



APCDA 2023 Annual Member Meeting

Mon June 19/Tue June 20, 2023

The meeting was called to order at 10:06 PM EDT (North America East Coast time)

APCDA President Ms. Momoko Asaka provided brief opening remarks, welcoming members to the annual member meeting.

The 2023 Annual conference video was shown.

Approval of 2022 Annual Member Meeting minutes

Minutes from the Annual Meeting on July 18/19, 2022, were reviewed. It was moved by Dr. Constance J Pritchard of the USA to approve the minutes. The motion was seconded by Dr. Marilyn Maze. The motion was carried.

Introduction of APCDA Leadership

Ms. Momoko Asaka introduced the Officers, Board, Committee Council, and Country Council.

President's Report

Ms. Momoko Asaka urged attendees to read the report included in the Member Meeting Packet which showed the associations focus on talent pipeline and future goals.

See report in Appendix 1.

Treasurer's Report and Financial Review Slides

Dr. Constance Pritchard (Treasurer) reported APCDA's fiscal position to the members. She also summarized the 2023 financial report, which showed a stable financial situation and expansion in the number of staff.

See report in Appendix 2.

Nominations for the 2022-2023 elections

Ms. Satomi Chudasama explained that the post of President Elect (leading to President) of APCDA is open for election this year. In addition to the President Elect, Dr. Constance Pritchard and Dr. José Domene, highlighted on the role of Treasurer & Secretary respectively. The candidates currently are Mr. Allan Gatenby, Australia and Mr. Chunyu Li, China for President-Elect; for secretary the names were, Ms. Sini Parampota, Qatar, Ms. Linda Reardon, Australia, Mr. Nino Lito Jake Briones, Philippines, Ms. Humer Sadia, Pakistan, Ms. Sophea Chheang, Cambodia, Ms. Arpana Ruth, India; and names for Treasurer was of Dr. Leonila Vitug-Urrea, Philippines.

Additional nominations should be sent to Nominations@AsiaPacificCDA.org, with voting occurring electronically later in the year. See details in Appendix 2.

Member Discussion Topic:

Members engaged in a stimulating and enlightening discussion centered around the question: "Thinking about career development in your own country, what are the biggest challenges related to providing career services to people who need them?" To facilitate the discussion, members were divided into smaller Breakout Rooms, where they discussed this pertinent topic in depth.

Following these small group deliberations, representatives from each breakout group shared with the entire gathering the valuable insights and information garnered during their respective discussions. This collaborative approach allowed for a comprehensive exploration of the challenges faced in providing crucial career services across various regions.

Introduction of the 2023 Conference

Ms. Serene Lin-Stephens, the President Elect of the APCDA, extended a cordial invitation to all members for the upcoming 2024 APCDA Conference. This conference will adopt a hybrid format, offering both in-person and virtual participation opportunities. The conference is set to take place in Kerala, Trivandrum, India, from April 15 to April 27, 2024. See report in Appendix 4.

Celebratory Closing

In celebration of yet another successful year at APCDA, members expressed their excitement and displaying virtual emojis to convey their well-wishes for each other's continued success.

The Member Meeting was adjourned at 11:00 PM EDT.

Prepared by Mr. Arun Mittal, Executive Administrator, on behalf of

Dr. José Domene

Secretary, Asia Pacific Career Development Association

Appendix 1: APCDA President's Report

Prepared by Ms. Momoko Asaka, June 2023

Each year we begin by reviewing our long-term plan and developing specific plans for the coming year. While many actions took a lot more time and effort than expected, it is amazing to look back and see what has been accomplished.

One of the major Future Goals was to define a Path to Leadership. APCDA has a substantial and practical process for developing Leadership. Our Leadership Team includes over 50 positions, which allows opportunities for many people to learn about the association and take in increasing levels of responsibility. We enforce term limits (4-year limits for most positions) to encourage turnover and create openings for new people each year. We have an active on-boarding process which we are improving each year. Of course, new members of the Leadership team join at any time, so providing adequate on-boarding for new leaders is always difficult, but we improved this process this year and expect to continue making improvements in future years.

Our Area Council currently includes 24 Area Representatives with an additional 2 open positions. These are people who have agreed to report on the career development activities within their own community. They meet quarterly and provide reports found on the APCDA website.

