



Asia Pacific Career Development Association

**Board of Directors Meeting**

**Dec. 8, 2015 9 PM ET**

Present: Marilyn Maze, Andrew Rimington, Diana Bailey, Shelly Tien, Esther Tan, Jean Ottley, Jose Domene, Lisa Raufman, Raza Abbas, Soonhoon Ahn, Vananda Gambhir

Greetings and welcome from Marilyn Maze and roll call.

**Country Reports**

Those who could be on line presented updated country reports.

- Australia: Andrew (for Carole Brown) – An end-of-year meeting was held in Adelaide to assess progress and a 3-year strategic plan resulted. There will be an article about it in the next newsletter.
- Canada: Jose – Canada is looking forward to Cannexus in January in Ottawa, a truly bracing experience. See the APCDA website for a list of APCDA members presenting at this conference.
- China: Leili
- Guam: Leah Beth
- Hong Kong: Joseph
- India: Vandana – Have been working on the STEM initiative. They will present on this at our conference.
- Indonesia: William – still in Indonesia and one the Program Selection Committee, but planning to depart in the new year for his doctoral studies in Australia.
- Japan: Yoshiji
- Korea: Sungsik
  - See last newsletter:
    - National Competency Standards (NCS)
    - Career Education Act
  - Working on implementation
- Macau: Elvo
- New Zealand: Jean – This was Jean’s first APCDA Board meeting and she introduced herself to the Board. They just completed a conference, which Mary McMahon and Andrew attended.
- Pakistan: Raza – working on getting students to our conference; asked us for help with inexpensive lodging for students
- Philippines: Carla
- Singapore: Sing Chee
- Taiwan: Shelley (for Yu-Chen Wang): Working on defining grade 1 through 12

compulsory education competencies for career development.

- USA: Ellen
- Vietnam: Chau

**Committee Reports**

- Membership Committee: Satomi- No Report
- Newsletter Committee: Natalie
  - Deadline for next newsletter: January 18, 2016
- Nominations & Elections Committee: Shelley
  - Need officers for next year.... talk if you have recommendations or suggestions
- Professional Development Committee: Soonhoon
  - Working on program selection for the 2016 conference and initial planning for the 2017 conference
- Public Relations Committee: Lisa
  - Lisa and others will continue to pursue social media etc. Please help if you have any ideas.
- Research Committee: Yao-Ting- No Report

**Financial reports:**

- Marilyn shared updated financial reports.

| Balance Sheets     | 9/30/2013 | 9/30/2014 | 9/30/2015 |
|--------------------|-----------|-----------|-----------|
| <b>ASSETS</b>      |           |           |           |
| Checking           | 2,278.78  | 17,564.01 | 36,681.29 |
| PayPal             | 199.93    | 1,377.42  |           |
| TOTAL ASSETS       | 2,478.71  | 18,941.43 | 36,681.29 |
|                    |           |           |           |
| <b>LIABILITIES</b> |           |           |           |
| Loan from Soonhoon | 2,000.00  | 5,000.00  | 5,000.00  |
| Loan from Marilyn  | 2,533.37  | 1,964.15  | 1,203.05  |
| TOTAL LIABILITIES  | 4,533.37  | 6,964.15  | 6,203.05  |
|                    |           |           |           |
| OVERALL TOTAL      | -2,054.66 | 11,977.28 | 30,478.24 |

| FY15 Profit and Loss Statement - 2015    |                     |            |
|--|---------------------|------------|
|  |                     |            |
| 10/1/2014 through 9/30/2015 (Cash Basis) |                     |            |
|  |                     |            |
| Category                                 | 10/1/2014-9/30/2015 | % of Total |
|  |                     |            |
| INCOME                                   |                     |            |

