



## October 2, 2024 Capital District Counseling Association Executive Board Meeting

### Welcome

### CDCA OFFICERS

2024-2025

PO 50153

Albany NY 12205

cdcany.org

#### President:

Sage Fulgan

sfulgan@brunswickcsd.org

#### Past President:

Katie Lesko

katiecooneylesko@gmail.com

#### VP Professional Development:

Trish Poupore

patricia.poupore@gmail.com

#### VP Communications:

Katelyn Baker

bakerk@apcsd.org

#### Treasurer:

Kimberly Leva

levak@scolonie.org

#### Membership:

Colleen O'Flaherty

chlor@aol.com

#### Chair of Committees:

Vacant

#### Secretary:

Paige Collins

pcollins@ichabodcrane.org

### I. Vote on Meeting Minutes from September meeting

### II. Meeting called to order at 10:20am

### III. Executive Board Member Reports

#### A. President - Sage Fulgan

1. College Fair Recap-Trish, Kimberly, Katie and Sage all attended
2. Katie and Sage met with the new head of CASDA to speak about continued collaboration
3. College Caravan Update
4. Scholarship--Tabled until November meeting
  - a) Timeline
  - b) Number and Amount
5. Possible collaborations with Jenn Case (Director of SEL), Cap Region BOCES
  - a) Critical Conversations--Cap Region BOCES members attend for free and they are open to allowing CDCA members to attend for free as well
6. Who is checking the email?
  - a) Trish checks specifically about the emails she has sent regarding events (bouncebacks)
  - b) Sage is checking as well as Colleen
7. Cost of events- more incentives to join CDCA
  - a) Should we waive attendee registration to mixers?
  - b) Large events would still have a member price and non member price
8. Nametags
  - a) Katelyn will look for magnetic name tags for the Board (first and last name and CDCA logo)
9. FAFSA requirement
  - a) FAFSA is requiring students to fill out a waiver if they are not going to file

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

1. Mixer- October 9th
  - a. Is anything needed?
  - b. Katelyn will be doing drink tickets
  - c. Raffle tickets handed out with drink ticket-1 admission to the Winter Program and a CDCA bag
  - d. 21 people registered
2. Winter Program-December 12th
  - a. Food/Drink Options --Trish will take care of it
  - b. Pricing for members and non members
  - c. Raffle prizes

#### C. Membership - Colleen O'Flaherty



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[cdcanyc.org](http://cdcanyc.org)

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Vacant

### **Secretary:**

Paige Collins

[pcollins@ichabodcrane.org](mailto:pcollins@ichabodcrane.org)

1. Current Membership - 77 registered members
2. Plan to communicate -Will send out another email blast

### **D. Chair of Committees - Vacant (Sage)**

1. Elementary
  - a) Trivia Night at Ft Orange 11/14-we will hand out flyers for the event at the mixer
2. Retiree
  - a) George Washington Reading event with Tony Rivera 10/3

### **E. VP Communications - Katelyn**

1. Newsletter Update

### **F. Treasurer - Kimberly Leva**

1. Checking & Fidelity Accounts
  - a) Checking: \$2861.60
  - b) Fidelity: \$64864.74

### **G. Meeting closed at 11:00am**

**November 6, 2024**  
**Capital District Counseling Association**  
**Executive Board Meeting**



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**Welcome**

**I. Vote on Meeting Minutes from October meeting**

**II. Meeting called to order at 10:08am**

**III. Executive Board Member Reports**

**A. President - Sage Fulgan**

1. College Caravan Update-need of chair?- Rachel is stepping away. We are advertising the position. Still in need.
2. Scholarship
  - a) Timeline
  - b) Number and Amount- keep everything the same as last year, Will let Melissa know.
3. Jenn Case (Director of SEL)/Cap Region BOCES collaboration-Update- might
4. Gala Discussion
5. Pick a date for January Retreat- January 4th at The Nest in Schenectady
6. Annual meeting Presenter Discussion - Katelyn will post to FB what people want to see in June.

