

APCDA Officers Retreat

August 17, 2013

Present: Soonhoon Ahn, President; Satomi Chudasama, Treasurer; ShelleyTien, Taiwan Country Director and founding member, Marilyn Maze, Executive Director

1. Policies & Procedures

Satomi did a wonderful job of adapting the NCDCA Policies & Procedures Manual to APCDA. We agreed to omit the issues that are not relevant for APCDA at this time, but keep the NCDCA manual so that we can add these topics when they become relevant. We will send our suggested changes to Satomi and she will integrate them into a single document.

Terminology adopted by APCDA in our Bylaws differs from NCDCA. We use the term Officers instead of Executive Committee. By this term, we mean the elected Officers, with the Executive Director being an ex-officio participant. Only our Officers are elected – other Board members are volunteers who do not go through the election process. Also, we have no Representative to NCDCA because we are an affiliate, with no official connection to NCDCA. We anticipate that our Officers will be the day-to-day decision-making body of the organization, and a meeting/vote of the Board will be reserved for higher-level or controversial decisions that guide the development of the association. The NCDCA manual needs significant revision to reflect these differences.

We discussed reimbursements for Board, Officers, and staff. The policy stated by NCDCA is an aspirational goal, but is not financially feasible at this time. APCDA currently has 22 Board members, and growing, because each country is entitled to a Country Director. We agreed that we need to publish a policy which we can afford at this time, but we would also like to include aspirational goals so that we are clear on what we hope to achieve in the future. Marilyn will draft a realistic policy and circulate it to the Officers.

2. Board size, diversity, frequency of meetings

Our organization meets face-to-face once a year, so our Annual Board Meeting needs to occur at the conference. However, the Board needs to meet by Skype or similar process at one or two times in addition to the Annual Meeting. Our Committee Directors are very important to us to conduct the business of the association and our Country Directors are important in keeping us connected with our member countries and gathering and sharing information, which is one of our goals. Suggestions were discussed for reducing the size of the Board to make meetings more manageable.

3. Recruitment

Soonhoon would like add Research Director to our Standing Committee Directors, and Shelley readily agreed to take this position. We discussed our urgent need for a President-Elect for the 2013-2014 year, which begins October 1. After considerable thought, Shelley agreed to accept the nomination for this position, meaning we need to find another person for the Research Director. Satomi is very eager to step down as Treasurer, and we discussed candidates who Soonhoon can ask. Diana has agreed to run for Secretary, so that opens the Website Director position. We agreed to ask Jessie Niu to fill that position. We all agreed that Cheri Butler would make an excellent NCDA Coordinator, although we don't know what the duties of such a position would be.

4. Finances

We reviewed the 2013 Conference Budget, the 2014 Conference Budget, and the APCDA budget year-to-date. APCDA is showing over \$1000 of expenses in excess of income, and some recent expenses have not yet been added to the ledger. Marilyn and Soonhoon have been personally paying these expenses, with the understanding that they will get reimbursed as some later date.

We use the net income from the annual conference to run the association for the entire year. The 2013 conference had a net income of \$3792, most of which has been spent on reserving the space for 2014. The 2014 Conference Budget shows that each person up to 100 will cost \$242 and each person over 100 will cost \$248 (we are paying \$50 per person to Dr. Krumboltz for every person over 100). Our Student Rate is \$300, so we expect to have some net income for use in running the association at the end of the conference.

Lesson learned: This is much more than we should have agreed to. \$20 would have been a reasonable amount, and up the \$30 would have been possible, but \$50 is too much for APCDA.

5. 2014 Conference Planning

We looked at the proposed 2014 Conference Schedule and agreed to add a break between each session, although it will mean fewer sessions, because many of our attendees are not proficient in English and need time for translation after the session.

We moved the Annual Meeting to the lunch on Tuesday. This will include an Award Ceremony and an audio-visual presentation related to the 2015 conference. We then moved the Board meeting to 3:30 to 6PM on Tuesday, so that we do not have to meet over dinner.

We discussed the possibility of a College Career Center tour on Thursday, May 22, and agreed to poll our members. Marilyn will determine a cost, then see if there is sufficient interest to organize it.

Soonhoon suggested a focus group for foreign students – by which she meant helping attendee counselors from other countries understand what their students will face if they attend university in the US. We agreed that this would be a good presentation for the College track and asked her to find someone who could submit a proposal for this topic.

We talked about Sponsors and reviewed the Sponsorship price list. Kuder has expressed interest in sponsoring our reception this year. The published price for that is \$5000. Kuder asked to also have a large group presentation slot on the first day, which we agreed could be included in the \$5000. We are waiting to hear from Kuder, but believe they are committed to this. Last year one vendor said APCDA might receive a commission on sales made at our conference. The consensus was that we should not pursue that concept unless the first vendor actually paid the commission. We discussed competitors to that vendor who should be invited to exhibit at our conference.

6. 2015 Conference

We chose to hold the 2015 Conference in September so that it would be co-located with the IAEVG Conference. Yoshi Ishakawa has reserved for APCDA the facility used by IAEVG immediately before the IAEVG Conference in Japan in 2015. We agreed that Marilyn & Soonhoon should ask IAEVG while in France to agree to allow a notice of our conference in their communications – otherwise there is no benefit from co-locating.

We discussed the best time of year for the APCDA Conference, given that we will switch from spring to fall in 2015. Shelley was agreeable to hosting the 2016 Conference in Taipei, and prefers October because school starts in September in Taiwan. We agreed to poll our members on the ideal month for the APCDA Conference.

7. IAEVG Conference in France in September

Marilyn explained that she will be presenting information gained from the 2013 Conference in Seoul on the topic chosen for the IAEVG Conference: social concern versus self-concern when making a career choice. She explained that it was very difficult to extract any information about this topic from the 2013 presentations. She provided a copy of her paper. Shelley contributed more information related to Taiwan for this topic. It was agreed that Soonhoon would begin the presentation with a description of APCDA, the 2013 Conference, and career counseling in Korea. Marilyn would then pick up the discussion with her observations related to other countries, which are in her paper.

8. APCDA Projects

We agreed to proceed to collect Country Profiles as Marilyn had proposed, and to set them up as blogs on our website.

We also agreed that we are working on a glossary of terms in career counseling. We need to start with the one developed by IAIEVG and ask all of the Country Directors need to nominate a person within their country who can evaluate the glossary and see if they agree with the definitions. Issues related to terms in the glossary need to be discussed at the 2014 Conference. Then each country will be responsible for developing their own translation of the terms. We will post the translations on our website and APCDA will accept comments from any person who disagrees with or questions a definition.

The Standards project will be begin when we finish the glossary project.