



# October 12, 2022 Capital District Counseling Association Executive Board Meeting

**Call to Order:** 10:02 AM  
**Welcome**

## CDCA OFFICERS

2022-2023  
PO Box 50153  
Albany, NY 12205  
cdcany.org

### President:

Katie Lesko  
klesko@mariacollege.edu

### Past President:

Janelle Lyons  
raegan\_3159@yahoo.com

### VP of Professional Development:

Trish Poupore  
patricia.poupore@gmail.com

### VP of Communications:

Sage Fulgan  
sfulgan@brunswickcsd.org

### Treasurer:

Cassandra Metcalf  
cmetcalf@mariacollege.edu

### Membership:

Colleen O'Flaherty  
chlor1982@aol.com

### Chair of Committees:

Paige Collins  
collip3@gmail.com

### Secretary:

Alicia Caldara  
acaldara@albany.k12.ny.us

## I. Secretary - Alicia Caldara

- A. Vote on Meeting Minutes from September 13, 2022 Meeting
  1. Motion to Approve by Alicia, Second by Cassie
  2. If approved, post to website:
    - <https://www.cdcany.org/meeting-minutes/>

## II. Executive Board Member Reports

### A. Vice President of Professional Development - Trish Poupore

1. Place for winter program
  - Hotel for a conference space - Marriott on Wolf Road
  - Hors d'oeuvres not a sit down meal for the mix and mingle aspect
  - Planning to be completed - estimated by November 4th for marketing purposes
  - Members pay for this event, will be determined after conversation with the Marriott
    - i. Drink ticket for members
    - ii. Extra drink ticket for members who bring someone who become CDCA members
  - Registration:
    - i. Anticipated numbers/soft registration
      1. I plan on being there, I plan on bringing people from the office, etc.
  - Sage/Trish will work on a Canva Save the Date
2. Speaker choices for winter
  - Metaverse - meeting students where they're at. Personal use and student use in schools. Topic that helps counselors connect with students speak the language students are speaking
3. Place for Spring program
  - ETEC Building at UAlbany - beautiful multipurpose meeting room and catering

### B. Membership - Colleen O'Flaherty

1. Current Membership - numbers
  - Current Members:
    - (1) 67 online applications
    - (2) 7 mail in applications
    - (3) 5 checks no application completed
2. Plan to communicate
  - Will be mailing flier to schools
  - Persistence in the Fall is key for membership

### **C. Chair of Committees - Paige Collins**

1. Caravan Updates
  - Finished September 30
    - (1) All gift cards for counseling offices sent along
      - (a) \$15 for Stewarts
  - No cancellations from schools
    - (1) Have learned some things to help for moving forward
  - Would we like to pursue a Spring Fair?
    - (1) Would like to do some research on this
    - (2) Could plan Spring and next Fall at the same time
  - It was a lot of work, but was successful!
2. Any other committee updates

### **D. Past President - Janelle Lyons**

1. CASDA dates for round tables
  - November 10, 2022; January 19, 2023; March 16, 2023; May 18, 2023
    - (1) Thursday's 9am-10am
      - (a) Register for all four for \$20
        - (i) Do not need to be a CDCA member to attend at this price
        - (ii) Board members attend at no cost
      - (2) <https://www.casdany.org/school-counselors>
    - Tom Nesbitt will moderate the Round Tables again
    - Professional Development:
      - (1) CTLE: 4 hours - through My Learning Plan

### **E. Vice President of Communications - Sage Fulgan**

1. Newsletter
  - Started, content being added with updated events through December, and last year's School Counselor of the Year
2. Communication plan for events
  - Soft registration for mixer
3. Website Updates
  - Other platforms still being researched

### **F. Treasurer - Cassandra Metcalf**

1. Budget first draft completed - in Drive
  - Still room for change
    - (1) Helpful to see budget for events
  - If notes by next meeting, would be helpful feedback for Cassie
2. Checking & Fidelity Accounts
  - (Key Bank) Checking: \$ 2,047.04
  - Fidelity: \$57,080.30
    - (1) As a non-for-profit, looking to get this number down

### **III. President's Report - Katie Lesko**

#### **A. President Report:**

1. Removing Gmail
2. January board retreat
  - In person, axe-throwing event, plan next year calendar
3. Raffle:
  - Upload members who registered by cut-off date into a raffle name-generator to pull a random name for winners
    - (1) Counselor list for NYSSCA
    - (2) College Counseling for NYSACAC
  - Will have people register themselves, then cut them a check directly

### **IV. Old Business**

- A. Jaymes White emailed about a time to speak with Capital Workforce Development
  1. Virtual Meeting in the evening

### **V. New Business**

### **VI. Adjourn**

- 10:51 AM