**B. Vice President of Professional Development - Trish Poupore**

1. Mixer Recap
2. Winter Program-December 12th
  - a. Raffle prizes
    - i. Ideas- Trish will send a sign up
    - ii. Dollar range- Up to \$30
    - iii. Sign up sheet- Can we move RSVP to 12/2?

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

1. Current Membership - 86 registered members, Colleen will update form mail apps and some more google apps
2. Plan to communicate

**D. Chair of Committees - Vacant (Sage)**

1. Elementary
  - a) Trivia Night at Ft Orange 11/14-we will hand out flyers for the event at the mixer
2. Retiree

**E. VP Communications - Katelyn**

1. Newsletter Update- shooting for next newsletter in January/Feb

**F. Treasurer - Kimberly Leva**

1. Checking & Fidelity Accounts
  - a) Checking: \$3,696.92
  - b) Fidelity: approx \$60,900
2. We received a formal thank you from Megan Beauchamp for the donation.

**G. New Business**



1. Katlelyn will order the name tags in time for the Winter program!
2. Kimberly will order a projector- email vote all in favor
- 3.

**H. Meeting closed at 11:04am- Motion- Colleen Second- Kimberly**

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# December 4, 2024 Capital District Counseling Association Executive Board Meeting

## Welcome

- I. Vote on Meeting Minutes from November meeting
- II. Meeting called to order at 10:12 1st Sage, 2nd Colleen
- III. Executive Board Member Reports

### A. President - Sage Fulgan

1. Elementary Trivia Issues
  - a) There was a separate registration and paypal link and people did not register but paid
  - b) The event cancelled due to lack of registration
  - c) We need to refund the 3 people who paid but did not register-Kimberly will refund them
  - d) Trish adds the paypal link at the confirmation of registration page
2. Payable-program for registration and payment to make the process more seamless
  - a) Katelyn is going to look into it
3. Recap on NYSSCA
  - a) It was a nice event
  - b) Next year's conference is in Rochester
4. Sage and Kimberly went to Russell Sage (with other HS counselors from the area) to have a conversation with admissions, the president, HEOP and Communications about the college process. They are planning to do more of these discussions throughout the year.
5. January Retreat- January 4th at The Nest in Schenectady-reservation was made for 11am

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

1. Winter Program-December 12th -we will try to be there by 3:30
  - a. 26 people registered but we are paying for 30
  - b. Speaker starts at 4:45
  - c. Buffet at 5:30
  - d. Finished by 7
  - e. Raffle Tickets-1 for \$1, 5 for \$3, arms length for \$10
  - f. Raffle prizes
    - i. Ideas- Trish will send a sign up
    - ii. Dollar range- Up to \$30
  - g. Sheet at registration to survey about June program
2. Counseling Appreciation Event at Fort Orange-February 6th

### C. Membership - Colleen O'Flaherty

1. Current Membership-95 members
2. Plan to communicate

### D. Chair of Committees - Vacant (Sage)

1. Elementary
  - a) Trivia Night at Ft Orange 11/14-cancelled
  - b) Refer to notes above ba



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Vacant

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Paige Collins

pcollins@ichabodcrane.org

2. College Caravan Chair
  - a) Emily Hayes from Niagara University
    - (1) She needs access to membership
3. Scholarship
  - a) Timeline-We will send out 1st/2nd week of January
  - b) Sage will check with Melissa to see if she is she
4. Retiree-They are finished for the year

### **E. VP Communications - Katelyn**

1. Newsletter Update- shooting for next newsletter in January/Feb

### **F. Treasurer - Kimberly Leva**

1. Checking & Fidelity Accounts
  - a) Checking: \$4,183.11
  - b) Fidelity: next balance will be in Jan. Quarterly updates
2. Projector was ordered and received
3. Just transferred \$85 from Paypal to checking,

### **G. Meeting closed at 10:58am- Motion- 1st Kimberly Leva 2nd Katleyn Baker**





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# **January 4, 2025 Capital District Counseling Association Executive Board Meeting**

