



Asia Pacific Career Development Association

Board of Directors Meeting

April 29/30, 2015

Present: Shelley Tien (President), Marilyn Maze, Diana Bailey, Cheri Butler, Jessica Isenor, Julie Urhahn, Natalie Kauffman, Dian Gu, William Gunawan, Carlo Siojo, Lisa Raufman, Elvo Sou, Soonhoon Ahn, Sing Chee Wong, Martha Russell, Hanchao Hou (Speaking to China's proposal to host in 2018)

Financial Report

APCDA Balance Sheet - As of 3/31/2015

| Account | 3/31/2015 Balance |
|-------------------------------------|----------------------|
| ASSETS | |
| Cash and Bank Accounts | |
| Checking | 24,945.30 |
| TOTAL Cash and Bank Accounts | 24,945.30 |
| TOTAL ASSETS | 24,945.30 |
| LIABILITIES | |
| Other Liabilities | |
| Loan from Marilyn | 2,858.86 |
| Loan from Soonhoon | 5,000.00 |
| TOTAL Other Liabilities | 7,858.86 |
| TOTAL LIABILITIES | 7,858.86 |
| OVERALL TOTAL | 17,086.44 |

- Good shape financially to date. We are building up our bank balance in order to pay our conference expenses.

Newsletter: country reports sent by April 24 deadline include India, Taiwan, Korea, and announcement of Australia's 2016 conference. To save time (because of the long agenda), please read them in the newsletter.

NCDA: Who is coming? Discussion Topic?

- Coming: Marilyn, Soonhoon, Diana, Lisa, Martha, Shelley (with 3 others from Taiwan), Carla, Cheri
- Discussion topic: "What are the 3 most important career Development issues in your country" (Need to limit the number to help them focus)
- Board members are asked to help facilitate that meeting (please come to the front of the room).

- When we break into small discussion groups, we need at least one Board member to join each small group. We would like the Board member to take notes and report back when we join back into a large group. Also, please provide the notes to Marilyn for compiling into a list of issues by country.

2015 Conference Update

- We have 50 registered (59 by end of Friday)
- Japanese Conference Organizing Committee (JCOC) found a printer in Tokyo
- JCOC will provide a welcome at the conference
- JCOC will lead discussions during lunch Wednesday
- Marilyn needs to swap the Tuesday Panel with Thursday Panel because some of the Thursday Panel are on the IAEVG Board and need to be in Tsukuba on Thursday
- JCOC has arranged a Rakugo performance during reception
- Two optional tours
 - Hosei University Career Center tour (20 max)
 - Nippon Manpower Tour (20 max)
- The panel on Career Planning in Asia is holding a place for someone from Singapore. Singapore is going thru a reorganization and hopes to have a name soon.

2016 Conference Update

- Will use the campus of National Taiwan Normal University
- Will use one large room plus up to 6 breakout rooms
- Wednesday, 18th: Palace Museum Tour
- Thurs, 19th:
 - Keynoter: Barry Chung
 - Full day 9:30 – 5:30 with evening reception
- Fri, 20th:
 - Keynoter: Shuh-Ren Jin
 - Full day with Membership Meeting at end of day
- Sat, 21st
 - Half day starting with breakouts
 - Large group ending to say goodbye
 - Invite other associations in Taiwan to support our conference
- The time between the Tokyo Conference and Taipei Conference is short (Sept to May)
- Tours: We need to plan visits to career centers. Shelley suggested a vocational school. Perhaps also NTNU Career Center. Need to be aware that the conference ends on Saturday and schools may not be in session on Saturday
- Later we voted to have PDI sessions before or after the conference lead by the keynoter. Perhaps that should be held on Wednesday.

Suggestions from Dick Knowdell

- Revise conference name: Asia Pacific Career Development Conference
3 in favor, 8 opposed: did not pass
- Add additional conditions to the Supporting Sponsor role
Tabled until we get to the Policy details for Supporting Sponsors
- Change the conference proposal process by having more invited panel discussions
Tabled due to lack of clarity on how this would work
- Offer One-day workshops run by the Keynoter(s). Charge extra for these and give 50% to the presenter. (Note: this might allow us to pay less for international keynoters. The cost of international presenters has been a big problem for APCDA)
11 in favor, 0 opposed: passed

