

APCDA Officers Meeting

October 27/28, 2019

President's Message

- Society is changing fast. Thank you for working on finance, communication, and conference. APCDA is moving forward well. Please share our opinions during this meeting.

Financial Report

- Year End Reports are attached. Connie reviewed them with us and pointed out issues to note
- Process to review and document fiscal controls. Connie began with a review of standards and practices for nonprofit organizations:
 - Financial policies clarify the roles, authority, and responsibilities for essential financial management activities and decisions. It is important to review policies at least bi-annually and new Board members and staff be oriented on financial practices and policies. Policies should also lead the organization to be compliant with legal and reporting requirements.
 - Key Areas Financial Policies
 - Financial statement showing organization's liabilities and assets. It should also itemize liabilities to be paid. A statement of activities and services can be found on the organization's website.
 - Conflict of Interest policy exists but procedures are being developed. Officer and gift acceptance?
 - Payment and Reimbursement Policies and procedures – board reimbursement, reasonable compensation for services, etc.
 - Staff Compensation -- Compensation of staff should be established by the board of directors. Currently the employees are contracted services.
 - Gift Acceptance Policies – Organizationally and for Board Officers
 - Assignment of authority for necessary and regular financial actions and decisions
 - Clear authority to spend funds, including approval, check signing, and payroll.
 - Clear assignment of authority to enter into contracts
 - Clear responsibility for maintaining accurate financial records
 - Policy of saving money – fiscal responsibility and management of reserve funds
- Request concerning the work of the Finance Council to the bylaws committee for review (highlights):
 - Wording changes for more precise language
 - Clarification of purpose of the Finance Council
 - Internal audit and review of financial policies/procedures conducted and recommendation of inclusion of non-Finance Council member(s) for this task.
 - Please see document attached.
- Connie moved and Momoko seconded to request that the Bylaws Committee help us to revise the bylaws according to the attached document.

Future Structural Changes

- Marilyn raised that issue that, now that the Board size has been reduced from 35 to 11, we no longer need the Officers to meet alone, except for personnel issues, which are the sole responsibility of the Officers. She asked if we should change our practice of meeting one month as Officers only, then the next month with the Board.
- The officers were now sure about this issue. It was tabled for a later meeting.

LOR Taskforce - Structure

- Gulnur presented the attached version of the model LOR Agreement. Note that we have several associations wanting to have Joint Member agreements, and we anticipate that in the future there will be other ways relationships with local organizations, such as accreditation/authorization to offer certificates with our name and logo. We added the conditions which the Officers set last year for the Joint Membership situation and put a placeholder in the document for the accreditation topics so we will not forget that this is a multi-use agreement. It is our intention to keep our agreements as similar as possible with each Local Organization so we do not have trouble remembering how the terms for each organization. Please review this model agreement and submit comments/suggestions/changes.

- We will find a lawyer to review this agreement.

LOR Taskforce – Code of Ethics

- Woongtae has scheduled a meeting for October 30

LOR Taskforce – Standards

- The Chair of the Standards Taskforce is Dr. Zhijin Hou. She just moved from Beijing to ZhuHai, which is near Macau. Because of this move, she has not convened a second meeting.
- The Standards Taskforce has compiled a list of Standards in English and each member agreed to search for others, and possibly translate them to English. JaiJai, a doctoral candidate, is the coordinator of this taskforce and moved to ZhuHai with Dr. Hou. The Taskforce has established a Google Docs page containing the standards identified and a LinkedIn Closed Group for communication.

Staff Reports

- Membership Committee
 - Due to the resignation of Jon Horita-Sakurai, Soonhoon Ahn has agreed to chair the Membership Committee and is seeking a co-chair.
 - A New Member Orientation was held Oct 16/17 and Soonhoon is trying to follow up with those who agreed to attend but did not.
- Emily has been engaged in cleaning up the Member Database & Website, We had several individuals and organizations begin the membership process but not pay. She also found several organizations still on our website that had dropped their membership.
- Newsletter changes
 - After the discussion of changes to the newsletter with the leadership, Natalie resigned. She is not inspired by the idea of producing blogs.
 - A Reorganization meeting is scheduled for Nov 4/5 with the PR Committee and Allan Gatenby, Committee Council Chair

2020 Conference Planning

- Schedule

Tues, Mar 10	10 AM – 2PM	Board Meeting and Lunch
	3 – 6PM	Holi Tour – Celebrate Holi at the MRIISR
	6 – 7:30PM	Opening Session & Awards Ceremony
	7:30 – 9PM	Dinner & Cultural Performance
Wed, Mar 11	9 – 10 AM	Dr. Barbara Suddarth Keynote
	10 AM – 2:30 PM	Sessions (including lunch)
	3 – 6PM	PDI – Multi-Theory Comparison
Thu, Mar 12	9 – 10 AM	Dr. David Reile Keynote
	10 AM – 3 PM	Sessions (including lunch)
	3 - 6PM	PDI – Ethics and Standards U of Delhi Career Center Tour
Fri, Mar 13	9 – 10 AM	Dr. Yi-Jeon Lee Keynote
	10 AM – 3PM	Sessions (including lunch)
	3 – 4PM	Member Meeting
	4-5:30PM	Council Meetings
	6 - 8PM	Leadership Dinner
Sat, Mar 14	9 – 11 AM	Sessions
	11 AM- 12:30PM	Dr. Narender Chadha and Closing
	1-6PM	Mindler and MRIISR Career Center Tour
Sun, Mar 15	8 AM – 1 PM	Tour of Humayun’s Tomb and Swaminarayan Akshardham
	1-2PM	Lunch for both tours
	2-4PM	Afternoon Walking Tour of Chandni Chowk

- We agreed that the Board will meet on March 10 from 10AM until 2:30. We are asking all Board members who attend the conference to arrive in time for this meeting.
- Marilyn and Emily are contacting local career planning services to get them involved with the conference.

We also have a list of local career counselors in schools and will send them an invitation along with a Discount Coupon for Residents of India

- Proposals and Selection process
 - Selection workgroup met Oct 28/29
 - Proposal Deadline Oct 31
 - Ratings due Nov 14
 - Emails to presenters Nov 15/16
 - Conference Program rough draft Nov 30
 - Open registration Dec 1

2021 Conference Planning

- Theme: **Embracing Lifelong Career Development**
- Location in Singapore
 - National University of Singapore (NUS)?
 - Employment and Employability Institute (E2I)?
 - Singapore Management University (SMU)?
- Keynote Speakers?
 - Britt Andreatta asked
 - Res Ibrahim- CERIC Director asked
 - Local Speaker: Perhaps Lynn Ng (WSG), unless she has a new job by then
- Tours:
 - NUS Career Center
 - SG Enable - the Enabling Village
 - Workforce Singapore (WSG) Office
 - E2I Office
- Tour of Singapore
 - Gardens by the Bay (morning)
 - A Singapore ethnic neighborhood (afternoon)

Other?

- Midori Nonogaki has resigned and Mr. Oi has taken her place as Japan Country Representative from this October. He submitted a proposal for the conference.

The meeting adjourned at 11:15 PM

Respectively Submitted,

Momoko Asaka

Secretary