**Welcome to 2025!**

- I. Vote on Meeting Minutes from December meeting**
- II. Meeting called to order at 12:36 by Sage, 2nd Paige**
- III. Executive Board Member Reports**

#### **A. President - Sage Fulgan**

- 1. Event Calendar for the rest of 2025
- 2. Ideas for fundraising gala
  - a) For a specific charity
  - b) Possibly the Regional Food Bank—they have a space on their website to propose fundraisers
  - c) Incentive for schools to come and more proceeds can go to that school
  - d) Talk about it at the next event to gauge interest
  - e) Should we start with a day of service?
    - (1) Sage is going to reach out and find out about what service options are available
- 3. Board member positions for 25-26
  - a) Everyone is would like to stay on with the board but Trish would like to be the Chair of Committees so we will need a VP of Committees
    - (1) Everyone should put their feelers out
    - (2) Possibly a college person?

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

- 1. Winter Program Debrief
- 2. Counseling Appreciation Event at Fort Orange-February 6th
  - a. Trish will connect with Janelle
  - b. Timing—4:30 start
  - c. If Janelle/NYSSCA is interested in participating we will ask that she cover food and we will cover drinks
  - d. We will use tickets for the drinks
  - e. Acrylic box, CDCA branding— we will have a variety of vinyl stickers for mental health and some CDCA stickers and counselors can pick them

#### **C. Membership - Colleen O'Flaherty**

- 1. Current Membership: 97
- 2. Membership Drive in February for School Counselors week
- 3. Cutting off membership payments at February 1st—non member fees apply.
  - a) Colleen will send out a reminder to members

#### **D. Chair of Committees - Vacant (Sage)**

- 1. College Caravan Chair
  - a) Emily Hayes from Niagara University
    - (1) She needs access to membership-has this happened?
- 2. Scholarship Update



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- a) Timeline-We will send out 1st/2nd week of January
- b) Does Melissa need anything?
3. Elementary Day of Sharing?

## E. VP Communications - Katelyn

1. Newsletter ideas
  - a) Planning event
  - b) Day of Sharing?
  - c) Save the date for the **May 30, 2025** Annual Business Meeting
  - d) Scholarship advertisement
  - e) Katelyn will reach out to committees about the newsletter
  - f) Plan to have newsletter complete by February 6th event and just add the event information that evening
  - g) Post February 7th
2. Communication needs
3. Payable update
  - a) We will be using this for anything moving forward.
  - b) It will connect the registration lists with the payment method.
  - c) Trish and Katelyn will set it up for each event

## F. Treasurer - Kimberly Leva

1. Checking & Fidelity Accounts
  - a) Financially healthy 😊
  - b) Checking: \$2390.20
  - c) Fidelity: \$65,000

## G. Meeting closed at 1:53 by Sage, 2nd Katelyn



**March 5, 2025**  
**Capital District Counseling Association**  
**Executive Board Meeting**



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- I. **Vote on Meeting Minutes from December meeting**
  - A. **Motion: Kimberly**
  - B. **Second: Colleen**
- II. **Meeting called to order at 10:19am**
- III. **Executive Board Member Reports**
  - A. **President - Sage Fulgan**
    1. Board member positions for 25-26
      - a) Professional Development VP?
      - b) President elect?
    2. Volunteer Day at Capital Region Food Bank-March 22
      - a) We need 10 people—who is coming?  
Sage, Katelyn, Kimberly, Trish, Paige, Colleen, Melissa Coon, -  
We will reach out to membership to see if we can get 3 more people
    3. Caravan for fall will stop at SUNY Cobleskill, and Schoharie  
County schools will bus in students
  - B. **Chair of Committees - Vacant (Sage)**
    1. College Caravan-Emily Hayes
      - a) Emily Hayes from Niagara University
      - b) She needs access to membership-has this happened?
    2. Scholarship Update
      - a) Does Melissa need anything?
    3. Elementary Day of Sharing- April 24th at Sage Albany
    4. Middle School Mixer - May 15th at The Daisy 3:30pm,
  - C. **Vice President of Professional Development - Trish Poupore**
    1. Counseling Appreciation Week Recap
    2. Business Meeting- May 30, 2025
      - a. Druther's in Clifton Park from 12pm-3pm
      - b. 11:30-11:45 for set up
      - c. Deadline to sign up May 27th
      - d. had estimated that we would have 35 people.
        - i. Do we want an open bar or drink tickets followed by a cash bar?
          1. Without an open bar it would be about \$75 per person.
          2. With an open bar it would be \$122 per person  
Yes to openbar- we want a tab bar similar to what we did at the Winter program- Can we do this?  
\$30 for members, \$40 for non-members



