



Asia Pacific Career Development Association

APCDA Officers Meeting

January 14/15, 2018

Present: Brian Hutchison, President; Narender Chadha, Past President; Jose Domene, Treasurer; Momoko Asaka, Secretary, Carla Siojo, President-Elect (late); Marilyn Maze, Executive Director; Emily Lizada, Administrative Assistant

President's Remarks (Brian)

- Welcome and thank you for your service

Financial/Budget Report (Jose)

- We hired a tax preparer. The reports for the previous fiscal year are completed and are being submitted to the IRS.
- Expenses are higher than income at the moment, but this is not a concern. All expenses were budgeted, and it is the time of year when we pay for conference expenses, and conference registration income is about to begin.

Progress Reports

- Journal (Brian) – First issue in March
 - 6 articles have been received. 3 are ready, 3 will need more time. When 4 articles are ready for publication, we can move forward. Brian would rather publish the journal on time with 4 than wait.
 - Brian is working inviting on potential authors for the next issue
 - He sees this as a mentoring opportunity for authors who may not have published yet in other journals.
 - Brian will write an Introduction, which will add to the journal.
- Glossary Project (Carla)
 - Carla was not available at the time this topic was raised. The Glossary Work Group (8 members) has met once and accepted responsibility for 10 words for each pair.
 - The next meeting will be on January 21/22
 - We are optimistic about having enough terms ready for the conference so that we can begin to ask for translation into languages other than English.
- Policies Manual (Marilyn)
 - Marilyn has worked on adding a few small policies to the manual, but is looking for answers to the questions later in this agenda before publishing a new version of the manual
- Website Rearrangement (Marilyn)
 - The topics on the menu bar at the top are difficult to click on. Marilyn added a “landing page” for each of the major menu topics, then placed the important items at the second level so people can see the drop-down menus and click on those topics.
- Social Media (Emily)
 - Emily has accepted responsibility for “marketing” the webinars and other important events on Facebook and LinkedIn. This means that our Public Relations Co-Chairs are still expected to post, but announcements are being consistently released even if those people are busy.

2018 Conference - Beijing

- Progress Report
 - 93 Breakout sessions from 23 countries (including 22 Poster Sessions)
 - Yanan is working on getting a government permit for the event. Then we will begin processing Visa letters. We hope to receive our government permit by the end of January.
 - We have begun working on conference details. Yanan has engaged a graphic artist to design a banner and t-shirt logo. We have pricing for printing of the Program Book. We are looking forward to discussing more details about food, presenter gifts, and related details soon.
- Scholarships

- We have \$1552 in the Scholarships Fund right now. This includes donations, Silent Auction, and income from PAC in Taiwan.
- We believe a scholarship costs \$250. We agreed to award 3 scholarships.
- Volunteers for the Scholarship Selection Work Group include Narender, Brian, and Jose (if we cannot find a third). We agreed to ask some of the Board members who have not done this in the past, such as Yu-Jen Wang, Joseph Chan, and Carla Siojo.

What is APCDA's role in helping member countries?

- Our original vision was to facilitate networking among member countries, but we are now receiving requests from member countries for assistance. Requests include:
 - Helping countries start a local Career Development Association
 - Providing speakers for local events (We assisted the Philippines by supporting PCGA in Manila)
 - Mediating between representatives within countries (we said no to this request)
 - Provide funding and discounts for countries to send members to our conference
 - Help in developing career information (this is not a skill area for us)
- How can APCDA support new CDAs?
 - NCDA offers: Help with bylaws, ethics, research into common practices for CDAs, credentialing. We can ask NCDA if they wish us to refer new CDAs to them.
 - We can make it clear that we are an affiliate of NCDA when other countries approach us.
 - If we can provide within-country assistance, this might increase APCDA membership.
 - We can connect them to other CDAs in our region, connect them with potential speakers and assistance in our region. We could do a better job with intentional networking assistance.
 - We plan to host a lunch at our conference with all members present from the host country to discuss career development in that country and what APCDA can do to facilitate local development
 - We hope this will become standard procedure in future years.
- Policies
 - We should develop a statement about what is and is not appropriate
 - Exclusivity
 - Rather than International Affiliates (like NCDA has), we have Organizational Members
 - Any organization from any country that supports our goals can enjoy the benefits of APCDA membership
 - We are open to any number of members from a single country. There should be no exclusivity.
 - We want to avoid in-country politics – we don't know enough about internal politics to become involved.

How should country directors be selected and what is their term of office?

- What are the expectations of Country Directors?
 - Attend Board Meetings regularly
 - Contribute to the newsletter regularly
 - Disseminate information about APCDA within the country
 - Encourage membership in APCDA from their own country
 - Attend at least one APCDA Conference
- What criteria should be used to select a country director?
 - Find a person with the energy to meet these expectations
 - Large countries have difficulty representing the whole country because there are so many regions
 - In some countries, there are factions which are competitive. We hope to find a representative who is above these divisions
 - Country directors need to work hard to make our members feel like they are part of this organization
 - Can a private vendor be a country director? Yes – if the private vendor is able to fulfil the duties.
 - We should ask candidates to prepare a statement about how they will disseminate information and solicit membership across organizations/settings and throughout the country
- Do we have term limits?
 - 2 years is the current term limit, but we do not enforce it
- Do we have limits on re-election for the position?

- Recommended: 2 terms – 4 years
- Serves at the discretion of the current APCDA President
- Is it better to ask those who fall short to leave and keep the position open rather than listing a person who is not active?
- Is it the goal of the President to have a discussion with every country director about what they are doing for/with APCDA
- We hope to encourage development of leadership skills
- Process of election of Country Directors will need to differ from country to country
- We need to revise the Country Director Job Description and review it at the next Board Meeting.

For Your Information:

2019 Conference: Navigating Career Development in the Age of Industry 4.0

Tuesday, May 21	Morning Afternoon	Tour of KOTO (Hospitality Ind Training for disabled) PDI by Seung-Ming (Alvin) LEUNG
Wednesday, May 22	Morning	Keynote by Seung-Ming (Alvin) LEUNG, The Chinese University of Hong Kong
Thursday, May 23	Morning	Keynote by Mr. Tran Anh Tuan, Vice Director of Labor Forecasting
Friday, May 24	Morning Afternoon	Keynote by Mary McMahan, The University of Queensland PDI by Mary McMahan
Saturday, May 25	8 AM – 2PM 4 PM – 10 PM	Optional Tour: Mekong Delta Optional Tour: Ho Chi Minh City

2020 Conference – India – Mar 10-15