



Asia Pacific Career Development Association

APCDA Officer Meeting

July 29/30, 2019

President's Message

- LOR Taskforce Report

The LOR Taskforce met at the conference and the minutes are attached. We identified several big issues that need resolution. In order to make faster progress, the LOR Taskforce will now be divided into 3 taskforces, with the recognition that the second and third taskforces may turn into standing committees when the initial push to create a product is completed.

- Legal Issues: This topic will continue to be the responsibility of the LOR Taskforce. Gulnur and Carla have started pulling this information together and will provide a report soon.
- Code of Ethics: Woongtae has agreed to lead a Taskforce to develop a code of ethics. He pointed out that there could be three codes of ethics:
 - For Member Organizations – This is the set of ethics the LOR Taskforce needs urgently – we need to specify how we expect our local organizations to behave
 - For individual practitioners – This is valuable, but not as urgent
 - For APCDA as an Organization – Brian suggested that we use APCDA as an example of how an organization should behave ethically, then adjust that code of ethics to apply to other organizations.
- Standards for Career Planning Services: Most of the local organizations are delivering services to individuals or providing training for career practitioners. We need standards related to quality career planning services to guide these organizations. The Standards taskforce will be led by Carla if need be, but she is hoping that Dr. ZhiJin Hou, our North China Representative will be willing to accept leadership. Dr. Hou is currently on vacation.

Financial Reports

- Notes related to the attached financial report

- Conference income: 73,800, Conference expenses: 35,200, Net Conference income: 38,600
- Conference Staff Expense includes a trip to Singapore for 2021
- Conference Tours Expenses includes funds to research a tour guide in India (Tours by Locals)
- Fees & Charges are currently at \$3,650, which is 94% of expected (on track). Next year we hope these fees will decrease because we have switched to AffiniPay

- Jose's Comments

- Seeing a good trend of increasing stability and financial success. He also pointed out some anomalies which have been corrected in the attached financial statements.

- Emily's Salary

- Currently Emily is paid \$185 every 2 weeks for 10 months (half time) and \$370 every 2 weeks for 2 months (fulltime) which is \$5550 annually. For context, guidance counselors usually start at \$4800 to \$5000 in the Philippines. National median salary is about between \$3600 (World Bank) and \$6600 (news reports). Note that Emily is a very experienced career counselor and her salary expectations are significantly higher than these general numbers.
- Marilyn has completed that evaluation process and shared it with Carla. Emily is performing at high level (Above Expectations) and now has two years of experience that is valuable to APCDA. However, APCDA is looking at hiring a paid Executive Director in July 2020 and we need to study the impact of both salaries on the ongoing budget.
- Brian moved to honor Emily's performance with a \$800 bonus. Carla seconded. This passed unanimously.

- eApp in 2020?

- eApp cost us \$600 licensing fees plus \$200 for an iPhone and \$45 monthly service fee for 3 months. Total was \$845. The cost of printing a schedule was about \$125 (which the App could have replaced) and the cost of printing the program was \$426.
- About 25% of attendees used it, and they loved it
- Board "voted" by email to keep the eApp

- Jose moved that we use the eApp for the 2020 Conference. Carla seconded. Passed unanimously.
- Internship Agreement with Gulnur has been signed. She will be paid \$3108 for July 2019 to June 2020.
- Hiring an HTML person for newsletters
 - We could ask our previous Virtual Assistant to format them
 - Cost about \$120 per issue, \$720 per year
 - This may be added to the budget which will be discussed at the first Board meeting in September

Restructuring Consequences

- Elections for Council Chairs are happening now, and we are seeking a time for a first meeting
- The Officers were asked if we wish to continue the schedule of meeting alternate months as Officers, then Board. It was too soon to decide.
- Taskforces should not be on the Committee Council because they are temporary.
- Finance Council
 - Need to appoint 3 US residents
 - Responsibilities
 - Signers for all financial and legal documents (checking, endowment, credit card)
 - Annual Audit of APCDA Financial records
 - Volunteers:
 - President: Brian Hutchison
 - Secretary: Cheri Butler
 - Treasurer: Marilyn Maze
 - Carla moved to accept this slate of Financial Council Members. Momoko seconded. Brian recused himself. The other Officers agreed unanimously.
 - Woongtae is concerned that the Auditors are all US residents. This makes people from other countries feel that the US controls APCDA finances. To address this concern will require a bylaws change. It would be possible to expand the Finance Council so that these 3 would be signers on the accounts, but 3 non-US residents would audit the accounts.

Staff Reports:

- Martha Russell Scholarship Change
 - "Graduate students or those who graduated within the last 5 years." (no longer limited to students)
- China Issue: Brian Schwartz emailed his resignation. Marilyn apologized for her handling the China Representative situation at the conference.
- 2019 Conference Wrap-up
 - Financials are complete
 - Website is almost complete
- 2020 Conference Planning
 - Tuesday, March 10
 - Celebration of Holi at hotel: about \$30, 10 to 2 PM
 - Opening Ceremony (6PM?)
 - Awards Ceremony
 - Dinner
 - Cultural Performance
 - Wednesday, March 11
 - Dr. Barbara Suddarth Keynote
 - Sessions 10-3
 - 3-6 PDI
 - Thursday, March 12
 - Dr. David Reile
 - Sessions 10 – 3PM
 - PDI – 3-6PM
 - Friday, March 13
 - Dr Ji-Yeon Lee
 - Sessions 10 – 3PM
 - Member Meeting
 - Council Meetings

- Board Meeting
- Leadership Dinner
- Saturday, March 14
 - Sessions 9-11
 - Narender Chadha & Closing Ceremony
 - Tours of Career Centers – but will they be open in a Saturday?
 - Mindler
 - Other nearby member organizations
 - University of Delhi Career Center
- Sunday, March 15
 - Morning tour of Tour of Humayun’s Tomb and Swaminarayan Akshardham
 - Lunch
 - Afternoon walking tour of Chandni Chowk
- 2021 Conference Planning
 - Location Options
 - NUS (National University of Singapore)
 - E2I (Employers, Employment, and Industry –Labor)
 - SMU (Singapore Management University)
 - Tours
 - Marina Bay Sands Park and Gardens by the Bay
 - Singapore Neighborhood
 - Workforce Singapore
 - SG (Singapore) Enabling Village
 - Others?

Carla moved to adjourn the meeting at 11:45