



Asia Pacific Career Development Association

APCDA Officers Meeting

May 18/19, 2020

The meeting was called to order at 10:05 PM

President's Message

- Glad to see everyone is healthy

Treasurer's Report (Connie)

- Balance Sheet

ASSETS	9/30/2016	9/30/2017	9/30/2018	9/30/2019	4/30/2020
Bank Accounts					
Checking	\$59,467	\$38,765	\$55,656	\$42,429	\$48,234
First Internet Bank CDs		\$30,352	\$30,768	\$76,954	\$77,727
Vanguard				\$56,373	\$52,178
TOTAL ASSETS	\$59,467	\$69,968	\$86,423	\$175,757	\$178,139
Current Liabilities	\$30	\$1,731	\$0	\$4,650	\$1,051
Expenses Paid by Marilyn	\$30	\$1,731	\$0	\$3,609	\$10
Scholarship Fund			\$701	\$1,041	\$1,041
Long Term Liabilities	\$0	\$0	\$0	\$0	\$0
TOTAL LIABILITIES	\$30	\$1,731	\$0	\$4,650	\$1,051
NET ASSETS	\$59,437	\$68,236	\$86,423	\$171,108	\$177,088
LIABILITIES & NET ASSETS	\$59,467	\$69,968	\$86,423	\$175,757	\$178,139

Given the COVID recession, it is comforting to see an increase rather than decrease in the bottom line.

- Revised Budget

- Marilyn asked the Officers to allow the FY20 Revised Budget to be used in place of the original FY20 Budget. Conference expenses and income impact many different line items. Given how unusual the conference experience was this year, many parts of the original budget are wrong. It is hard to tell if we are currently on track using the original budget for comparison. The FY20 Revised Budget contains the actual income and expenses for the conference now that all conference transactions have been processed. It also includes projected income and expenses for the rest of the fiscal year (through September).

	FY20 Budget	FY19 Actual	4/30/2020	FY20 Revised
INCOME	\$55,970	\$91,839	\$16,747	\$19,290
Advertising Income	\$400	\$0	\$0	\$0

Conference Income		\$41,970	\$76,025	\$3,660	\$3,660
Membership Income		\$7,000	\$6,960	\$5,190	\$6,200
Interest income (savings acct)		\$0	\$1,187	\$772	\$1,030
LOR Income		\$5,000	\$4,821	\$3,910	\$5,000
PAC Taiwan **		\$3,900	\$4,821	\$3,910	
Lifology		\$1,100	\$0	\$0	
Scholarships		\$600	\$1,041	\$385	\$400
Webinar income		\$1,000	\$1,775	\$2,770	\$3,000
EXPENSES		\$63,957	\$66,880	\$6,792	\$16,835
Administration **		\$8,769	\$8,122	\$2,829	\$8,134
Advertising		\$50	\$18	\$36	\$50
Assoc Memberships		\$550	\$529	\$529	\$550
Board Expense		\$450	\$377	\$0	\$0
Conference Expenses *		\$40,168	\$41,403	-\$2,898	-\$2,900
Fees & Charges		\$3,500	\$3,753	\$793	\$1,190
Insurance		\$600	\$550	\$717	\$717
Journal		\$3,000	\$1,599	\$762	\$1,525
LOR Expenses		\$1,000		\$1,126	\$1,130
Miscellaneous		\$0	-\$1	\$0	\$0
Printing and Reproduction		\$100	\$50	\$0	\$100
Prof and Legal Fees		\$2,000	\$1,750	\$2,138	\$2,300
Scholarship Expense		\$1,040	\$2,944	\$539	\$539
Shipping		\$50	\$0	\$0	\$50
Supplies		\$600	\$400	\$0	\$500
Taxes		\$0	\$0		\$0
Webinar Expense		\$300	\$270	\$210	\$350
Website		\$1,780	\$2,171	\$0	\$2,600
Net Income		-\$7,987	\$27,948	\$9,955	\$2,455
Contribution from savings		\$6,000			
Net Difference		-\$1,987			
* All air tickets and several other 2020 conference expenses were purchased in the FY19 fiscal year, totaling \$5,900. \$2,900 was refunded in FY20, making the conference expenses for FY20 appear negative.					
** Admin costs are higher this year because the tickets for Gyulnur to the conference were not refundable. Gyulnur will continue as an intern through this fiscal year, so her salary is quite low, but the bank charges to get payments to her are quite high.					

