



Asia Pacific Career Development Association

## OFFICERS MEETING MINUTES

February 24, 2016

**Present:** Cheri Butler/USA; Andrew Rimington/Australia; Marilyn Maze/USA; Diana M. Bailey/USA; Shelley Tien, Taiwan;

Shelley called the meeting to order at 9:05 PM US ET.

### Financial report-

- Andrew reviewed the current financial statements.
- Expenses are currently exceeding income. It is normal to have more expenses than income now, but conference income will be coming in soon.
- \$35,650 in savings account
- We are in good shape for this point in the year

### Board Insurance-

- We currently have Spectrum Insurance – a bit of everything is covered
- For International Directors Insurance, we got a quote of \$950 in 2013
- Board members may have personal coverage that may be sufficient.
- Not everyone has personal coverage
- Final decision tabled for this meeting

### Scholarships Criteria-

- Free registration for **three** emerging leaders in the field of career counseling
- Covers the cost of registration at the 2016 APCDA Conference. It does not include travel, lodging, or other meals.
- Open to:
  - Graduate students
  - Career professionals who have graduated within the last two years
- Current criteria are no more than 2 years out of school – need to better appeal to emerging leaders.
- Work role – level of support from employer – how to word?
- Diana will share sample language in other small scholarship processes.

### Webinar Report-

- See list from December minutes. Invited presentation in order listed
- January Webinar: 16 registrants, \$274
- March 2 Webinar: 8 registrants so far
- Conference in May
- Deb Osborn: Available in July/August
- October/November: presenters from 2016 conference

## Host Country for 2019 conference

- India and Singapore have been suggested. Should we encourage them to propose?
- Decision will be postponed until May Board Meeting at conference

## Panel topics for 2016 Conference

- Thursday Panel & Friday Panel – each 1 hour, could have 3 people plus moderator
- Last year:
  - New Theories in Career Development (Roberta Neault, Mary McMahon, Nancy Arthur, Jose Domene)
  - Career Services in Asia (Shanghai, Taiwan, India)
- This year options:
  - Emerging issues in career development
  - Career Counselor training & certification
  - Counseling skills & Supervision
  - Could we feature Muhammed Surya (Indonesia – career education)?
  - How well developed is Private Practice in member countries?
- Marilyn will look for speakers on these topics who are registered and share them with at the Board meeting

## Conference progress report

- Attendees so far:
  - 48 people
  - \$14,345
  - 3 Vendors: Yoshi Ishikawa, Dick Knowdell, Ivy Liao (PAC)
- Arrangements
  - Air fare for Barry Chung \$1000, Shu-Ren Jin \$300, Spencer Niles \$6700
  - NTNU will pay \$3000 of Spencer Niles expenses
  - NTNU will arrange t-shirts, awards, food, posters, banners
  - Marilyn will bring tote bags, portfolios, nametags, small banner, directional signs
  - PAC (Ivy Liao) will pay for printing programs and for translating them to Chinese
  - Carry (PAC) is working on Visas & printing
  - On Campus Hotel Rooms – 9 rooms – Marilyn will send list of arrival times
- Other Details
  - Andrew will prepare an AGN Report (since he cannot attend)
  - Wednesday tour to Culinary Arts School: Actual cost is \$40/person. Need to cover staff/guides.
  - Sunday Tour to Palace Museum: Actual cost is \$55/person. Need to cover staff/guides.
  - PAC will sponsor Wed dinner
  - Dr. Sung will host Board dinner, Friday evening
  - Need entertainment for Reception – NTNU will ask student drama club
  - Need to select Awards – Officers made suggestions. Will continue to think about this.
  - Need gifts for presenters – could be tea bags, NTNU souvenirs
  - Policies related to pricing:
- NTNU staff/students-free
- Taiwan attendees and Directors: \$250
- Officer & Director tours – half price

## 2017 Conference progress report

- Theme: Customizing Career Services: Issues and Challenges

- Keynoters:
  - Have signed agreement with Jim Bright
  - Josephina Santamaria?
  - ADB Economist?
- Career Development Assoc of the Philippines meets Thursday and Friday, May 18-19. Trying to work together on conference
- Our Conference is Monday-Wednesday, May 22 – 25

### **2018 Conference progress report**

- Leili Jin (professor at Tsinghua University) & Chunyu Li (Director of College outreach for NEDP) working together
- Therefore, Tsinghua University is “sponsor” for visa purposes
- NEDP is sponsor for advertising purposes
- Will hold China Career Development Association meeting at the same time

### **Agenda items for Board meeting- March 8/9th**

- Country Reports
- Committee Reports
- Financial Report
- 2016 Conference
- 2017 Conference
- 2018 Conference
- Scholarships
- Nominations

**Meeting adjourned at 10: 26 PM ET US**

Submitted by,

**Diana M. Bailey**  
Secretary