

APCDA Board Meeting

December 2 / 3, 2019

Present: Woongtae Kim, Sing Chee Wong, Constance Jenkins Pritchard, Momoko Asaka, Agnes Banyasz, Allan Gatenby, Rich Feller, Marilyn Maze

President's Message (Woongtae)

- Thank you for your service.
- I hope we can make good progress during this meeting.

Financial Reports (Connie)

- Note that there is a Planned Deficit for the year. Conference could have a loss or a profit (no certainty).
- Will use funds from savings if necessary.
- This report covered only October (1 out of 12 months) and it was a slow month.
- Marilyn will look again at the budget and see if the Planned Deficit is real or a mistake.

2020 Conference Report (Marilyn)

- We currently have 78 presentations (including Keynotes, Panels, and PDIs)
- This includes 90 presenters from over 20 countries
- Narender requested that we hold a few presentation slots open for associates in India.

Tuesday, March 10	
10:00 AM – 13:00 PM	Board Meeting and Lunch
14:00 PM – 14:30 PM	Shuttle* Vivanta Surajkund to MRIIRS Farmhouse
15:00 PM – 17:00 PM	Holi Celebration & Cultural Performance
17:00 PM – 17:30 PM	Welcome Ceremony
17:30 PM – 19:30 PM	Dinner
Wednesday, March 11	
9:00AM – 9:30 AM	Awards Ceremony
9:30AM – 10:30AM	Keynote by Dr. Barbara Suddarth Keynote
10:30AM – 12:20AM	Breakout Sessions
12:20 PM – 13:40 PM	Lunch Meeting of Indian Attendees
13:40 PM – 15:10 PM	Breakout Sessions
15:20 PM – 18:20 PM	PDI Dr. Barbara Suddarth
Thursday, March 12	
9:00 AM – 10:00 AM	Keynote by Dr. David Reile
10:00 AM – 11:50 AM	Breakout Sessions
11:50 AM – 13:00 PM	Lunch Discussion tables?
13:00 PM – 14:00 PM	Panel Discussion 1: Training Teachers and Counselors to Support Career Development
14:00 PM – 14:50 PM	Breakout Sessions
15:10 PM – 18:00 PM	PDI Dr. David Reile and U of Delhi Tour (bus)
Friday, March 13	
9:00 AM – 10:00 AM	Keynote by Dr. Yi-Jeon Lee
10:00 AM – 11:50 AM	Breakout Sessions
11:50 AM – 13:00 PM	Lunch Committee Meetings
13:00 PM – 14:00 PM	Panel Discussion 2: Supporting the Career Development Needs of International Students
14:00 PM – 14:50 PM	Breakout Sessions
15:10 PM – 16:30 PM	Member Meeting

16:30 PM – 18:00 PM	Council Meetings
18:30 PM – 22:00 PM	Leadership Dinner
Saturday, March 14	
9:00 AM – 10:30 AM	Breakout Sessions
10:50 AM – 11:50 AM	Keynote by Dr. Narender Chadha
11:50 AM – 12:30 PM	Closing
12:30 PM – 17:00 PM	Tour of Minder (bus) and MRIIRS Career Center
Sunday, March 15	
8:00 AM – 13:00 PM	Tour of Humayun’s Tomb and Swaminarayan Akshardham
13:00 PM – 14:00 PM	Lunch for both Tours
14:00 PM – 16:00 PM	Walking Tour of Chandni Chowk

Activities that include members of the Leadership are highlighted in yellow.

Country / Area Council Report (Agnes)

- Two meetings so far, 10/25 attended on each occasion
- Japan has a new representative
- Agreed on 4 meetings/year, minute taking roster and format, reporting format, etc.
- Meetings are recorded and can be viewed
- Reports are circulated to all members and then made available on website
- In focus: Goals of Country/Area Council
 - Information and knowledge exchange
 - Collect and publish news on career development activities in member
 - Supporting each other’s work
- Started a discussion whether APCDA’s Mission statement clearly covers the Country/Area Council’s goals.
- An article about the Country/Area Council meeting will be published in the next News Blog, along with a link to the recording of the meeting.

