

APCDA Board Meeting Minutes

September 29/30, 2019

Present: Woongtae Kim, President; Sing Chee Wong, President-Elect; Carla Siojo, Past President; Constance (Connie) Pritchard, Treasurer; Momoko Asaka, Secretary; Allan Gatenby, Committee Council Chair; Brian Hutchison, Committee Council Representative; Agnes Banyasz, Country/Area Council Chair; and Country/Area Council Representatives Rich Feller, Lorraine Goddson, and Poh Li Lau; Marilyn Maze, Executive Director; Emily Lizada, Administrator; Gulnur Ismayil, Intern

- **President's Message (Woongtae)**

- Woongtae compared our association to the Korean specialty called Bibimbap. It contains many different flavors, but together, it is really good.

- **Financial Report and Budget (Connie & Marilyn)**

- Looking at the section called "**Balance Sheets**," Connie commented that we see steady growth over the past 5 years and strong fiscal management.
- Connie pointed out two typos in the next section. The next header should say: "**FY19 Fiscal Year Budget**" and below that it should say "10/1/2018 through 9/30/2019." She explained that the current report shows 11/12ths of the year. When September is finished, Marilyn can provide a Year End report which will show the full year.
- Connie pointed out that the conference income and conference expenses were both much larger than budgeted. As the number of people who attend a conference increases, the cost per person decreases. We always budget for a small conference and try to balance the income and expenses, so that we can come out financially ahead if the conference is larger than expected.
- Connie pointed out that the budget shows that we plan to use \$6000 our savings to balance the budget in FY20. This means that if the conference is small, we may need to use some savings to cover expenses. If the conference is normal-size or larger, we will not need to use savings.
- Marilyn explained that the conference budget is based on 100 paying attendees, plus 50 non-paying attendees (staff, volunteers, guests, scholars, etc.)
- Marilyn explained some areas of the budget that may look a bit different than last year.
 - We have paid for all air tickets in September (this fiscal year), so those conference expenses will not show in the FY20 fiscal year financial statements but will show up in the FY19 Year End report. This means the 2020 Conference Budget will show these expenses (so we know how much the conference really cost), but the FY20 financial reports will not show those expenses since they were encumbered in FY19.
 - Administrative costs will increase because we will begin to pay Gulnur as a half-time Executive Director in July, 2020 and her airfare will be paid to the 2020 conference (for training) and to GCSS which will be in Singapore in March (for training).
 - Our credit card processor has changed, and we hope to pay less on processing fees.
 - Marilyn explained that we were anticipating about \$5200 income from PAC for 2018, but we have not yet received these funds. We then hope for a similar amount for the 2019 year. However, the budget does not include these figures because Marilyn was not sure these payments will arrive, although Carry Shen, the PAC Administrator, promised to check on these payments.
- Brian moved that \$30,000 be transferred from our Checking to our Savings account (3-year Certificates of Deposit in First Internet Bank). Carla seconded. The vote was unanimous.
- Allan moved and Carla seconded that the budget be accepted. The vote was unanimous.

- **Conflict of Interest Form (Marilyn)**

- Gulnur developed the Conflict of Interest Disclosure Form to cause the leadership to take note of and abide by Article X of our bylaws. Marilyn has requested that all Leaders either disclose or write "Nothing to disclose," sign, and return the form to her.
- She has collected 9 so far and will follow up with the remaining leaders.
- Marilyn asked who should review the forms?
 - People who read the forms can act as the "conscience" of the group and be aware of those who should recuse themselves when a specific topic is being discussed.

