 new members since email went out
 - Will update membership list weekly for time being, then every 2-3 weeks
 - 9 RSVPs for mixers
 - (1) Not all board members have replied
 - (2) Can also share RSVP form to Facebook page
 - Working on updating Emeritus records
 - (1) Each year, members can nominate someone who has been in the field a significant amount of time and has made a big contribution to the Counseling Field

(2) Having difficulty keeping updated contact information for them to keep them connected to our CDCA events

- Membership Certificates

(1) Emailing Certificates will be the best way to confirm membership

2. Membership DRIVE

- Mixer falls under this, *please* spread the word

G. Past President - Kathleen Dowd Freese

1. Adirondack School Counseling Association updates

- Janelle will be reaching out

III. Old Business

A. Nothing to report on with this now

IV. New Business

A.

V. Adjourn

A. 10:07am