

MACES Meeting Minutes – 2/18/11

(Lines below that are italicized and highlighted in gray indicate an action that needs to be taken.)

**Present:** Kristin Smiley, Diane Parfitt, Mary Anderson

1. Diane was able to get our Articles of Incorporation #70872Q, effective on 12/20/10. A fee of \$20 was required which Diane paid through her personal account. *Diane will submit a receipt to Kristen for reimbursement.*
2. With acquisition of the Articles of Incorporation, Diane opened a PNC Bank nonprofit checking account #42-4455-9335 on 1/6/11. Treasurer, Kristin Smiley and MACES co-president, Diane Parfitt, will be co-signers on the MACES bank account. Co-president, Mary Anderson, may be added later. The address for the PNC statements was changed from Diane's to Kristin's.
3. Diane deposited to our new checking account on 1/6/11 the \$11,228.81 cashier's check from the MACES account closed on May 5, 2010.
4. Treasurer's Report – Total assets: 11,396.31 (PNC checking acct.)
5. Mary, Diane, and Mary were able to write the bylaws. *Mary is currently making a few corrections before sending the official bylaws to MCA.* John Geisler, MCA Bylaws Chair, proofed the bylaws and commented that they were quite long and over-detailed! MACES requires that members must also be members of MCA.
6. Diane proposed that MACES financially sponsor the annual MCA LDL on Thursday, May 12. Mary suggested that MSCA share in the event. *Diane stated that she believed MSCA does a separate LDL but would contact MSCA.* Mary, Kristin, and Diane voted to budget \$1000 for LDL that would include room rental and continental breakfast. *Diane was designated to contact MCA & Noah (Capitol Services) with this decision. Kristin needs the exact amounts and persons payable, Diane will get this information to her.*
7. Mary proposed supporting student participation at our 2011 MCA fall conference by offering conference registration scholarships to select students. It was decided by the Executive Board that we would choose 3 MA/Doctoral students who have accepted presentation proposals regarding counselor education, counselor supervision, and/or counselor professional development to receive "free" conference registration. (Please note, historically presenters must pay the conference registration fee.) An amount of \$450 was budgeted for the 3 scholarships.
8. A spring conference was proposed. *Diane will contact EMU Event Planning for available Fridays in May (preferred) and June.* The conference would include a keynote speaker, possible breakout sessions, and round table discussions (e.g., proposed administration rules changes, CACREP, clinical mental health, supervision). *Members of the Executive Board will explore possible speakers.* A continental breakfast will be offered but lunch will be "on your own". NCC CEUs will be offered. An amount of \$750 not to exceed \$1000 was budgeted for food, marketing, stipends, and mileage.
9. Kristen proposed that 4 supervisors would each receive \$25 gift certificates at the spring MACES conference. Criteria have not yet been established for receipt of the gift certificates. An amount of \$100 was budgeted for the gift certificates.
10. MACES no longer has a website. *Diane will contact Jim Bauer, MCA secretary, regarding possibility of having a webpage and webpage link on the MCA site.*
11. Diane proposed supporting people's research. She cited past MACES mini-grants that were given to selected groups. Criteria are to be established later. \$450 was budgeted for this idea.

Respectfully submitted on February 19, 2011



Diane Parfitt  
MACES Co-President