Revisions to Policy and Procedures Manual

- **Conflict of Interest Policy (under II Governance Organization---Board of Directors---page 11, changes in red)**
- The APCDA Leadership Team, including Board Members, Committee Chairs, and Headquarters Staff, must avoid a conflict of interest with respect to their fiduciary responsibility and their role as a leader of the association.
- When the Leadership Team is deciding upon an issue about which a member has an unavoidable conflict of interest, that member shall absent him or herself from the vote. The member may absent him/herself from the deliberation when appropriate.
- The Leadership Team members will disclose any personal or business involvement with other organizations, with vendors, or any other entities that might pose a conflict.
- **Leadership Team members will avoid any personal or business involvement that may pose an ethical or cultural dilemma with conference sponsors and/or organizational members.**
- **Conflict of interest concerns and/or issues may be brought to the attention of the Executive Director for recommended discussion and action which may include presentation as a board agenda item.**
- Discussion: There is a lot of confusion about exactly what conflict of interest is, and with international situations, it is even more confusing. This may not be sufficiently clear. Martha said that she had looked for a better policy statement, but could not find one and asked everyone to also look.
- If someone wants to advertize a training opportunity in conjunction with our conference, we need agreement from the local hosts that this is not a conflict of interest for them.
- We voted on the additions.
11 in favor, 2 opposed: policy adopted.

- **VIII ANNUAL CONFERENCE AND OTHER CONFERENCES. (Information regarding conference sponsorship will be added at the end of the current section.)**
- **We encourage organizations that** have demonstrated a commitment to support career development across the lifespan in the Asia Pacific region to join us in supporting APCDA conferences. Organizations may choose to become [Conference Sponsors](#) or [Supporting Organizations](#).
- **CONFERENCE SPONSOR**
 - Your contribution will be recognized both at the conference and throughout the year in the following ways:
 - **Bronze Sponsor:** Sponsorship of a luncheon, a full-page ad in the conference program, the organization's corporate logo on the cover of the program, conference attendance for 2 representatives, a vendor's table, and a one-year Organizational Membership. \$1500
 - **Silver Sponsor:** Sponsorship of a luncheon, a full-page ad in the conference program, the organization's corporate logo on the cover of the program, conference attendance for 3 representatives, a vendor's table, and a one-year Organizational Membership. \$3000
 - **Gold Sponsor:** Sponsorship of a luncheon, a full-page ad in the conference program, the organization's corporate logo on the cover of the program and on the APCDA website for a full year, conference attendance for 5 representatives, a vendor's table, and a one-year Organizational Membership. \$5000
 - **Diamond Sponsor:** Full Conference Sponsor, a full-page ad in the program, the organization's corporate logo on the cover of the program and on the APCDA website for a full year, conference attendance for 10 representatives, a vendor's table, and a one-year Organizational Membership \$10,000

We did not vote on this, because it has been our policy since the first conference, and we are just adding it to the manual.

SUPPORTING Organizations

- Consideration will be given to offer the member rate to all current members of a supporting organization willing to disseminate conference material to their membership.
 - **Supporting Organizations** will be asked to submit a letter of intent to demonstrate commitment to the goals of APCDA and offer support for an APCDA annual conference.
 - **Supporting Organizations** will send an APCDA prepared conference announcement to all of their members.
 - **Supporting Organizations** will agree to promote the APCDA conference in their newsletter.

- **Supporting Organizations** will be listed as such on the APCDA Conference program for the specific year of support.
- **Supporting Organizations** will be encouraged to invite a prominent member to submit a conference proposal and those proposals will be considered by the APCDA Program Committee.

8 in favor, 0 opposed: policy passed

- We agreed that we should provide a sample Letter of Intent on the website

2018 and 2019 Conference Location (see proposals: Guam or China)

- Hanchao Hou from China submitted a proposal as well as responded to questions from the BD. Proposed date is May 2018.

11 in favor, 0 opposed: China will be the host in 2018

- In discussing the option to accept Guam's proposal for 2019, several Board members felt we should not plan that far ahead. We voted on the options:
 - Accept Guam for 2019 or
 - limit conference location selection to 3 years in advance.

3 in favor of Guam in 2019, 11 in favor of limiting our planning to 3 years in advance: We will change the Policy Manual to limit conference location selection to 3 years in advance and select the next location in April each year.

Other topics:

- Lisa requested more members to contribute to the newsletter and LinkedIn in advance. Other suggestions:
 - Post a monthly discussion topic
 - Ask what are the 3 top issues that countries are experiencing in career development services
 - Use our NCDA Meeting to get ideas
 - Share the LinkedIn information at the NCDA Meeting
 - Global and Cultural competencies
- Newsletter is coming out by next weekend (May 3rd ish)

Respectfully submitted,

DianaM.Bailey

Diana M. Bailey, Secretary

Meeting adjourned at 11: 18 PM USA Eastern Time