Committee Council Report (Allan)

- No meeting since the last Board meeting
- Committees have been ACTIVE
- New FORMAT of Newsletter. First impression GREAT. Waiting feedback
- Bylaws and Procedures signal 2 issues for Board Discussion.
 - With the restructure and changing roles/responsibilities the issue of financial due diligence, sound governance and roles of the Association Treasurer, Finance Council, Accounts Payments signatories and annual audits needs to be discussed and clarified.
 - All of the Finance Council members currently specified in the Bylaws need to be US citizens to satisfy US corporate regulations. Since they will all be signers on our financial accounts, they cannot be considered “independent”
 - We need a Taskforce of “independent” members to “Audit” (ask questions about) our finances.
 - We should encourage younger people to take on this role, because it could provide exposure to APCDA finances for potential APCDA leaders.
 - We could solicit nominations of members for this Taskforce and encourage self-nominations. These people should have some knowledge of business finance.
 - The APCDA Treasurer (who is a US citizen right now, but may not be in the future) should also be member of the Finance Council because the Treasurer needs to know what is discussed by the Finance Council
 - Committee: Ethics Committee: Composition, Term of Office
 - We have discussed changing the Ethics Taskforce to an Ethics Committee. Suggest that the Past President automatically serve on this committee
 - Marilyn requested that the terms be the same as for all Committees – 2-year terms which can be renewed once.

Discussion Topics:

Continue alternating Officer and Board Meetings, or hold Board meetings monthly?

- Hardship for Council Representative to attend more meetings
- Monthly is too often for Council members
- We agreed to continue with the current practice

Joint Membership: Questions from the Board on what and why

- Marilyn paid a lawyer \$588 to review and revise the agreement that Gulnur and staff had developed.
- The result is attached. This is a template for future agreements. We need a template so we have similar rules for all of our Joint Membership agreements because we expect to have these agreements with many of organizations and it would be a hardship for staff if each functioned differently.
- The Board reviewed the terms of this template and no issues or concerns were expressed.
- We now have wording in the new Joint Membership template for use of our logo. We have chosen the word “Affiliates” for organizations which sign a Joint Membership agreement with us because it implies an equal relationship of voluntary cooperation (but is not limited to Joint Membership).

Who can use our logo and how can it be used?

- We could use similar wording similar to that in the Joint Membership Agreement to allow individual Members and Organization Members to use a version of our logo.
- We discussed adding the year to the logo.
 - Allan argued that we need to copy the practice of CDAA (the CDA of Australia) and include the year to make it obvious to others if the membership is no longer active. Our database, Wild Apricot, will only allow active members to download the logo each year, so lapsed members will not be able to update the logo when the year ends.
 - Marilyn argued against this because it requires staff to change the logo each year and inform those eligible to use it that they must now download the new version. Membership in APCDA can begin on any day of the year. Most memberships straddle 2 different calendar years. This means a member would have to update the logo 2 times during a single year of membership. This would definitely discourage members from using the logo on their business cards.
 - The Board agreed that we need the year
- We also discussed the PAC logo, which claims that PAC is a “Strategic Partner” of NCDCA. Among NCDCA members, there is controversy about this claim. We agreed that our new “Affiliate” logo is a better solution than allowing each organization to use our name as they wish and by allowing the uses we specify, we can disallow other uses.
- Marilyn moved that specific groups (individual Members, Organization members, and Affiliates) be allowed to use specific versions of the APCDA Logo on their own media (print and electronic) if they agree to the terms similar to those used in the Joint Membership Agreement. Rich seconded.
- The motion passed unanimously.



Board comments on the News Blog

- No concerns were expressed about the new news format. We will continue to ask for feedback from members and friends to improve the new format.

Other?

- Rich suggested that we try to meet the needs of people in countries in the Pioneering Stage related to career development by gathering a panel of senior people within APCDA and responding to questions for these organizations. Issues of this nature were raised by APCDA’s Sri Lanka Representative, at the last Country Council, but have also been raised by others.
- Using our Zoom license, there would be no additional cost to provide this service to our members. It would be offered as an additional webinar, open only to members, in which a panel of senior members would be available to answer questions and the members who are facing similar issues within their own countries could ask questions of the panel. It could be recorded so it might benefit others who could not attend.
- Marilyn agreed to begin organizing such webinars (not to be confused with our regular webinar series run by the Program Committee).
- We also discuss encouraging people to view our Recorded Webinars. It was suggested that we feature one each month as one more “announcement” on our News Blog. Emily and Marilyn were enthusiastic about this

because the recorded webinars have an image and descriptions already, so adding an announcement about them during a slow time for news is easy.

The meeting was adjourned at 11:35PM

Respectively Submitted,

Momoko Asaka

Secretary