

APCDA Officers Meeting

January 28/29, 2020

President's Message

- Hope we are good for our conference

Treasurer's Report

- Internal Audit Completed
 - In January, 2 APCDA members (not connected to organizational financial management) reviewed a Balance Sheet (5 year history) and a detailed by account Profit Loss (P/L) statement for 2019.
 - There were several questions which Marilyn responded to and have been accepted by the team.
 - We appreciate Anjana Kulasekara and Hector Lin's careful look at our processes and finances and their thoughtful questions.
- Update on Financial Practices
 - I have reviewed practices outlined in our bylaws and policies and procedures manual. We comply with those practices.
 - I will do a review of Board minutes to see if anything is missing or changed (policy manual update was 2014/2015).
 - I have a general sense about fiscal practices at conference but will learn more and finish recommendations after conference. There are some other questions that I will discuss with Marilyn to be clear about payment of staff etc. to document for our practices.
- Current financial information
 - Reminder our fiscal year is October 1 through September 30. So we are now beginning our 2nd quarter of the year.

FY 2020 BALANCE SHEET 2019 12 31

| ASSETS | 9/30/2016 | 9/30/2017 | 9/30/2018 | 9/30/2019 | 12/31/2019 |
|--------------------------------|-----------|-----------|-----------|-----------|------------------|
| Bank Accounts | | | | | |
| Checking | 59,467.00 | \$38,765 | \$55,656 | \$42,429 | \$46,890 |
| First Internet Bank CDs | | \$30,352 | \$30,768 | \$76,954 | \$76,954 |
| Vanguard | | | | \$56,373 | \$55,501 |
| TOTAL ASSETS | \$59,467 | \$69,968 | \$86,423 | \$175,757 | \$179,346 |
| Current Liabilities | \$30 | \$1,731 | \$0 | \$4,650 | \$1,809 |
| Expenses Paid by Marilyn | \$30 | \$1,731 | \$0 | \$3,609 | \$768 |
| Scholarship Fund | | | \$701 | \$1,041 | \$1,041 |
| Long Term Liabilities | \$0 | \$0 | \$0 | \$0 | \$0 |
| TOTAL LIABILITIES | \$30 | \$1,731 | \$0 | \$4,650 | \$1,809 |
| NET ASSETS | \$59,437 | \$68,236 | \$86,423 | \$171,108 | \$177,537 |

FY 2020 P/L to 12/31/19 INCOME

| | FY 2020 Budget | YTD 12/31/19 | Percent |
|-------------------------------------|----------------|--------------|---------|
| Advertising Income | \$400 | \$0 | 0.0% |
| Conference Income | \$43,720 | \$5,630 | 12.9% |
| Conference Income: Conf Ind Reg Inc | \$28,000 | \$4,450 | 15.9% |

| | | | |
|---------------------------------------|---------|---------|--------|
| Conference Income: Conf Sponsor | \$4,000 | \$0 | 0.0% |
| Conference Income: Conf Vendor Inc | \$1,060 | \$0 | 0.0% |
| Conference Income: Program Ads | \$300 | \$0 | 0.0% |
| Conference Income: PDI | \$2,000 | \$400 | 20.0% |
| Conference Income: PDI2 | \$2,000 | \$200 | 10.0% |
| Conference Income: Reception | \$300 | \$100 | 33.3% |
| Conference Income: Tour | \$3,060 | \$480 | 15.7% |
| Transfer from Scholarship Fund | \$3,000 | \$0 | 0.0% |
| Membership Income | \$7,000 | \$1,185 | 16.9% |
| Membership Income: Membership, Ind | \$4,205 | \$960 | 22.8% |
| Membership Income: Membership, Legacy | \$0 | \$0 | N/A |
| Membership Income: Membership, Life | \$1,370 | \$0 | 0.0% |
| Membership Income: Membership, Org | \$1,425 | \$225 | 15.8% |
| Interest income (savings acct) | \$1,530 | \$0 | N/A |
| Journal Income | \$0 | \$30 | |
| LOR Income | \$5,000 | \$3,910 | 78.2% |
| PAC Taiwan ** | \$3,900 | \$3,910 | 100.3% |
| Lifology | \$1,100 | | |
| Scholarships | \$600 | \$80 | 13.3% |
| Scholarships: Auction | \$300 | \$0 | 0.0% |
| Scholarships: Donation | \$300 | \$80 | 26.7% |
| Webinar income | \$1,000 | \$530 | 53.0% |

TOTAL INCOME: \$57,720

• **FY 2020 P/L to 12/31/19 EXPENSES**

| | | | |
|-----------------------------------|---------|---------|--------|
| Administration | \$8,138 | \$1,480 | 18.2% |
| Admin Contract | \$4,810 | \$1,480 | 30.8% |
| Exec Dir Contract | \$3,328 | \$0 | 0.0% |
| Non-Conference Staff Travel | \$0 | \$0 | N/A |
| Bonus | \$0 | \$0 | N/A |
| Advertising | \$0 | \$0 | \$0 |
| Assoc Memberships | \$50 | \$0 | 0.0% |
| Board Expense | \$450 | \$0 | 0 |
| Fees & Charges | \$3,500 | \$83 | 2.4% |
| Fees & Charges: AffiniPay | \$3,380 | \$58 | 1.7% |
| Fees & Charges: Bank Fee | \$100 | \$25 | 25.0% |
| Fees & Charges: PayPal Processing | \$20 | \$0 | 0.0% |
| Insurance | \$600 | \$0 | 0.0% |
| Journal | \$3,000 | \$0 | 0.0% |
| LOR Expenses | \$1,000 | \$1,126 | 112.6% |
| Miscellaneous | \$0 | \$0 | N/A |
| Printing and Reproduction | \$100 | \$0 | 0.0% |

