

APCDA Officers Meeting

March 18/19, 2020

President's Message

- Hope everything is well with you and your family

Financial Report (Connie)

- The Financial Reports cover the first 5 months of our fiscal year. Because the Conference fell in March, we need to include data from March to have picture that is clearer.
- The Assets are slightly lower now than at the beginning of the year, but the difference is small and the liabilities are low.

2020 Conference Report - Emily

- 157 registered participants
 - Day 1: 75
 - Day 2: 77
 - Day 3: 152
 - Day 4: 70
- 53 free participants (Officers, Keynote speakers, Presenters, Residents of China and Taiwan)
- Income: \$3,560 (before processing fees)
- Expenses for face-to-face Conference about \$3,280
- Recorded Virtual Conference – could earn more income until March 28

Evaluation of Virtual Conference

- Value to attendees: Seemed to go well but need to review the Evaluations in more detail. We charged a very low fee to entice more people to attend. We did not give a Member discount, so there is less incentive to join that during a face-to-face conference.
- Expansion of membership: Suggest reaching out to all non-members who attended and see if they are interested in learning more about APCDA. Could invite them to a virtual orientation.
- Inspiration/enthusiasm/recruitment of volunteers: Missed the face-to-face recruitment for new committee members. Not sure how we can replace that. Sending requests for volunteers in News Blog has not been effective.
- Income: Much less income than a face-to-face conference, although this conference in India had the potential to be very expensive because registration was well below expectations before COVID-19.
- Future directions: There was no enthusiasm for future Virtual Conferences, except as an emergency measure

Pricing of Webinars

- Customary: \$20 Members, \$30 Others, \$15 students.
- Should we offer 2-tiered pricing, as we do for Membership? Yes – offer 50% fees for not-high income countries.
- Class Pricing for Recorded Webinars? Policy = same pricing as one person. Let them know they can share the recordings with their classes.

Nominations

- Carla has received no nominations for President-Elect
- Elections could be held as late as July 1, but we often start them in June if we are ready.
- Marilyn reassured Carla that staff will verify that the nominee is willing and get the necessary materials from the nominee for the ballot
- Ask Leadership to nominate

LOR Topics

- Code of Ethics Taskforce – Woongtae reported this Taskforce has not met
- Standards Taskforce – Marilyn
 - Meeting March 31 to finalize list
 - Next steps? It was agreed that a list submitted by the Standards Taskforce would not be subjected to

another review and would become policy as soon as the Standards Taskforce releases it.

- Request from Korea for a conference speaker
While we would like to provide a speaker for their conference, we do not, at present, have the funds to pay air fare to send a speaker to Korea. Marilyn will explain our 2 policy offers to them.

Member Meeting Planning

- President's Welcome – Woongtae will be prepared
- Presentation of Scholarships and Awards – Woongtae has agreed to read the awards announcement. He will work with Marilyn to make sure the process goes smoothly.
- Introduction of current leadership: Emily will create slides with multiple names and a photo of each person, and Woongtae can read the slides during the Intro, but we will not attempt to have them turn on their web cameras.
- Approval of Minutes of 2019 Member Meeting: Carla will make a motion that the Minutes from 2019 be approved. Once it is seconded by someone else, we can vote using the Chat Box.
- President's Report – Marilyn will create a slide with bullets and a script for Woongtae.
- Treasurer's Report – A slide with the short statement provided by Connie will be displayed and Connie will use that as her report.
- Nominations for the 2020-2021 Elections – Carla will ask for nominations for President-Elect
- Explanation of Proposed Bylaws Changes – Allan will explain the changes.
- Discussion Question: How can APCDA have a greater impact on career development in your country? – We will allow 5 minutes for attendees to type answers into the Chat box.
- Introduction of Singapore and the 2021 Conference – Sing Chee will be prepared to briefly describe the conference, then we will run the video
- Woongtae will adjourn the meeting after the video.

2021 Conference Planning

- Theme: Embracing Lifelong Career Development
- Keynote Speakers: Lynn Ng, Riz Ibrahim, Elisabeth Sanders-Park
- Venue: Lifelong Learning Institute
- Conference Webpage, Flyer, and Video have been shared. Marilyn will remove the 2020 Conference from the frontpage the day before the meeting.
- Members of the Singapore team are seeking Sponsors, but COVID-19 has intervened. We hope things will turn around in the beginning of 2021.

The meeting was adjourned at 11:22PM.

Respectively Submitted,

Momoko Asaka

Secretary