



Asia Pacific Career Development Association

Officers Meeting Notes

March 18, 2014

8:00-9:30 PM US Eastern Time

Attendees:

- Soonhoon Ahn, President
- Diana Bailey, Secretary
- Roberta Neault, Treasurer
- Shelley Tien, Taiwan
- Marilyn Maze, Executive Director

We used a Skype Group call. Marilyn Maze, Executive Director, opened the meeting.

- Treasurer's Report (Marilyn & Roberta)- See attached
 - We are currently have a net income of \$6,355. Of course, this and more will be needed to pay the bills in Hawaii. After the conference, we will have more clarity on our financial situation.
 - Thank you to Roberta Neault for the webinars that raised \$550.
 - Roberta's organization will continue to support APCDA use of GotoMeeting as an in-kind contribution.
- Insurance – Marilyn reported that we now have Spectrum Insurance, which covers fire, theft, and liability related to our main office in Maryland. International Liability Insurance would cost either \$1200 or \$1350, depending on the company. We will determine if we need that before our conference in Tokyo.
- Conference Status/Logistics: Marilyn
 - Marilyn will develop email that will be disseminated for the one-day registration option.
 - Single Day Registration: Monday costs \$150; Tuesday costs \$150; Wednesday costs \$75; Monday reception \$32
 - We cannot make the fees lower. We need to pay the rental fees for the hotel.
 - Marilyn will not put these one-day registration options on the website because she is concerned that offering too many choices will confuse registrants. If you know anyone who would like to take advantage of any of these fees, ask Marilyn to set up their registration, so that they can logon to the website and pay online. Or we can take a Purchase Order.
 - Topics on the agenda for the Annual Meeting will be
 - Proposed Membership Fee Structure Changes
 - Proposed Bylaw Changes
 - Nominations for open Board positions
 - Topics on the agenda for the Board Meeting at Conference
 - Results of Annual Meeting
 - More decisions will be made at the Board meeting on April 7.
 - Board Meeting will include dinner, but we will eat first and handle business later. If the dining room is not conducive to discussion, we can move to the President's Suite for the meeting.
 - Silent auction- Each country delegation will be ask to bring unique things from their country to sell as an organizational fundraiser.
- IAEVG Meeting
 - Shelley & Soonhoon presenting.
 - Skip Niles will set up a meeting with IAEVG officers. Roberta is also on the IAEVG Board and can help with this.
 - Need to ask which other BD members are attending

- NCDCA Meeting Logistics
 - Need to ask which Board members will be at NCDCA
 - International Reception Wed PM on the patio sponsored by Kuder
 - We have been assigned a meeting room from 8AM to 10AM on Thursday. We would like Board members to take topics to present (so we have a variety). We would like to devote part of this time to small group discussions. It was suggested that we ask people present to suggest webinar topics.
 - We will not arrange a Board meeting over dinner.
 - Diana can't attend the NCDCA this year. She would like a volunteer to take minutes at the meeting at NCDCA.
- Singapore issue with PayPal: The Singapore government will not allow the use of PayPal. We need to find alternative ways to let Singaporeans pay for registration costs.
- Webinar Report: Roberta & Marilyn – See attached report
- 2015 Conference Plans – see Yoshi's plans/draft re Tokyo
- 2016 Conference Plans – Shelley
 - Asking a university to host would give us better pricing.
 - 300 Max is the estimate to date
 - Shelley will seek cost estimates.
 - Attendees also seeking CEU's
- 2017: Carmela Siojo of the University of Ateneo, Philippines, has expressed interest in hosting the 2017 conference.
- Glossary Project –
 - We need a lead contact on this project. (Perhaps Cheri?)
 - May also consider using this topic project for a conference slot to get more members input and buy in.
- Status of Membership Fee changes? – We believe the proposal we have is ready to send to the Board.
- Policy and Procedures Manual vis-a-vis Bylaws – Soonhoon, Satomi, and Marilyn worked on it and sent it to Martha. Marilyn will follow up with Martha to see where it stands. When we have a draft document, we will send it to the Board.
- Nomination Committee to line up potential candidates for the President position:
 - Several names were discussed and will be approached re their interest in these leadership positions.
 - We are attempting to assure that more leadership roles are help by Asian Pacific professionals and not as many from the US or Canada.
- Membership Committee - Outreach plans
 - More outreach needed to potential members
 - Diana and Marilyn will look at the GCDF list to try to do a targeted email. Marilyn found the NCDCA list and very few names not already on her mailing list. CCE's list is not available to us.
- PAC Agreement –
 - Shelley stated that the Psychological Assessment Corporation of Taiwan offered a contract to APCDA to review CDF certification. PAC is providing CDF training, but needs an outside reviewer to assure that the CDF training standards are upheld.
 - Marilyn will investigate NCDCA review procedures and assure that APCDA can follow them. We believe our Chinese-speaking members would be interested in helping with this.

Full Board Meeting: Monday, April 7, 2014 based on range of international time zones as posted. 10 PM Eastern US time.

Submitted by,

Diana M. Bailey

Diana M. Bailey, APCDA Secretary