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e. Do the speakers need anything for their presentation (projector/screen/etc?)

- i. Vote on purchasing a screen, to go with our projector? Yes! Motion: Kimberly Second: Katelyn

## **D. Membership - Colleen O'Flaherty**

1. Current Membership: 104!
2. Membership Drive in February Results?
3. Cutting off membership payments at February 1st-non member fees apply.
  - a) Colleen will send out a reminder to members

## **E. VP Communications - Katelyn**

1. Newsletter
2. Communication needs
3. Payable update
  - a) We will be using this for anything moving forward.
  - b) It will connect the registration lists with the payment method.
  - c) Trish and Katelyn will set it up for each event

## **F. Treasurer - Kimberly Leva**

1. Checking & Fidelity Accounts
  - a) Financially healthy
  - b) Checking: \$ 3,805.23 (\$3,000 trans 1/29/25 to have a cushion)
  - c) Fidelity: \$61,526.42

New Mail box address: PO Box 50073, Albany, NY 12205

## **G. Meeting closed at 10:56am**

**April 3, 2025**  
**Capital District Counseling Association**  
**Executive Board Meeting**



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- I. **Vote on Meeting Minutes from December meeting**
- II. **Meeting called to order at 10:17**
  - A. **Called to order by Paige**
  - B. **Second Katelyn**
- III. **Executive Board Member Reports**
  - A. **President - Sage Fulgan**
    1. Board member positions for 25-26
      - a) Committee VP? Possibly Kirsten Kellersberger from HVCC
      - b) President elect?- Sage will reach out to Julie Testo
    2. Volunteer Day at Capital Region Food Bank-Let's set up another one!
    3. HVCC College Fair-April 7- Paige, Katelyn and Colleen will try to go. Sage emailed CASDA to find out timing
    4. Notebook giveaway for business meeting-Katelyn will order
  - B. **Chair of Committees - Vacant (Sage)**
    1. College Caravan-Emily Hayes
      - a) Emily Hayes from Niagara University
      - b) She needs access to membership-has this happened?
    2. Scholarship Update
      - a) Scholarships are coming in.
    3. Elementary Day of Sharing- April 24th at Sage Albany
      - a) 10 people have registered. Megan would like to have 30 registered.
    4. Middle School Mixer - May 15th at The Daisy 3:30pm,
  - C. **Vice President of Professional Development - Trish Poupore**
    1. Counseling Appreciation Week Recap
    2. Business Meeting- May 30, 2025
      - a. Do the speakers need anything for their presentation (projector/screen/etc?)
        - i. Kimberly is ordering a screen
  - D. **Membership - Colleen O'Flaherty**
    1. Current Membership: 106
    2. Cutting off membership payments at February 1st-non member fees apply
      - a) 3 additional people have applied
  - E. **VP Communications - Katelyn**
    1. Newsletter
    2. Communication needs
    3. Website



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- a) Katelyn is in contact with someone to change over the website. He will rebuild using a program like Squarespace so it is more user friendly

## **F. Treasurer - Kimberly Leva**

- 1. Checking & Fidelity Accounts
  - a) Financially healthy
  - b) Checking:
  - c) Fidelity:
- 2. New Mailbox address: PO Box 50073, Albany, NY 12205
  - a) Paige will update letterhead

## **G. Meeting closed at 10:56**