| | | | |
|---|----------|---------|--------|
| Prof and Legal Fees | \$2,000 | \$2,138 | 106.9% |
| Scholarship Expense | | \$0 | N/A |
| EL Scholarship | | \$0 | N/A |
| MR Scholarship | | \$0 | N/A |
| Shipping | \$50 | \$0 | 0.0% |
| Supplies | \$600 | \$0 | 0.0% |
| Webinar Expense | \$300 | \$180 | 60.0% |
| Website | \$1,780 | \$0 | 0.0% |
| Conference Expenses * | \$31,571 | | |
| Conference Expenses: Conf Facilities Exp | \$0 | \$0 | N/A |
| Conference Expenses: Conf Meals & Breaks | \$9,282 | \$0 | 0.0% |
| Conference Expenses: Conf Meetup Dinner | \$3,334 | \$0 | 0.0% |
| Conference Expenses: Conf Misc | \$500 | \$0 | 0.0% |
| Conference Expenses: Conf Money Transfer Cost | \$300 | \$0 | 0.0% |
| Conference Expenses: Conf Speaker Exp | \$6,867 | \$0 | 0.0% |
| Conference Expenses: Conf Staff Exp | \$6,039 | \$0 | 0.0% |
| Conference Expenses: Conf Supplies Exp | \$2,442 | \$0 | 0.0% |
| Conference Expenses: Conf Tour | \$1,908 | \$0 | 0.0% |
| Conference Expenses: Event App | \$900 | \$0 | 0.0% |

TOTAL EXPENSES: \$61, 827

- Summary
 - TOTAL INCOME: \$57,720
 - TOTAL EXPENSES: \$61, 827
 - Conference Estimates are based on 100 paying attendees and 50 free attendees. If there are more than 100 paid attendees, we will do much better.
 - Note too that some administrative costs were paid in 2019 budget.

LOR Taskforce Report

- Member logos are now available on our website using the language provided by our lawyer.
- One organization, Lifology, has signed the new Joint Membership Agreement and APCDA now has 113 members from the South India Chapter of APCDA
- We have several other organizations that we expect will soon sign the Joint Membership Agreement: PAC, Vietnam, Cambodia.
- Now that we have the LOR Structure in place, this concludes the work of the LOR Structure Taskforce.

LOR Taskforce – Code of Ethics

- No progress to report.

LOR Taskforce – Standards

- We have circulated a comprehensive list of competencies compiled by combining all existing competencies lists that we are aware of. The Taskforce is now reviewing this list.

- Our goal is to list all competencies relevant to career services providers. Not all of them are essential for all career professionals. The list is intended to be inclusive and aspirational, not to be required for each member of APCDA.
- We may need to rename our efforts. People are misled by the word “Standards.” It implies that everyone should have all of the competencies, and that people who lack some are not adequate. That is not our intent.
- The Standards Taskforce will meet on Feb 6/7 and report on the decisions of the Taskforce after that meeting.

Discussion Topics

- News Blog Feedback – We discussed frequency. There were no requested changes.
- Use of Endowment Funds for Training new LOR’s
 - We acknowledge that there are different uses of funds, as requested by our donor
 - Given that Joint Membership costs nothing for the first year, APCDA has no way to pay to send an experienced trainer the first year. The Officers agreed by unanimous vote that excess funds may be used to provide training for new Joint Membership organizations.
- What discussion topic should we ask members to discuss at the annual member meeting?
 - How can APCDA have a greater impact on career development in your country?
 - What is the most urgent issue in this Time?
 - What are barriers for enriching career development culture in your country/area?

2020 Conference

- We discussed hotel reservations and transportation from the airport for Officers and speakers
- eApp is on Progress
- 82 registered as of Jan 28
- March 10 (Tuesday)
 - Board Meeting at 10AM – 2PM (Venue: TBA)
 - Holi Celebration at 15:00PM – MRIIRS Farmhouse
 - Opening Session, Cultural Presentation and Dinner at 17:00PM – MRIIRS Farmhouse
- March 11 (Wednesday)
 - Awards Ceremony at 9AM
 - Plenary Session at 9:30AM
 - Lunch 12:30PM – 13:40 PM – Meeting with Indian attendees with Woongtae and Sing Chee
 - President’s Meeting at :20:00PM (President, President Elect and Past Presidents) – Venue: TBA
- March 12 (Thursday)
 - Lunch – Discussion tables
- March 13 (Friday)
 - Lunch – Committee Meetings
 - Member Meeting – 15:10PM
 - Council Meetings – 16:30PM
 - Leadership Dinner – 18:30PM
- March 14 (Saturday)
 - Closing Session – 11:50AM
 - After Tours – transfer to Ambassador Hotel
- March 15 (Sunday)
 - Tour of Humayun’s Tomb and Swaminarayan Akshardham

- Walking Tour of Chandni Chowk

2021 Conference Planning

- Theme: Embracing Lifelong Career Development
- Location in Singapore – Lifelong Learning Institute (LLI.SG)
- Keynote Speakers?
 - Res Ibrahim- CERIC Director
 - Lynn Ng (WSG)
 - Elisabeth Sanders-Park
- Tours: Enabling Village, Center for Future-Ready Graduates (NUS), SMU Career Center
- 2 Tours of Singapore - Day Gardens, Night: Tasting

Other?

- The rapid spread of the corona virus will affect our conference:
 - We believe our presenters from China will not be able to attend
 - It is possible we may need to cancel the conference.
 - Marilyn agreed to present a plan at the Board Meeting for when and how we will decide what to do.

The meeting adjourned at 11:30 PM

Respectively Submitted,

Momoko Asaka

Secretary