- We do not want a lot of people to read these forms, but we do want enough people to read them so that any discussions pertaining to relationships disclosed would be known by someone at the meeting.
 - The most likely people to benefit from being leaders of APCDA are the President and the Executive Director, so they should not be the ones charged with reviewing the forms.
 - The Ethics Committee, ideally, would be an appropriate answer. Currently, we have only an Ethics Taskforce, which is chaired by Woongtae (our President) and focused on creating APCDA Ethical Guidelines.
 - Several suggestions were discussed, including Past Presidents and the future Ethics Committee.
 - The decision for now was 2 Past Presidents and the Ethics Chair. This will be added to the Policy Manual and may be modified later.
- **Staff reports (Marilyn & Emily)**
 - New SSL for APCDA website: People recently visiting our website for the first time on certain browsers or with certain security software have seen a really scary message saying our website is not secure. Marilyn has now installed SSL (secure socket layer) certification so our website will now have a padlock icon in front of it (and the warning will not be displayed to newcomers).
 - The Restructuring process is making progress. Both the Country/Area Council and Committee Council have met, and now the new Board has met. The Finance Council will meet as soon as the FY19 Year End Financial Reports are ready.
 - 2020 Conference: We skipped this topic by mistake, but Emily was prepared to report that we are still attempting to identify a caterer and food costs for the conference. We have completed the information about the PDIs, identified 2 career-related tours, and created flyers for the touristic tours on Sunday, March 15. An article about what to see in India is in the October newsletter.
 - 2021 Conference: We skipped this topic by mistake, but Sing Chee explained before the meeting that she is negotiating for a sponsor for the facilities at National University of Singapore plus food and beverage, because food and beverage costs are so much higher in Singapore than we are accustomed to paying. She is also expecting to have videotaping covered, so we can have at least one track of presentations and workshops available on video after the conference for those who could not attend. Locals believe we need space for at least 150 Singaporeans, in addition to the usual number of guests from other countries.
 - **County/Area Council Report (Agnes)**
 - Agnes reported that about 10 of the 25 country/area representatives were able to attend the first meeting of the Country/Area Council, but she hopes there will be more at the second meeting planning for early November. The discussion was lively, and we have released the video recording. We hope the video can provide an alternate medium for our members/contacts who prefer videos to verbal reports.
 - **Committee Council Report (Allan)**
 - Allan reported that most of the committees, but not all, were represented at the first meeting of the Committee Council.
 - He mentioned that we need to make changes in the newsletter to help that committee to feel successful and we discussed paying for copywriting and HTML layout services.
 - Rich pointed out that the frequency of the newsletters needs to be high so that members feel touched and they see APCDA name and feel connected
 - Brian suggested we move from newsletter to an active blog with new posts being pushed out via email, SMS, social media.
 - Allan supports the active chatroom, blog approach for rapid dynamic items
 - Brian, Rich, Allan, Momoko, Poh Li, and Sing Chee agreed that high touch/high frequency is the key. Leveraging on-line platforms is the way to go.
 - Allan agreed to discuss these ideas with the Newsletter Committee.
 - Allan also suggested that the Public Relations Committee could be better used.
 - Marilyn expressed the hope that we can use the summer Member/Friend Survey to obtain more information about what our members and contacts really want related to each of the services provided by our committees.
 - **LOR Taskforce Report (Gulnur)**

- The Local Organizations Relationships Taskforce consists of Carla Siojo, Chair; Gulnur Ismayil, and Midori Nonogaki. It is charged with setting up a structure to build relationships with local organizations for joint memberships, use of the APCDA logo (as “Approved by APCDA”), or accreditation of training programs offered.
 - Gulnur showed the current LOR Agreement, which is intended to be multi-purpose. A discussion ensued about specific clauses. Please see the attached document.
 - Marilyn asked that each member of the Board submit negative scenarios that we are trying to avoid through this agreement. For example, there is a clause that says we can break the agreement in cases of fraud or bribery. But later, it says we must give 3-months’ notice to terminate an agreement. In such a case, this might be too long. If we could have such scenarios in mind, we could review the terms of the agreement to see how they would function in each case.
- **Ethics Taskforce Report (Woongtae)**
 - Woongtae reported that he now has 7 members representing as many countries and is planning to call the first meeting soon.
 - The members of the Ethics Taskforce include Woongtae Kim, Chair; Momoko Asaka; Soonhoon Ahn; Ma. Leonila ‘Nila’ Urrea; Joseph Chan; Sing Chee Wong; and Narender Chadha
- **Standards Taskforce Report (Carla)**
 - The members of the Standards Taskforce include Zhijin Hou, Chair; Vandana Gambhir; Carla Siojo; Raza Abbas; Han Kok Kwang; Julie Doherty; Rahul Nair; and Izwal Mazlan
 - Carla reported that the first meeting of the Standards Committee was well attended. The committee is now looking for examples of Standards/Professional Competencies from each country represented. The committee has established a Google Docs location for documents and a LinkedIn Group – because LinkedIn is allowed in China (while Google is more difficult to access). The Taskforce has set the goal of completed a set of standards before the conference.
 - The purpose of the Standards Taskforce is to define professional standards for levels of competence for people who provide various types of services. For example, which skills are needed for a career coach? By a career advisor? etc. We recognize that our member countries may use these terms differently (as the Glossary Workgroup has found) and we need to define some standards that we all agree with, plus aspirational standards for countries that are just now developing these new fields.
 - Rich suggested writing up the discussions of these 3 taskforces (Standards, Ethics, and LOR) to solicit feedback from our members. Introducing the notion of ethics, using logos appropriately, and competency requires context for members.
 - Lorraine liked the idea of soliciting input from the membership through the newsletter

The meeting adjourned at 11:15 PM

Respectively Submitted,

Momoko Asaka

Secretary