



Asia Pacific Career Development Association

APCDA Officers Meeting

July 19/20, 2021

Present: Sing Chee Wong, President; Satomi Chudasama – President elect, Gyulnur Ismayil, Marilyn Maze, Momoko Asaka – President Elect-Elect, Constance Pritchard, Jose Domene – Secretary Elect

President's Message

- Congratulations to Election winners
- Grateful to the conference organizing team and congratulations on holding a successful event
- Looking forward to our next conference in 2022 in Singapore. There are some exciting ideas about how to hold a hybrid conference.
- Financially we also did well and hopefully we be as successful in 2022.

Treasurer's Report

- Total asset growth is phenomenal over the last 4 years, showing that this association is very careful about how it spends its money.
- We have very few current liabilities
- Net assets indicate that we are solid
- For the 2021 Conference, there is still some amount of money to come and outstanding bills. We expect that the net income will be \$40,000 USD. The estimated expenses are very close to the actual expenses.
- Membership income is at 97% of the expected income

Staff updates

Webinars/Meetings:

- July 22/23 Committee Council 10 PM EDT
- July 29/30 Webinar: Hopeful Employment Environment
- Aug 4/5 Country Council Meeting 10 EDT
- Aug 16/17 Board Meeting 10 PM EDT
- Aug 17/18 Research Member Mentoring Webinar 10 PM EDT
- Aug 19/20 New Member Orientation 10 PM EDT
- Sep 14/15 Journal Webinar 10PM EDT
- Sep 20/21 Officer Meeting 10 PM EDT
- Nov 9/10 Country Council Mtg 10 PM EDT

Discussion topics

- **Staff evaluations:**
 - Staff evaluations: Marilyn, Emily, Gulnur
 - Evaluations for Marilyn and Emily are submitted: comments expected
 - Evaluation for Gulnur: pending meeting
 - Discussion postponed until the next meeting, as some more meetings are required.
- **LOEP Accreditation**
 - Suggestion steps to establish our first application included:
 - Complete an application and pay the application fee
 - Construct an evaluation team
 - Determine the evaluation criteria

- Assess the Local Organization’s Educational Program
 - Post accreditation, pay an annual maintenance fee and re-evaluate within 2 years, then every 5 years
 - Cultural aspects should be considered during the process
 - There is established experience already with some local organizations. Example, RMIT is already accredited by another organization, but they are interested in our accreditation for their career practitioner training program.
 - Unanimously agreed and accepted by Officers to proceed, as it will increase visibility of APCDA in the region also. Reputation of APCDA will eventually increase.
 - Administration process to be established and developed by the team.
- **Conference income suggestions:**
 - \$40,000 net conference income
 - Possible uses:
 - Cover APCDA budgeted expenses (including staff) – About \$5000
 - Savings
 - Staff bonuses: We have previously agreed that we will provide a bonus to our staff based on the amount of the net income from the conference. Possible amounts for the bonus could be:
 - \$500 Emily, \$750 Gulnur
 - \$1000 Emily, \$1500 Gulnur
 - \$1500 Emily, \$2250 Gulnur
 - \$2000 Emily, \$3000 Gulnur
 - Suggested to postpone bonus decision until all staff evaluations have been completed.
 - One of the suggestions was to consider increasing base salary for staff instead of just a bonus during specific years. The bonus decision and the salary increase decision are two different decisions.
- **Conference 2022**
 - Dates/Venue are set
 - Technical equipment and support/ tours/ hotels are being researched.
 - What does ‘hybrid’ mean?
 - Preliminary Member/Friend survey results may provide some insight:

	Members		Friends	
	Virtual	In Person	Virtual	In Person
Definitely	25%	30%	15%	4%
Possibly	7%	39%	54%	17%

	Members		Friends	
	Did not use	Rating	Did not use	Rating
Virtual Networking Options				
Chat	40%	2.0	56%	1.4
Meet	45%	1.6	48%	1.7
Lounge	36%	2.2	55%	1.5
People you should connect with	51%	1.5	45%	1.7
Event Feed	31%	2.3	39%	2.3
Contests	49%	1.9	54%	1.7

- Based on these preliminary results, we expect 70% of members to attend in person (if they can) and 60% of Friends to attend virtually. Therefore, the Virtual networking options (second table) preferred by Friends are more relevant (because Friends will be virtual and Members will be in-person, mostly).
- Possible schedule:

Week 1		In-Person	Virtual
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Tues	9 am	Registration & coffee	Virtual Networking
	10 am	Keynote1: Lynn Ng	Live-streamed
	11 am	Panel Discussion	Live-streamed
	11:40 am	Coffee Break	Virtual Networking
	12 am	Keynote2: Nurturing an ecosystem for lifelong career development by Riz Ibrahim	Live-streamed
		Lunch	Virtual Networking
		Career-related tours: Enabling Village, SMU Career Center, NUS Career Center	N/A
		Reception	N/A
Wed	10 am	Keynote 3: Thinking Like An Employer to Help Your Clients Succeed by Elisabeth Sanders-Park	Live-streamed
	10 am	Coffee Break	Virtual Networking
	11:20 am	Panel Discussion	Live-streamed
	1 pm	Lunch	Virtual Networking
	2 pm	Gardens by the Bay	N/A
	6 pm	Foodie tour	N/A
Thu	10 am	PDI 1: Guiding Principles of Career Development: Career Work in Action	Live-streamed
Week 2		All Virtual: All sessions online using Zoom. Possibly 50-minute sessions, 10-minute breaks	
Tues	10 am	Breakout Sessions 1 (6 simultaneous)	
	11 am	Breakout Sessions 1 (6 simultaneous)	
	12 am	Breakout Sessions 1 (6 simultaneous)	
Wed	10 am	PDI 2: 5 Keys to Helping People Start Careers by Elisabeth Sanders-Park	
Thu	10 am	Breakout Sessions 1 (6 simultaneous)	
	11 am	Breakout Sessions 1 (6 simultaneous)	
	12 am	Breakout Sessions 1 (6 simultaneous)	
	1 pm	Wrap-up Session (30 min)	

- It is possible that one or two of the keynoters may attend/present virtually to reduce travel costs.
- Or course, all virtual parts will be recorded.
- All in-person parts will be live-streamed to the virtual attendees as well as recorded. If there is only one track for the in-person track, that would reduce costs.

- **Conference 2023**

- Reaching out to meet the local team
- First meeting planned for the end of August