We currently have 9 Standing Committees plus other Work Groups for specific projects such as Podcast, Glossary, and Member Engagement. We attempt to have 2 co-chairs for each committee, so this means our Committee Council includes 18 or more additional leaders. Committees are a great way for new people to become involved and move into leadership positions.

We currently have 5 elected Officers: President, President-Elect, Past President, Secretary, Treasurer. These Officers form the core of the Board. In addition, 2 representatives from the Committee Council and 4 representatives from the Area Council serve on the Board.

We also have 9 Past Presidents who represent our "Brain Trust" and select the Scholars and Awardees each year.

You can see that our leadership pipeline includes 50 or more people, and our Brain Trust adds to that group. We worked on improving the onboarding process this year and will continue to do so each year.

From our other Future Goals, this year we selected Member Engagement for FY23. We began to develop information about the activities which our members find most engaging and find ways to enhance and renew those activities. We also asked our Public Relations Committee to articulate the value of APCDA to our members. The Member Engagement project looked at the literature in this area, plus data about APCDA collected from past surveys and data available to us through our two membership software services. Our Membership Database includes lists of

the activities we have offered and the attendance at each. Our Online Member Community (Tradewing) provides data on social posts, committee meetings, and other types of interactions. We are still in the process of analyzing these data.

We know that a major draw for members is continuing education opportunities in our profession and opportunities to learn more about the way career services are provided in other areas. For this reason, we offer an annual conference and 2 webinars each month. This year's conference was our first hybrid conference and used software that was new to us, so a lot of learning was demanded from the staff and participants. The conference was smaller than our last 2, with about 350 registrants, but the program was substantial, with about 100 sessions total. Last year we joined with IAEVG, and they contributed presenters and workers during hours that are not ideal for our region. But comparing this year's conference to conferences prior to last year, it contained the same amount of content as we usually offer. The diversity was rich, both in terms of the topics and the regions of the presenters. Many new issues were encountered with the Hybrid aspect and lessons were learned.

Continuing Education Provided

In FY22, we held 15 webinars with a total of 737 people registered. Of those, 44% attended live. The income was a modest \$2,520. On the Prior Knowledge scale (4=Expert to 1=None), the average was 2.3, meaning our attendees had enough familiarity with the topics to know what they were about, but not enough to feel that they had nothing left to learn. This seems like a good balance. On a 5-star scale, Content was rated 4.5 and Clarity was 4.4, meaning most presentations offered very good content and were easy to understand. We will have data for FY23 webinars in October.

This year we held our first Professional Development Institute in November. This was a 3-hour training program by a major international expert, Dr. Mark Savickas. Fifty-five people registered and expenses were slightly higher than income. We tried not to hold other webinars within a month before and after this event, so the PDI limited the number of webinars offered in FY23. This idea may not be a good model for the future. We also held a special webinar with Japan in which the registration was limited to the number of translators who volunteered to help the non-Japanese communicate with the Japanese attendees. This was wonderful experience and all non-Japanese were very grateful to our Japanese hosts.

A special staff project at the beginning of this year initiated a search process for recorded webinars on our website to help our members find relevant webinars. Another special project involved understanding three computerized services offered in Singapore and Indonesia (Karir Lab, SeeMeCV, Kinobi). A short comparative summary of these features was made available to help our members better understand these services.

Other Accomplishments:

- The first Local Organization Educational Program (LOEP) to request Accreditation was evaluated but a team of members familiar with similar services. Unfortunately, this projects took a back seat when so many other changes were faced for staff and we hope it will be completed soon.
- For the first time the Board of APCDA engaged in elections and award nominations for IAEVG. As an Association Member of IAEVG, we are encouraged to participate in their governance.
- This year we redefined the process of seeking candidates for awards with the help of Dr. Narender Chadha and other volunteers. We received many more nominations this year than in past years and we are optimistic that this revised change can be impact future years as well.
- This year we reevaluated the Scholarship process. The Board decided that all scholarship funds should be devoted to Virtual scholars because one in-person scholarship costs as much as 20 virtual scholarships, and serving more students makes good sense: The Board also approved a new applicant type: "Member of the board of a career development professional association within a member country." This means we are officially seeking both students and those who are currently in a position to impact the futures of others. Due to generous donations for friends of APCDA, we were able to give 60 scholarships this year.
- This year we received a Request for Proposal from Maldives and we applied to assist this part of our region. Unfortunately, the funding disappeared for this grant.
- A financial review by our members was completed this year.
- Due to confusion about which areas are "Countries" and which areas are not, we changed the name of our Country Representatives to Area Representatives. We do not deal with countries or the governments of countries, so this new terminology is more accurate.
- We worked on a clearer and more reasonable advertisement cost policy and these changes are taking effect now and in the rest of this year.