- The Officers agreed unanimously to use the FY20 Revised Budget instead of the original FY20 Budget going forward.
- The expected income from Lifology may be at risk because Lifology has been severely affected by COVID.
- Unless we find more virtual ways to reach our membership, COVID could end APCDA. We normally recruit new members at our conference. Without a conference this year and probably next year, APCDA will shrink, and it is already small. We are looking for ways to engage current and potential members, to reverse this trend. After the Virtual Conference, Soonhoon and Marilyn invited non-members to Meetups, resulting in a few new members. Other free webinars and meetups that are free to members have been helpful in increasing the perceived value of APCDA membership. The on-going Regional Meetings are designed to retaining and energizing members. We are seeking additional ideas for ways to build community and inspire others to join APCDA.

Nominations (Carla)

- Dr. Raysen Cheung withdrew due to COVID.
- Satomi Chudasama is still thinking not sure about running do to COVID.
- The Officers suggested several people who Carla could ask to run. She agreed to follow up with them.

Staff Reports (Emily)

- Past FY20 Webinars

Date	Title	# Atnd	Income
24-Oct-19	Social Media in Career Services: From Delivering Information to Co-careering	26	\$320
25-Nov-19	Innovative Career Services Interventions in Higher Education: Cases from Azerbaijan and Turkey	12	\$110
5-Jan-20	Webinar: Steering Career Transitions Nationally and Globally	13	\$95
19-Apr-20	The Future of Work: Preparing Ourselves for Jobs of Tomorrow	93	\$2,110
10-May-20	Building Career Resilience and Rejuvenation in the Time of COVID-19	27	\$310
	Total		\$2,945

- Next Webinar
 - The Journey of Becoming a Self-Sustained Career Center by Employer Partnership, June 9/10 – By Francesca Saracino
- 2023 Conference Planning: The leadership voted for Macao. Our Macao Representative, Claire Ouyang, is highly supportive, but not connected to the University of Macao. Elvo Sou, Director of the career center at the University of Macao is enthusiastic about our conference but needs support from an academic area (Psychology or Education). He is looking for support, but the COVID situation makes it hard for people to focus on an event 3 years from now.
- A New Country Rep Training was held on May 14 and 4 new reps (plus Agnes) attended.
- Ethics Taskforce: An Orientation Meeting was held and the comparison of our ethics and those from 3 member countries have been revised to facilitate comparison. The Ethics Taskforce has another meeting scheduled May 29 to examine each part of the Code and see what is relevant for APCDA.

- Glossary Taskforce: The Glossary team met and finalized the terms that had been suggested in 2019. We will soon be ready to publish this exciting new list of terms.
- Regional Member Meetings
 - APCDA members were divided into 13 regions. 5 of these regions have meet and the discussions have been productive.
 - A summary article was published in our News blog on May 17.
 - We are currently thinking a small panel of labor market analysts/futurists who live in our region would be helpful to provide advice about potential changes in the next 5 years. For example, panelists from India, China, a western country, and another country in our region, such as Singapore or the Philippines, would provide a broad but targeted perspective. This discussion would be offered as a free webinar to members in late June or July. Sing Chee offered help identifying a panelist from Singapore and Carla might be able to find a person from the Philippines.
 - Another suggestion was to create an international panel of HR people who are trying to cope with COVID within their own companies and could help us understand their perspective. Carla offered help in identifying such panelists.

2021 Conference

- We have a theme, keynote speakers, a venue, a hotel for Officers and Keynoters, and tours.
- We are working on the Conference webpages and have completed a Conference page, Travel Tips, and Call for Proposals
- Our COVID contingency plans have been published.

2022 Conference

- Gyulnur has met with Kazakhstani representatives about the 2022 conference and provided them with tasks to complete this year (theme, keynote speakers, and venue). Another meeting is planned for July.
- Our contacts in Kazakhstan are surveying locals to identify a theme for the conference.

The meeting was Adjourned at 11PM

Respectively Submitted,

Momoko Asaka

Secretary