



Asia Pacific Career Development Association

## APCDA Board Meeting

January 12/13, 2021

Present: Sing Chee Wong, Woongtae Kim, Momoko Asaka, Agnes Banyasz, Allan Gatenby, Gulnur Ismayil, Marilyn Maze

Meeting was called to order at 10PM

### President's Message (Sing Chee)

- Good morning. Thanking staff for setting up the Virtual Conference
- We are having Career Construction seminar in Singapore and it will give a chance to announce APCDA Conference
- PCDA members get the Member rate at the APCDA Conference in return for marketing our conference to PCDA members (and other associations can request this arrangement also)
- Looking forward to new initiatives this year

### Treasurer's Report - Please see the attached Balance Sheets and Budget and Profit & Loss Sheet

- Our Assets continue to grow.
- Expenses exceeded income so far, but this will change in January because the Conference Registration is now open.
- The funds donated in the prior fiscal year for Staff Development are showing as over-budget expenses in the current fiscal year. This is misleading because the funds are not part of our normal budget and were intended to be spent immediately, but it took a few months to disperse them. Marilyn will consult with our accountant on how to show them more accurately.

### Journal Report

- We are in between our successful publication of the September issue and the upcoming March issue. The new Editorial Assistant Hongshan Shao is proving to be a valuable contributor to our process. The journal podcast will be airing an episode once per month this year beginning in January. Brian Hutchison, Editor (excused)

### Discussion Topics:

- Martha Russell Endowment Interest funds: how do we plan to spend them:
  - The Martha Russell Endowment instructs us to spend the interest every year. Of course, these are exceptional times. But we do have extra interest which "should" be spent, and the donor asked that we consider spending funds on career services training events in not-high income countries.
  - Many of our leaders have been providing webinars pro-bono. Currently, all events fall

in the “webinar” category during the pandemic. But we could consider providing an honorarium for those providing training for a not high-income country. Maybe we should advertise this option.

- Connie: think that the pro-bono webinars were intended as service to our profession, did not expect being paid for it.
  - Allan: It might be nice to offer an honorarium at the end of year for several donations. If we ask an individual to provide a training program, then we should pay that person. Are we under the pressure to spend all the interest earn? (The only “rule” is that the interest should not accumulate over time. But in these exceptional times, we could decide to wait for the new normal.)
  - Satomi: Define a structure/framework for spending the funds (number of trainings, people, etc.) At the beginning of the year, we should decide what can be accomplished based on the available funds.
  - (Agreed) Establish sub-committee to work out the details: Satomi, Allan, Gulnur
- Member meeting topic and discussions for May 19, 2021:
    - Allan: pulling out topics from the survey (what are emerging issues for us, that we want membership input?) Leadership should shape the discussions and also take a lead on selecting the webinar topics.
    - What are the most important issues in your country and how can APCDA help you to cope with them?
    - Sing Chee: Implementation of our 4<sup>th</sup> mission item. How can we make people more committed to career services?
    - What activities could APCDA offer that would be more engaging for you?
    - Agnes: show examples of commitment from those we have been serving for a while at APCDA.
    - We have to ensure that our webinars are used appropriately and are not used for commercial purposes.

### Staff reports

- Webinars:
  - Jan 21/22 Ethical Dilemmas by Vandana Chopra (Free)
  - Jan 27/28 Peer Supervision by Timothy Hsi (Paid)
  - Feb 23/24 Reimagining our Future by Rich Feller (Free)
  - Mar 9/10 Advocating for Career Development by Nancy Arthur (Paid)
  - Mar 21/22 Ethical Dilemmas by Vandana Chopra (Free)
- NBCC CE Certificates:
  - Payment processed
- APCDA Sponsored Presentations:
  - Cannexus Jan 27 (scheduled): **Career Planning in India, Indonesia, and South China** by Arun Mittal, Dr. William Gunawan, and Elisabeth Montgomery
  - NCDCA Proposal: **Distance Career Coaching and Training: The Asian Narrative** by Hector Lin, Allan Gatenby, and Dr. Shujiro Mizuno

## 2021 Conference

- Hubilo platform: interest matching tool, vendors webpages, presenters/speakers set up, etc.
- Conference opening on May 19: Awards Ceremony, Member Meeting, Tour of the event platform, Conversation Matters workshops
- Conference Program is online now.
- Conference Registration is open.
- Announcements (Scholarship/ Awards)
- Conference Contests (3 Contests: Conference Attire Contest, Program Content Quiz, Favorite Music Contest)
- Event orientation video and PDF guide
- Will have a demo and testing of the system prior to the conference
- We will ask the leadership to volunteer as Session Monitors. We also need 6 Room Managers – who will be dedicated to a room (track) and run Zoom for that track each day (3 days).
- In addition, Hubilo will provide a technical assistant to help people having trouble with the software, we will have monitors for various aspects, such as Reception and the Lounge, and we are thinking about other kinds of support we may need.

## Other

- We have changes in the Country Council: Agnes is stepping down; Hector has accepted the role of Council Chair.

Meeting was adjourned at 11:00 PM

Respectively Submitted,

**Momoko Asaka**

Secretary