Momoko Asaka

President

Asia Pacific Career Development Association

Appendix 2: APCDA Treasurer's Report

Prepared by Dr. Constance Pritchard, June 2023

APCDA continues to practice thoughtful fiscal management in the 2021-22 fiscal year. Our income covered our expenses, and we were able to use our "Net Income" to build our savings. The conference is our largest annual source of income, and its success determines what can be funded in the coming year. Due to the financial success of the 2022 conference, we felt comfortable transferring more of our income to Certificates of Deposit and moving forward with planning for an onsite conference for 2023.

The Board has been working to fund and hire staff to support our growing organization and provide technology to support operations and member engagement. APCDA continues to try to meet its mission of providing opportunities for the growth of career development across its service area. As a result, member services, especially providing opportunities for accessible and affordable professional development, have grown. We believe we are financially in balance.

Constance J Pritchard

Dr. Constance Jenkins Pritchard, Treasurer

Financial Reports for Fiscal Year Oct 2021 – Sep 2022

Balance Sheets for 2018 through 2022					
ASSETS	9/30/2018	9/30/2019	9/30/2020	9/30/2021	9/30/2022
Bank Accounts					
Checking	\$55,656	\$42,429	\$44,813	\$74,414	\$68,149
First Internet Bank CDs	\$30,768	\$76,954	\$78,674	\$80,050	\$115,515
Vanguard *		\$56,373	\$72,106	\$63,236	\$47,983
TOTAL ASSETS	\$86,423	\$175,757	\$195,593	\$217,700	\$231,647
Current Liabilities	\$0	\$4,650	\$2,356	\$1,885	\$1,581
Expenses Paid by Marilyn	\$0	\$3,609	\$790	\$519	\$25
Scholarship Fund	\$701	\$1,041	\$1,566	\$1,366	\$1,556
Long Term Liabilities	\$0	\$0	\$0	\$0	\$0
TOTAL LIABILITIES	\$0	\$4,650	\$2,356	\$1,885	\$1,581
NET ASSETS	\$86,423	\$171,108	\$193,237	\$215,815	\$230,066
LIABILITIES & NET ASSETS	\$86,423	\$175,757	\$195,593	\$217,700	\$231,647
* The Vanguard account includes an Endowment of \$51,000. The Interest can be spent.					

	FY22 Budget	9/30/2022	%
INCOME	\$76,750	\$91,921	120%
Advertising Income	\$0	\$0	N/A
Conference Income	\$63,510	\$76,192	120%
Conference Income: Conf Ind Reg Inc	\$52,500	\$53,554	102%
Conference Income: Conf Sponsor	\$4,000	\$6,550	164%
Conference Income: Misc	\$0	\$0	N/A
Conference Income: PDI 1	\$4,000	\$4,344	109%
Conference Income: PDI2	\$4,000	\$4,344	109%
Tours	\$250	\$0	0%
Scholarship Income (internal transfer)	\$6,500	\$7,400	114%
Membership Income	\$10,000	\$10,429	104%
Membership Income: Membership, Ind	\$4,200	\$5,594	133%
Membership Income: Membership, Legacy	\$0	\$950	N/A
Membership Income: Membership, Life	\$4,000	\$2,160	54%
Membership Income: Membership, Org	\$1,800	\$1,725	96%
Interest income (savings acct)	\$1,300	\$1,065	82%
Journal Income	\$60	\$60	100%
LOR Income	\$400	\$0	0%
PAC Taiwan	\$100	\$0	0%
Lifology	\$300	\$0	0%
Scholarships	\$800	\$790	99%
Scholarships: Books from Han Kok Kwang	\$0	\$140	N/A
Scholarships: Donation	\$800	\$650	81%
Webinar income	1500	\$3,386	226%
EXPENSES	\$68,980	\$67,586	98%
Administration	\$18,120	\$25,299	140%
Admin Assistant	\$0	\$1,400	N/A
Admin Contract	\$5,600	\$5,200	93%
Bonus/Prof Dev *	\$0	\$9,002	N/A
Exec Dir Contract	\$6,720	\$4,552	68%
Staff Travel	\$900	\$0	0%
Technical Admin	\$4,900	\$5,145	105%
Advertising	\$250	\$53	21%
Assoc Memberships	\$680	\$503	N/A
Conference Expenses	\$18,680	\$21,889	117%
Conference Expenses: Facilities/meals	\$0	\$0	N/A
Conference Expenses: Meetup Dinners	\$0	\$0	N/A
Conference Expenses: Misc.	\$500	\$0	0%