|  |           |        |
|--|-----------|--------|
| Conference Income                            |           |        |
| Conference Income: Auction                   | 760       | 1.87%  |
| Conference Income:Conf Ind Reg Inc           | 26,501.61 | 65.11% |
| Conference Income:Conf Sponsor               | 5,000.00  | 12.28% |
| Conference Income:Conf Vendor Inc            | 1,415.56  | 3.48%  |
| Conference Income: Reception                 | 163.63    | 0.40%  |
| Conference Income: Tour                      | 1,682.36  | 4.13%  |
| TOTAL Conference Income                      | 35,523.16 | 87.27% |
| Membership Income                            |           |        |
| Membership Income: Membership, Ind           | 2,785.58  | 6.84%  |
| Membership Income:Membership, Life           | 765.15    | 1.88%  |
| Membership Income:Membership, Org            | 810.2     | 1.99%  |
| TOTAL Membership Income                      | 4,360.93  | 10.71% |
| Scholarship Fund Donation                    | 65.4      | 0.16%  |
| Webinar income                               | 754.36    | 1.85%  |
| TOTAL INCOME                                 | 40,703.85 | 100%   |
|  |           |        |
| EXPENSES                                     |           |        |
| Advertising                                  | 35.04     | 0.16%  |
| Assoc Memberships                            | 465       | 2.09%  |
| Board Expense                                | 336.14    | 1.51%  |
| Conference Expenses                          |           |        |
| Conference Expenses:Conf Dinner or Reception | 1,706.99  | 7.69%  |
| Conference Expenses:Conf Facilities Exp      | 5,829.07  | 26.25% |
| Conference Expenses:Conf Meals & Breaks      | 2,522.31  | 11.36% |
| Conference Expenses:Conf Misc                | 555.69    | 2.50%  |
| Conference Expenses:Conf Speaker Exp         | 1,662.13  | 7.49%  |
| Conference Expenses:Conf Staff Exp           | 860.13    | 3.87%  |
| Conference Expenses:Conf Supplies Exp        | 2,606.15  | 11.74% |
| Conference Expenses:Conf Tour                | 874.33    | 3.94%  |
| TOTAL Conference Expenses                    | 16,616.80 | 74.84% |
| Fees & Charges                               |           |        |
| Fees & Charges:ATM Fee                       | 5         | 0.02%  |
| Fees & Charges:Authorize.Net Processing      | 642.58    | 2.89%  |
| Fees & Charges:Bank Fee                      | 18        | 0.08%  |
| TOTAL Fees & Charges                         | 665.58    | 3.00%  |
| Insurance                                    | 500       | 2.25%  |
| Misc.  | 95.89     | 0.43%  |
| Printing and Reproduction                    | 722.23    | 3.25%  |
| Shipping                                     | 33.83     | 0.15%  |
| Supplies                                     | 104.38    | 0.47%  |

|                 |           |       |
|-----------------|-----------|-------|
| Webinar Expense | 468       | 2.11% |
| Website         | 2,160.00  | 9.73% |
| TOTAL EXPENSES  | 22,202.89 | 100%  |
|                 |           |       |
| OVERALL TOTAL   | 18,500.96 | 100%  |

