

APCDA Board Meeting

October 18, 2021

Present: Satomi Chudasama (President), Brian Hutchison (Journal Editor), Momoko Asaka, Allan Gatenby, Lorraine Godden, Baktiar Hasnan, Emily Lizada, Hector Lin, Marilyn Maze, Vijay Paralkar, Constance Pritchard, Brian Schwartz, Sing Chee Wong,

President's Message (Satomi Chudasama)

- Welcome
- We have a lot of exciting projects, but also need to set long term goals as leadership keep changing
- Need to add this topic to the next agenda
- Looking forward to working with everyone

Journal (Brian Hutchison)

- Has been the Editor of the APCD Journal for 5 years. An editor's term is 3 years, so this is the second part of his second term and it is time to find another editor.
- In Sept, 2023 he would like to pass this responsibility to the second editor.
- His goals before he leaves include:
 - completing our first Special Issue which is scheduled for March 2023.
 - applying to be listed in one of the social science Indexes which are used to determine which journals count for academic promotions.
 - assure that our Editorial Board has sufficient turnover and new members are recruited and in place when the new editor takes over.
- Brian also started the Podcast. This responsibility may not be transferable to the new editor.
- The Editor of the Journal requires knowledge that only a person who has worked on the editorial board of an academic journal would understand. The editor also needs to be:
 - Willing to use a mentoring model.
 - Competent in running a journal
 - Possess a broad understanding of the literature in our field
 - Broad knowledge of assessment, evaluation, and research techniques
- He recommends that:
 - The Board start a search for the editor in January 2022 and hope to announce the new editor at conference in May. This would give the new person one year to plan for the September 2023 issue.
 - Be from Asia or the Pacific.
 - A budget line item for the Editor be added. This line item should include a stipend and the cost of attending the conference, perhaps \$500 stipend plus \$1000 for travel to the conference. We should also specify the expectation that the editor will attend the conference or appoint another person to do so. This expense would start in Fiscal Year 2023-2024.
- Brian was asked why the editor should be paid to travel to the conference? Brian has used the conference to meet with potential authors and line up many articles for publication. He has also spent his time mentoring potential authors and creating a buzz – making sure potential authors know what is involved and are eager to put in the effort.
 - Allan moved that we adopt the recommendations made by Brian Hutchison and that we assign a Board member to liaise with Brian to assure that the approved steps are taken. The Board approved unanimously.

Finance Council

The Finance Council has three members: a President, Secretary, and Treasurer. It serves the purpose of having 3 appointed American officials to reassure the US IRS that APCDA is being run according to the laws of the US. There are no fixed term limits. Marilyn asked if we could replace Cheri Butler, who has not been very active in recent years, with

Connie Pritchard, who is our current Treasurer.

- A point of concern was that this body would not be able to independently audit our books if both our Treasurer (Connie) and our Financial Admin (Marilyn) were part of the council. In 2019, we recognized that the people who are responsible for our finances could not audit our financial reports. At that time, we changed the Bylaws to specify that we ask volunteer members to perform an informal review/audit of our financial reports and their findings are adopted as our annual audit. Both the Financial Admin and the Treasurer respond to the questions of the two other members who performed the audit. This structure assures that members from other countries are involved in our financial management and that the people who made the decisions are not auditing themselves.
- Allan seconded this motion and the Board unanimously approved.

Treasurer's Report (Connie Pritchard)

- Please see the attached financial reports
- We were able to offer a lot of scholarships last year because the conference was virtual.
- We ended the year in good financial shape. Our total assets have continued to increase each year.
- We have added a new staff position (Website Editor) and this is reflected in the FY22 budget.
- Virtual conferences have been financial beneficial to other non-profits, as they were for us this year. Virtual conferences will continue to be very important to us. This year we maximized the virtual conference experience.