Conferences Expenses: Reception	\$750	\$1,412	188%
Conference Expenses: Speaker Exp	\$5,500	\$5,350	97%
Conference Expenses: Staff & IAEVG	\$4,450	\$1,888	42%
Conference Expenses: Supplies	\$150	\$1,100	733%
Conference Expenses: Software ***	\$6,780	\$11,448	169%
Conference Expenses: Tours	\$250	\$691	276%
Fees & Charges	\$4,000	\$1,940	48%
Fees & Charges: AffiniPay	\$3,560	\$1,576	44%
Fees & Charges: Bank Fee	\$400	\$364	91%
Fees & Charges: PayPal Processing	\$40	\$0	0%
Insurance	\$800	\$779	97%
Journal	\$2,500	\$1,456	58%
LOR Expenses	\$500	\$0	0%
Miscellaneous	\$500	\$0	0%
Printing and Reproduction	\$100	\$0	N/A
Prof and Legal Fees	\$3,000	\$1,200	40%
Scholarship Expense	\$14,300	\$6,800	48%
Shipping	\$350	\$0	0%
Supplies & Software	\$500	\$429	86%
Webinar Expense	\$600	\$445	74%
Website **	\$4,000	\$6,793	170%
Net Income	\$7,770	\$24,335	
** Tradewing (\$3000) and Wild Apricot (\$3,780)			
*** "Conf software" includes both 2022 and 2023 Software			

Appendix 3: Introduction of Candidates and Call for Nominations for the 2023 – 2024 Elections

Past President Ms. Santomi Chudasma, along with Dr. Constance Pritchard and Dr. Jose Domene

President-Elect

Mr. Allan Gatenby, Australia

Mr. Chunyu Li, China

Secretary

Ms. Sini Parampota, Qatar

Ms. Linda Reardon, Australia

Mr. Nino Lito Jake Briones, Philippines

Ms. Humer Sadia, Pakistan

Ms. Sophea Chheang, Cambodia

Ms. Arpana Ruth, India

Treasurer

Dr. Leonila Vitug-Urrea, Philippines

Discussion Question

Thinking about career development in your own country, what are the biggest challenges related to providing career services to people who need them?

Members had an engaging discussion, which provided insights on the various practices and challenges in our member regions. The discussion points are further being studied by committees to further the goals of membership growth and engagement.

President-Elect's Invitation to the 2024 APCDA Conference

Dr. Serene Lin-Stephens



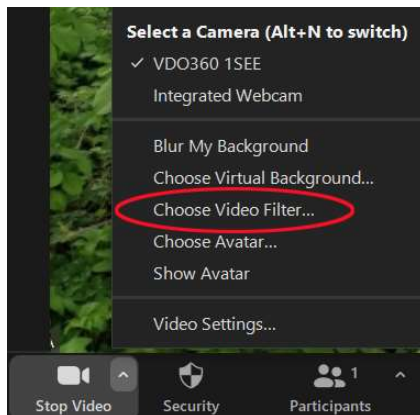
Reinvention 5.0

2024 APCDA Hybrid Conference

April 15 - 27, 2024
Trivandrum, Kerala,
India

According to the European Commission, Industry 5.0 "provides a vision of industry that aims beyond efficiency and productivity as sole goals and reinforces the role and contribution of industry to society." How will the fifth industrial revolution change our world?

Celebratory Closing



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1. Put your cursor over the small arrow by Video
2. Select "Choose Video Filter"
3. Choose any filter you wish. Please choose one that does not hide your face.

We will take screenshots of everyone who turns their Video on.