## 2015-16 Budget

|  |             |                   |       |
|--|-------------|-------------------|-------|
| FY16 Fiscal Year Budget                      |             |                   |       |
|  |             |                   |       |
| 10/1/2015 through 11/30/2015                 |             |                   |       |
|  |             |                   |       |
| Category                                     | FY16 Budget | 11/30/2015 Actual | %     |
|  |             |                   |       |
| INCOME                                       | \$40,890    | \$212             | 0.5%  |
| Conference Income                            | \$35,680    | \$0               | 0.0%  |
| Conference Income:Auction                    | \$700       | \$0               | 0.0%  |
| Conference Income:Conf Ind Reg Inc           | \$25,200    | \$0               | 0.0%  |
| Conference Income:Conf Sponsor               | \$5,000     | \$0               | 0.0%  |
| Conference Income:Conf Vendor Inc            | \$930       | \$0               | 0.0%  |
| Conference Income:PDI 1                      | \$1,000     | \$0               | 0.0%  |
| Conference Income:PDI 2                      | \$1,000     | \$0               | 0.0%  |
| Conference Income:Reception                  | \$150       | \$0               | 0.0%  |
| Conference Income:Tour                       | \$1,700     | \$0               | 0.0%  |
| Membership Income                            | \$4,400     | \$212             | 4.8%  |
| Membership Income:Membership, Ind            | \$2,800     | \$212             | 7.6%  |
| Membership Income:Membership, Legacy         | \$0         | \$0               | 0.0%  |
| Membership Income:Membership, Life           | \$800       | \$0               | 0.0%  |
| Membership Income:Membership, Org            | \$800       | \$0               | 0.0%  |
| Scholarship Fund Donation                    | \$60        | \$0               | 0.0%  |
| Webinar income                               | \$750       | \$0               | 0.0%  |
|  |             |                   |       |
| EXPENSES                                     | \$37,433    | \$286             | 0.8%  |
| Administrative Support                       | \$4,000     | \$100             | 2.5%  |
| Advertising                                  | \$40        | \$0               | 0.0%  |
| Assoc Memberships                            | \$465       | \$0               | 0.0%  |
| Board Expense                                | \$630       | \$71              | 11.3% |
| Conference Expenses                          | \$27,050    | \$0               | 0.0%  |
| Conference Expenses:Conf Dinner or Reception | \$3,200     | \$0               | 0.0%  |
| Conference Expenses:Conf Facilities Exp**    | \$0         | \$0               | 0.0%  |
| Conference Expenses:Conf Meals & Breaks      | \$8,750     | \$0               | 0.0%  |
| Conference Expenses:Conf Speaker Exp***      | \$9,550     | \$0               | 0.0%  |

|   |         |       |       |
|---|---------|-------|-------|
| Conference Expenses:Conf Staff Exp  | \$2,100 | \$0   | 0.0%  |
| Conference Expenses:Conf Supplies Exp   | \$1,600 | \$0   | 0.0%  |
| Conference Expenses:Conf Tour   | \$1,600 | \$0   | 0.0%  |
| Fees & Charges  | \$670   | \$105 | 15.6% |
| Fees & Charges:Authorize.Net Processing   | \$650   | \$105 | 16.1% |
| Fees & Charges:Bank Fee   | \$20    | \$0   | 0.0%  |
| Insurance   | \$500   | \$0   | 0.0%  |
| Loan Repayment  | \$2,960 | \$0   | 0.0%  |
| Printing and Reproduction   | \$730   | \$0   | 0.0%  |
| Prof and Legal Fees   | \$0     | \$0   | 0.0%  |
| Shipping  | \$50    | \$0   | 0.0%  |
| Supplies  | \$120   | \$0   | 0.0%  |
| Webinar Expense   | \$468   | \$10  | 2.1%  |
| Website *   | \$0     | \$0   | 0.0%  |
|   |         |       |       |
| Net Difference:   | \$3,507 | -\$74 | -2.1% |
|   |         |       |       |
| * Aug 2015 we paid for 2 years to avoid a price increase, so there will be no payments in 2015-16 |         |       |       |
| ** There will be no charge for using the rooms at NTNU  |         |       |       |
| *** Shelley has agreed to pay the expenses for Skip Niles   |         |       |       |

- Cheri Butler moved and Vandana Gambhir seconded that we accept the budget as presented. The Motion carried by the online vote.