Committee Council Report

- The Committee Council met on **14th/15th October 2021**. Smaller number of attendees than usual. Attendance maybe indicative of change of day of this meeting.
- Apologies were received from Program (Tuna), News (Catherine H), Public Relations (Claire), Ethics (Vandana Gambhir).
- Welcomed a number of new members as Committee Chairs are changing for the 2021-2022 Fiscal Year.
- Reports made at the October meeting included:
 - **Staff (Marilyn):** Announced Vijar Paralkar elected as 2nd Representative of Committee Council to the Board.
 - **Awards (Dr Vijar Paralkar, Ms Hilary Flanagan):** August 9th focused upon 2022 Scholarship & Awards. Committee is recommending and looking for: a) stronger links with Regional Representatives who can recommend students and recent graduates for scholarships. b) links with scholars and training organizations. Serene Lin-Stephens has volunteered to be the committee's contact person for Australia. Virtual meeting with scholars was cancelled due to lack of response.
 - **Bi-Laws (Allan, Anne Chen):** No further development
 - **Ethics & Standards, Glossary (Dr Vandana Gambhir Chopra, Mr Joseph Chan):** No report tabled
 - **Journal (Brian H):** No report tabled
 - **Membership (Mr Kunimitsu Kuki, Ms Natalie Kaufman):** New committee representatives. Membership drive being planned through LinkedIn and training programs.
 - **News (Dr Catherine Hughes, Ms Carla Siojo):** no report
 - **Nominations & Elections (Ms Sing Chee Wong):** no report
 - **Program (Ms Tuna Dagli, Mr Gerald Tan):** No report
 - **Public Relations (Dr Bai-xiao (Claire) Ouyang):** No report tabled
 - **Research (Dr Poh Li Lau, Dr Hsui-Lan (Shelly) Tien):** Excellent webinar in August, working closely with Journal committee and working on Data Collection
- We are seeing alignment between the Program Committee and the News Committee, between the Program Committee and the Public Relations Committee, and between the Awards and Scholarship Committee and the Country Representatives.

2022 Hybrid Conference

- Theme: Embracing Lifelong Career Development
- COVID restrictions just reduced in Singapore
- Platform: Hubilo (after extensive review of conference software)
- Proposal Deadline is November 30, 2021
- Registration will open in early January (so uncertainties related to COVID are causing anxiety)

- Dates: 16-27 May, 2022
 - May 16-20: Virtual (M-W-F), 72 Practical Sessions (APCDA), 72 Research Sessions (IAEVG)
 - May 24-27: In-Person & Virtual
 - Lifelong Learning Institute
 - Mornings planned by APCDA
 - Afternoons planned by IAEVG
 - IAEVG is currently distracted by the conference which they are holding this week (Oct 19-21)
- IAEVG will select the Research and Poster session. Their selection team is called the Scientific Committee.

2023 Hybrid Conference

- Theme: New Look at Careers in a Rapidly Changing World
- Nazarbayev University, Nur-Sultan (with invitation to visit KIMEP Univ in Almaty)
- Our next task is to choose keynote speakers for 2023
- Dates: 17-19 May 2023

Webinars and Meetings:

- Oct 20/21 New Member Orientation 10PM EDT
- Oct 21/22 Career Fair Webinar 10PM EDT
- Oct 27/28 eSports Webinar 10PM EDT
- Nov 9/10 Country Council Mtg 9PM EST
- Nov 15/16 Officers Mtg 9PM EST
- Nov 18/19 Stress Management 9PM EST
- Nov 30/Dec 1 Potential Member Meetup 9PM EST
- Dec 20/21 Board Mtg 9PM EST

New Staff: Website Editor Tuan Anh Le

LOEP Accreditation (Connie Pritchard)

- Draft of the process
 - Complete application and pay fees
 - Evaluation of program – approve or not, probably ask for improvements
 - Audit after 2 years
 - Audit ever 5 years after that
- Financial aspects and future needs
- Need a non-disclosure agreement and appeals process
- A sample application is attached.
- We will use PAC as our pilot and make changes as needed.

Other

- Brian Schwartz introduced himself
- Baktiar Hasnan also introduced himself

José

Dr. José Domene

Secretary, Asia Pacific Career Development Association

Secretary@AsiaPacificCDA.org