



# September 13, 2022 Capital District Counseling Association Executive Board Meeting

**Call to Order:** 10:07 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. President's Report - Katie Lesko**

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

1. All have access to drive?
2. Removing the emails from the website except our main gmail account
  - Streamline and use one email on website (cdcamembership@gmail.com)
  - Katie Motions, all in favor
3. Constant Contact account
  - Makes a template for sending emails, but is time consuming to learn
  - Important for Cassie, Paige, Collen, and Katie to know how to utilize this platform
  - Approximately about \$45/month
  - Revisit in December, if we feel there isn't a benefit to it, can put this money towards scholarship fund
4. Membership email update
  - Streamlining process on how membership lists are generated
5. NYSSCA list included in Drive and building one for colleges
  - Motion to sponsor 2 NYSSCA Memberships and Conference for Friday:
    - (1) Katie Motion, Janelle Second
    - (a) All in Favor
  - Motion to sponsor ticket to NYSACAC conference
    - (1) Motion by Katie, second by Cassie
    - (a) All in Favor

## **II. Executive Board Member Reports**

### **A. Secretary - Alicia Caldara**

1. Nothing this month

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

1. Caravan Updates
  - 18 colleges signed up, visiting at least 12 schools
    - (1) Starting on September 21
  - Working on Gift Cards for High School Counselor Gift Cards
    - (1) Coffee for each member of the Guidance Office for who participates in the Caravan
  - Membership pamphlets would need to be in by September 20 to be ready for distribution
2. Any other committee updates

### **C. Vice President of Professional Development - Trish Poupore**

1. Place for winter program
  - a. Somewhere that can provide privacy for our event, but not the crowded place of a restaurant
2. Speaker choices of winter
3. Place for Spring program

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

1. Newsletter

2. Website Updates

**E. Treasurer - Cassandra Metcalf**

1. Checking & Fidelity Accounts
  - Checking: \$1,663.21
  - Fidelity: \$61,887.05

**F. Membership - Colleen O'Flaherty**

1. Current Membership - numbers
2. Plan to communicate
3. Fall and Spring Mixer dates planned - dates and times

**G. Past President - Janelle Lyons**

1. CASDA dates for round tables
2. Help with the CDCA/CASDA fair on Sept 29th - who is planning to help?

**III. Old Business**

A.

**IV. New Business**

- A. Jaymes White emailed about a time to speak with Capital Workforce Development
- B. Joint Mixer for School Counseling Week with Jaymes and NYSSCA

**V. Adjourn**

- Motion by Katie:
  1. Cassie Second
- Meeting Adjourned at 11:04 AM