



Asia Pacific Career Development Association
APCDA Board Meeting
August 16/17, 2021

Present: Sing Chee Wong, President, Gulnur Isparova, Marilyn Maze, Momoko Asaka, Satomi Chudasama, Jose Domene, Emily Lizada, Kunimitsu Kuki, Allan Gatenby, Lorraine Godden, Hector Lin

President's Message

- This is my last meeting as the Board as the President. October 1st Satomi will be taking over
- Thank you all for your support, enjoyed working with you all
- Looking forward to seeing you all in Singapore next year
- I will still be around and hope to continue my relationship with all

Treasurer's Report (see attached)

- Net Conference income – 38,968 USD

Committee Council Report

- The Committee Council met on 21st/22nd JULY 2021. Apologies were received from Journal C'mttee (Brian H.) & Program C'mttee (Tuna D.) & News (Catherine H) Reports made to the meeting included:
- Staff: PowerPoint shared
- Awards: Next Meeting scheduled for August 9th Virtual Focus Group Later in August to determine 2021 scholarship recipients experience.
- Bi-Laws: No further development: From the membership survey: 1 volunteer to join this Committee
- Ethics & Standards, Glossary: Webinars completed and Standards breakout session at conference acknowledged.
- Journal: September issue will contain 3 articles and editor's note. A special issue being planned with a guest editor who will soon be putting out a call for papers.
- Membership: Membership of APCDA
 - Data reported for July 19, 2021. Total membership = 291 active members,
 - Total membership has decreased by approximately 5% since April 2021, with decreases spread relatively evenly across the membership categories, with one exception. Contrary to the overall trend, first year members have increased (there were 36 first year members in April). These changes may reflect seasonal variation in membership renewal. Nonetheless, if the pattern of losing longer-term members persists, the membership committee may need to pivot away from primarily engaging with potential and new members (which is currently our practice) to increasing our engagement with longer-term members. We will monitor the situation over the next few months to determine whether there is a need to change our focus.
 - Membership Committee Activities
 - The membership committee continues to host monthly new member/potential member meetings and to engage existing members through the newsletter. The member committee held a planning meeting in June 2021, with one focus being ideas to engage our membership through technology. It also became

evident that it may be necessary for the membership committee to coordinate / work together with other committees to implement some of our plans.

- Changes to Membership Committee Composition
- Following the 2021 APCDA conference, two additional people have volunteered to serve on our committee: Urja Acharya (Nepal), Jennifer Nguyen (Vietnam). They join our existing committee members, who have committed to continuing to serve on the committee: Natalie Kauffman (USA), Lisa Raufman (USA).
- Look ahead to the future, José Domene will need to step down as co-chair of the committee, due to his election to the position of Secretary of the association. Kunimitsu Kuki has volunteered to replace him as co-chair, alongside long-time co-chair Soonhoon Ahn. José and Soonhoon will be meeting with Kunimitsu over the next couple of months to facilitate this transition.
- News: no report
- