APCDA Officers Meeting  
January 14/15, 2018

Present: Brian Hutchison, President; Narender Chadha, Past President; Jose Domene, Treasurer; Momoko Asaka, Secretary, Carla Siojo, President-Elect (late); Marilyn Maze, Executive Director; Emily Lizada, Administrative Assistant

President’s Remarks (Brian)
• Welcome and thank you for your service

Financial/Budget Report (Jose)
• We hired a tax preparer. The reports for the previous fiscal year are completed and are being submitted to the IRS.
• Expenses are higher than income at the moment, but this is not a concern. All expenses were budgeted, and it is the time of year when we pay for conference expenses, and conference registration income is about to begin.

Progress Reports
• Journal (Brian) – First issue in March  
  • 6 articles have been received. 3 are ready, 3 will need more time. When 4 articles are ready for publication, we can move forward. Brian would rather publish the journal on time with 4 than wait.
  • Brian is working inviting on potential authors for the next issue
  • He sees this as a mentoring opportunity for authors who may not have published yet in other journals.
  • Brian will write an Introduction, which will add to the journal.
• Glossary Project (Carla)
  • Carla was not available at the time this topic was raised. The Glossary Work Group (8 members) has met once and accepted responsibility for 10 words for each pair.
  • The next meeting will be on January 21/22
  • We are optimistic about having enough terms ready for the conference so that we can begin to ask for translation into languages other than English.
• Policies Manual (Marilyn)
  • Marilyn has worked on adding a few small policies to the manual, but is looking for answers to the questions later in this agenda before publishing a new version of the manual
• Website Rearrangement (Marilyn)
  • The topics on the menu bar at the top are difficult to click on. Marilyn added a “landing page” for each of the major menu topics, then placed the important items at the second level so people can see the drop-down menus and click on those topics.
• Social Media (Emily)
  • Emily has accepted responsibility for “marketing” the webinars and other important events on Facebook and LinkedIn. This means that our Public Relations Co-Chairs are still expected to post, but announcements are being consistently released even if those people are busy.

2018 Conference - Beijing
• Progress Report
  o 93 Breakout sessions from 23 countries (including 22 Poster Sessions)
  o Yanan is working on getting a government permit for the event. Then we will begin processing Visa letters. We hope to receive our government permit by the end of January.
  o We have begun working on conference details. Yanan has engaged a graphic artist to design a banner and t-shirt logo. We have pricing for printing of the Program Book. We are looking forward to discussing more details about food, presenter gifts, and related details soon.
• Scholarships
We have $1552 in the Scholarships Fund right now. This includes donations, Silent Auction, and income from PAC in Taiwan.

We believe a scholarship costs $250. We agreed to award 3 scholarships.

Volunteers for the Scholarship Selection Work Group include Narender, Brian, and Jose (if we cannot find a third). We agreed to ask some of the Board members who have not done this in the past, such as Yu-Jen Wang, Joseph Chan, and Carla Siojo.

What is APCDA’s role in helping member countries?

- Our original vision was to facilitate networking among member countries, but we are now receiving requests from member countries for assistance. Requests include:
  - Helping countries start a local Career Development Association
  - Providing speakers for local events (we assisted the Philippines by supporting PCGA in Manila)
  - Mediating between representatives within countries (we said no to this request)
  - Provide funding and discounts for countries to send members to our conference
  - Help in developing career information (this is not a skill area for us)
- How can APCDA support new CDAs?
  - NCDA offers: Help with bylaws, ethics, research into common practices for CDAs, credentialing. We can ask NCDA if they wish us to refer new CDAs to them.
  - We can make it clear that we are an affiliate of NCDA when other countries approach us.
  - If we can provide within-country assistance, this might increase APCDA membership.
  - We can connect them to other CDAs in our region, connect them with potential speakers and assistance in our region. We could do a better job with intentional networking assistance.
  - We plan to host a lunch at our conference with all members present from the host country to discuss career development in that country and what APCDA can to do facilitate local development
  - We hope this will become standard procedure in future years.
- Policies
  - We should develop a statement about what is and is not appropriate
  - Exclusivity
    - Rather than International Affiliates (like NCDA has), we have Organizational Members
    - Any organization from any country that supports our goals can enjoy the benefits of APCDA membership
    - We are open to any number of members from a single country. There should be no exclusivity.
  - We want to avoid in-country politics – we don’t know enough about internal politics to become involved.

How should country directors be selected and what is their term of office?

- What are the expectations of Country Directors?
  - Attend Board Meetings regularly
  - Contribute to the newsletter regularly
  - Disseminate information about APCDA within the country
  - Encourage membership in APCDA from their own country
  - Attend at least one APCDA Conference
- What criteria should be used to select a country director?
  - Find a person with the energy to meet these expectations
  - Large countries have difficulty representing the whole country because there are so many regions
  - In some countries, there are factions which are competitive. We hope to find a representative who is above these divisions
  - Country directors need to work hard to make our members feel like they are part of this organization
  - Can a private vendor be a country director? Yes – if the private vendor is able to fulfil the duties.
  - We should ask candidates to prepare a statement about how they will disseminate information and solicit membership across organizations/settings and throughout the country
- Do we have term limits?
  - 2 years is the current term limit, but we do not enforce it
- Do we have limits on re-election for the position?
o Recommended: 2 terms – 4 years
o Serves at the discretion of the current APCDA President
o Is it better to ask those who fall short to leave and keep the position open rather than listing a person who is not active?
o Is it the goal of the President to have a discussion with every country director about what they are doing for/with APCDA
o We hope to encourage development of leadership skills

- Process of election of Country Directors will need to differ from country to country
- We need to revise the Country Director Job Description and review it at the next Board Meeting.

For Your Information:
2019 Conference: Navigating Career Development in the Age of Industry 4.0

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<thead>
<tr>
<th>Day</th>
<th>Morning</th>
<th>Afternoon</th>
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<tbody>
<tr>
<td>Tuesday, May 21</td>
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<td>Tour of KOTO (Hospitality Ind Training for disabled)</td>
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<td>Morning</td>
<td>PDI by Seung-Ming (Alvin) LEUNG</td>
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<td>Wednesday, May 22</td>
<td>Morning</td>
<td>Keynote by Seung-Ming (Alvin) LEUNG, The Chinese University of Hong Kong</td>
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<td>Thursday, May 23</td>
<td>Morning</td>
<td>Keynote by Mr. Tran Anh Tuan, Vice Director of Labor Forecasting</td>
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<td>Friday, May 24</td>
<td>Morning</td>
<td>Keynote by Mary McMahon, The University of Queensland</td>
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<td>Afternoon</td>
<td>PDI by Mary McMahon</td>
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<td>Saturday, May 25</td>
<td>8 AM – 2PM</td>
<td>Optional Tour: Mekong Delta</td>
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<td>4 PM – 10 PM</td>
<td>Optional Tour: Ho Chi Minh City</td>
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2020 Conference – India – Mar 10-15