



Asia Pacific Career Development Association

APCDA Officer Meeting July 13/14, 2017

Present: Marilyn Maze, Brian Hutchison, Andrew Rimington, Diana Bailey
Cheri Butler had a family engagement that could not be changed; Narander Chadha was having computer issues that would not allow him to join the session.
Marilyn called the meeting to order at 9:05 PM ET US.

Financials – See Financial Report
Approximately \$10K in earned by conference this year

Report on NCDCA Conference

- APCDA Meeting - International Affiliate status? – Diana will write a letter of general support for APCDA's continuance in this role.
- Global Connection Committee Meeting
- Award – Andrew as International Career Practitioner

APCDA Staff Issues

- Emily is working for us now. Training is ongoing. She is getting Internet installed, will buy a computer using an advance from APCDA when funds sent by PayPal reach her.
- Last year we spent \$1,325 on staff support. This year, we have committed to \$5,550. This is a significant increase in our financial commitments.

Journal

- Letters to editorial board, assistant editors, etc. will go out this week.
- Currently learning to use an open source journal management system.
- Will the journal be published on paper and electronic? Marilyn urged that we start with electronic because we have limited funds, and paper will, of course, cost more. Also, shipping is costly.
- First issue by March 2018
- Who will do the copy editing? Need to fund a person to do it.
- What will the financial structure be?
 - Will we charge extra for the journal?
 - Will we increase membership fees to include the journal?
- Who will produce the cover art? Marilyn suggested working with an online company, which may be based in a less expensive country.

Member/Friend Survey – there were no changes or additions to the proposed survey. It will be emailed soon.

Suggestions from Member Meeting

- Member directory searchable by key words – agreed to add Work Setting and Interests to the member record - this would allow members to search on those traits
- Facebook closed group - implemented by Miguel on Wed. May 25th
- Rotation of member profiles in the Newsletter
 - We could include Board members (currently have 24, could have 4 every newsletter)
 - We could include members whose membership is about to expire – will ask the Membership Committee to take this on
- Establish an APCDA credential/certification – concern about conflict with NCDCA and requires far more resources than we currently have.
- Establish an APCDA Mentoring Program – this would be possible, but perhaps we should focus our energy on the Journal right now.
- Maintaining connections throughout the year and between conferences – yes – this is our goal
- Changing perceptions of Career Development practitioners and Career Advisors – perhaps this idea relates to marketing to help people in member countries understand who we are – we need more thought about how this can be done
- Family and Work Life Balance – theme of 2018 conference

Action Items from Conference Board Meeting

- ICCDPP Action Plan includes
 - Glossary Project
 - Presentation in Beijing
- Technology Committee
 - How to leverage technology for Career Planning
 - Catalog our webinars
 - Translate our past webinars to local languages
 - 5-7-minute helpful tip videos
- Webinar Subcommittee under Program Committee – need policies/guidelines for selecting webinar speakers/topics
 - Could include workshops from conference – agreed to number who attended plus average rating as selection factors. See attached list.
 - Could invite others with sufficient reputation in the region to attract registrants.
 - Could invite others with a topic that is mentioned on the Member/Friend Survey
- Each Country Director should summarize the conference in their own language – we will ask them to do this
- Citing APCDA Newsletter Articles – will add citation instructions to Newsletter page

2018 Conference:

- NEDP
 - NEDP will arrange transportation for those who want to visit their office on Tuesday.
 - Chunyu is helping me to find a suitable hotel.
 - The China Career Development Association will meet immediately after our conference.
 - NEDP will look for tour operators for the 2 city tours we plan to offer.
 - NEDP will find a restaurant near Tsinghua where we can have a Meet-up Dinner on Tuesday evening.
- Tsinghua
 - How many people can the largest room hold?

- Requesting 5 meeting rooms plus large room
- Hotel rooms on campus for the Keynote Speakers and Officers?
- We have scheduled Norm Amundson to provide a PDI following the conference (on Friday afternoon). We could ask Richard Young to provide another PDI on Tuesday afternoon.
- How will lunches be provided?
- For coffee breaks, we need coffee, tea, and snacks. How will these be provided?
- How many staff and faculty will attend this conference at no cost.?
- I need about 12 people who are willing to be full-time helpers
- They are on vacation until August, so will respond them
- Emily is researching tourist information for Beijing so she can write the newsletter article for the October newsletter

2019 Conference

Tuesday, May 21	8 AM - Noon	Tour of career center/vocational school
	Noon – 1 PM	Lunch
	1 PM – 4 PM	Optional Professional Development Institute
	6 PM – 8 PM	Meet-up at a local restaurant
Wednesday, May 22	8 AM - 9 AM	Registration
	9 AM - 10 AM	Keynote by
	10 AM – Noon	Breakout Sessions
	Noon – 1 PM	Lunch (included in registration fee)
	1 PM – 6 PM	Breakout Sessions
	6 PM – 8 PM	Reception (included in registration fee)
Thursday, May 23	9 AM – 10 AM	Keynote by
	10 AM - Noon	Breakout Sessions
	Noon – 1 PM	Lunch (included in registration fee)
	1 PM – 4 PM	Breakout Sessions
	5 PM – 6 PM	Annual Meeting
	6 PM – 7:30 PM	Board Meeting
	7:30 PM	Board Dinner
Friday, May 24	9 AM– 10 AM	Keynote by
	10 AM - Noon	Breakout Sessions
	Noon – 12:30 PM	Closing Session
	12:30 – 2 PM	Lunch for PDI only
	2 PM – 5 PM	Optional Professional Development Institute
Saturday, May 25	9 AM – 5PM	Optional Tour: Ho Chi Minh City

- Emily is researching the tour suggestions of our hosts so we can be more knowledgeable about the options.

Action Items:

- Marilyn will contact recommended individuals to see they would provide a APCDA webinar at no charge to support the organization. Proposed for August through December.

- Diana will draft a letter from APCDA re concerns surrounding affiliate status. Given discussion during the NCDA conference, Marilyn and Brian will provide input of the issues and possible solutions.
- Further discussion of how to increase the engagement and participation of many of the country directors to better assure more international input into APCDA.

The meeting was adjourned at 10:32 PM ET US.

Respectfully submitted,

Diana M. Bailey, Secretary