### 2016 Taipei Conference

|                             |                   |   |
|-----------------------------|-------------------|---|
| <b>Wednesday,<br/>May18</b> | 9 AM – 2 PM       | Optional Kai Peng HS (culinary arts) or College Career Center (not yet identified) Tour and lunch |
|                             | 2 - 5             | Optional Professional Development Institute (Chung)   |
| <b>Thursday, May 19</b>     | 8:30 - 9:30       | Registration  |
|                             | 9:30 - 12:00 PM   | Keynote Barry Chung and Breakout Sessions   |
|                             | Noon - 1PM        | Lunch (included in registration fee)  |
|                             | 1PM - 5:30 PM     | Breakout Sessions   |
|                             | 5:30 PM – 7:30 PM | Reception (included in registration fee)  |
| <b>Friday, May 20</b>       | 9 AM – Noon       | Keynote Shuh-Ren Jin and 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 PM       | Board Meeting   |

|                         |                    |   |
|-------------------------|--------------------|---|
|                         | 7 PM – 9PM         | Board Dinner  |
| <b>Saturday, May 21</b> | 9 AM– Noon         | Keynote Spencer Niles and Breakout Sessions         |
|                         | 1 PM – 4 PM        | Optional Professional Development Institute (Niles) |
| <b>Sunday, May 22</b>   | <b>9 AM – 5 PM</b> | Optional Palace Museum Tour and lunch               |

### 2017 Manila Conference

Carla was not on the call to report. Jim Bright has confirmed that he will present on Chaos Theory. Josefina Santamaria will speak if she is physically able (she is quite elderly) and Carla has been talking with economists at the Asian Development Bank about presenting on future workforce trends in Asia, but they have not yet identified the speaker.

|                          |                    |  |
|--------------------------|--------------------|--|
| <b>Sunday, May 21</b>    | 6 – 8 PM           | Meet-up at a local restaurant  |
| <b>Monday, May 22</b>    | 8:00 - 9:00        | Registration   |
|                          | 9:00 - 12:00<br>PM | Keynote Josefina Santamaria and Breakout Sessions  |
|                          | Noon - 1PM         | Lunch  |
|                          | 1PM – 6:00<br>PM   | Breakout Sessions  |
|                          | 6:00 – 8:00 PM     | Reception  |
| <b>Tuesday, May 23</b>   | 9 AM – Noon        | Keynote – ADB Economist and Breakout Sessions  |
|                          | Noon – 1 PM        | Lunch  |
|                          | 1 PM – 4 PM        | Breakout Sessions  |
|                          | 4 PM – 5 PM        | Annual Meeting   |
| <b>Wednesday, May 24</b> | 9 AM– Noon         | Keynote: Jim Bright and Breakout Sessions  |
|                          | 1 PM – 4 PM        | Optional Professional Development Institute (Jim Bright)   |
| <b>Thursday, May 25</b>  | 9 – 5              | Optional Tours and lunch <ul style="list-style-type: none"> <li>• USC Career Center</li> <li>• Technological Institute of the Philippines</li> </ul> |

### 2015-16 Webinars

Based on the evaluations for the 2015 conference, we selected the 5 most highly rated to ask to present a webinar in this fiscal year.

| Order | Presenter                              | Topic   |
|-------|--|---|
| 1     | Deb Osborn                             | Cognitive Information Processing Theory   |
| 2     | Danita Redd, Lisa Raufman, Sungsik Ahn | Soft Skills for the Workforce of the Future: Social Action and Future Careers                       |
| 3     | Mary McMahan, Mark Watson              | Telling stories of career transition through scores and an Integrative Structured Interview process |
| 4     | Andrew Rimington                       | Improving the Employability of Mature Aged Workers: An Australian Experience                        |

|   |                                   |   |
|---|-----------------------------------|---|
| 5 | Vandana Gambhir & Narender Chadha | STEM Careers and Indian Workforce: Analyzing Current Status and Future Progressions |
|---|-----------------------------------|---|

Webinars:

- Webinar was offered to the people in Nepal who had registered to attend the 2015 conference but were unable to attend due to visa problems. They did not respond.
- Webinars are basically repeats of successful sessions in Japan, so they should not require much preparation on the part of the presenter(s).

**New Business:**

- Virtual assistant, Dianne Co, has been great!!! She is from the Philippines and has been very successful in helping to improve the website, update the Holiday schedule for 2016, and perform related tasks that can be done at a distance.

Meeting was at 10:10 PM ET

Respectively submitted,

*Diana M Bailey*, Secretary