

APCDA Board Meeting Minutes

May 18–19, 2026

President's Message (Elisabeth)

- Congratulated the Board, Officers, volunteers, and staff on the successful completion of the 2026 APCDA Conference and Leadership Retreat.
- Emphasized that the outcomes of the Leadership Retreat should guide APCDA's strategic priorities over the coming years.
- Requested that the Annual Members Meeting reflects the retreat vision and encourages members to contribute to the next phase of APCDA's development.

Approval of Previous Minutes

- The minutes of the previous Board meeting were approved without amendment.

Bylaws Changes (Natalie & Allan)

- The Board reviewed proposed amendments relating to the Circle of Wisdom and the Career Development Credentialing Program (CDCP).
- Members agreed that the Circle of Wisdom should remain a separate entity while detailed governance procedures should be documented in the Policies and Procedures Manual rather than the Bylaws.
- The CDCP amendments were reviewed to clarify its role, oversight responsibilities, and governance structure.
- The Board unanimously approved the proposed bylaw amendments for presentation to the membership during the Annual Members Meeting.

2026 Conference Review (Poh Li & Arun)

- The Board reviewed attendance and financial outcomes from the Malaysia Conference.
- Conference participation reached 453 delegates representing 31 countries, including 178 in-person and 275 virtual participants.
- Conference income reached USD 69,317, representing a significant increase over the previous year.
- Members discussed the strong international participation and the continued success of the hybrid conference format.
- The Board explored opportunities to extend the value of conference recordings through Whova. It was agreed to offer post-conference Whova access for USD 150, bundled with APCDA membership, for a period of three months after the conference.
- The initiative is expected to generate additional income while attracting new APCDA members.

Leadership Retreat

- The Board reflected on the outcomes of the Leadership Retreat held in Kuala Lumpur.
- Discussions focused on strengthening leadership succession, improving member engagement, and developing a long-term organizational vision.
- It was agreed that the retreat themes should be incorporated into the President's Annual Report, newsletters, and the Annual Members Meeting discussion session.
- A follow-up retreat meeting will be scheduled in July to continue strategic planning.

Annual Members Meeting

- The proposed meeting agenda was reviewed together with the Annual Report preparation timeline.
- The Board agreed that the Annual Meeting Packet, including bylaw amendments, financial statements, agenda, previous member meeting minutes, and supporting documents, should be circulated to members as soon as possible.
- The discussion question for members will be revised to encourage feedback aligned with the Leadership Retreat outcomes.

Committee Council Report (Natalie)

- Membership continued to grow, surpassing the 500-member milestone.
- The Awards Committee completed the review of nominations while the Scholarship Committee awarded 125 scholarships from 141 applications.
- The Program Committee announced the launch of the Life Skills Club beginning in August.
- The Research Committee reported progress toward indexing the APCD Journal through Crossref, strengthening the journal's international visibility. Logistics of uploading the past journals needs to be finalized.
- The APCD Journal remains on schedule, with three manuscripts currently under review for the September issue.
- Committee Chairs were encouraged to continue increasing member engagement through webinars, networking activities, and collaborative initiatives.

Treasurer's Report (Nila)

- Conference income totaled USD 69,317 including registrations collected during the conference.
- Conference expenses are still being reconciled and will be presented following month-end closing.
- The Treasurer noted that the conference generated substantially higher revenue than the previous year.

Research & Collaboration

- The Board supported initiating discussions with Dr. Kalle Vihtari from Haaga-Helia University of Applied Sciences, Finland regarding collaborative research on career development professionals working in conflict zones.
- Members agreed that APCDA membership could be offered to facilitate collaboration.

Other Business

- The Board discussed introducing Secretary-elect and Treasurer-elect positions to strengthen leadership succession and officer onboarding. No decision taken.
- Members also discussed future conference locations and continuing efforts to expand APCDA's international partnerships.

Next Steps

- Allan: Draft proposal for Secretary-elect and Treasurer-elect positions.
- Arun: Implement post-conference Whova access package and share group photograph.
- Elisabeth: Prepare retreat article, update Annual Meeting discussion question, present mentorship program to Area Council, follow up on requested video contribution.
- Marilyn: Complete conference financial report, reconcile conference expenses.
- Sini: Initiate research discussions with Dr. Kalle Vihtari, invite Elisabeth to scholars meeting, explore collaboration with Qatar Career Development Center (QCDC).
- All Board Members: Finalize bylaws packet, prepare Annual Members Meeting materials, schedule July retreat follow-up meeting.

Sini Parampota

Mrs. Effrosyni (Sini) Parampota

Secretary
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