

APCDA Board Meeting Minutes

June 5, 2013

Present by phone: Soonhoon Ahn, President; Satomi Chudasama, Treasurer, Marilyn Maze, Secretary; Dick Knowdell, Program Chair; Cheri Butler, Publicity Chair; Diana Bailey, Website Chair

The meeting was called to order at 1:05 PM Eastern time

1. Financial Report

Marilyn provided a Profit and Loss Statement from the beginning of our fiscal year (October 1, 2012 - September 30, 2013). The statement showed \$163 net income. All 2013 conference expenses have been paid and deposits have been made for the 2014 conference. It does not show the loans from Soonhoon and Marilyn which may be repaid if there is sufficient income at some later date. We have not settled with CCF over the agreement to share the profit from the conference.

Marilyn also explained that on April 26 APCDA received notice from the IRS that we would hear from them in 90 days either to ask more questions or provide a ruling on our non-profit status, so we hope to be officially non-profit soon.

2. Bylaws changes

The proposed changes relate to the Board composition and Annual Meeting location. Cheri had raised concerns about self-nomination and soliciting votes and she agreed that we can postpone such changes until we are able to make a comprehensive bylaws review. Marilyn shared the bylaws with John Wilgeroth, who is out of the country, so there will likely be suggestions from him later. We discussed the proper naming of country representatives, and there was general agreement that calling committee chairs "Directors" and country representatives "Directors" made sense. The Board will then be composed of Officers (5 elected positions) and Directors (volunteers representing either a committee or a country). Marilyn will send the proposed bylaws changes to the members ASAP to meet the requirement that they be received at least 30 days before the annual meeting. Board members agreed to provide suggestions for additional topics to cover in that email.

3. Report on India CDA

Soonhoon met with Dr. Chadha in India when she attended an Asia Development Bank meeting there. Dr. Chadha confirmed that India sees itself as being part of the Asia Pacific region and Dr. Chadha agreed to join APCDA as an organizational member and attend our Annual Meeting at NCDA.

4. Next Board Meeting

We agreed to meet from 6:30 to 8:30 (including dinner) in Boston on Tuesday, July 9. Marilyn will find a suitable restaurant.

5. Annual Meeting Agenda

The annual meeting will be held from 8AM to 10AM on Monday, July 8 in the Hancock Room of the NCDA Conference hotel. The agenda will be:

- a. Explanation of APCDA and report on Seoul Conference – Soonhoon
- b. Bylaws changes – Marilyn
- c. Elections Overview – Satomi (Cheri agreed to work on finding volunteers for the open positions at NCDA and at the APCDA Conference)
- d. 2014 Conference – Dick

6. 2014 Conference

- a. Theme: Celebrating Innovative Career Services in the Asia Pacific Region
- b. Schedule

Monday, May 19	8 – Noon	Registration
	9 – 10:30 AM	Keynote Presentation
	10:30 AM – Noon	Presentations

	Noon – 1:30 PM	Lunch & Discussions (included in registration fee)
	1:30 PM – 5 PM	Presentations
	5 PM – 7 PM	Reception (included in registration fee)
Tuesday, May 20	9 AM – Noon	Presentations
	Noon – 1:30 PM	Lunch & Discussions (included in registration fee)
	1:30 PM – 4 PM	Presentations
	4 PM – 5 PM	Annual Meeting
	6 PM – 9 PM	Board Meeting and Dinner
Wednesday, May 21	9 AM– 11:45	Presentations
	Noon – 9:30 PM	Optional Polynesian Cultural Center Tour (additional fee)

Lunch discussion topics:

- a. Using Happenstance theory in a specific setting
 - b. Asia Pacific standards for career development training at a specific level
 - c. Retirement careers
 - d. My Best Practices
 - e. What I love about career development
 - f. How I started in career development.
- c. Hotels
We agreed to contract with the Doubletree for 50 rooms, then to ask the lower priced hotels to give us a special rate for our overflow guests without a contract
- d. Registration Fees
Increasing the fees by \$20 over 2013 was approved

7. IAEVG and APCDN

Soonhoon & Marilyn will be attending the IAEVG Conference in France on September 24-28. They hope to get agreement from IAEVG that APCDA can co-locate with the 2015 IAEVG Conference in Japan – either just before or just after. They have reached out to Raimo Vuorinen of Finland who will be at NCDA. They have also contacted Peter Tatum of Australia and APCDN (Asia Pacific Career Development Network) to work together, but he will not be at NCDA or IAEVG and he proposed a Skype meeting. We also agreed to reach out to Barry Chung to help us lead the Standards discussion. Others people we should reach out to?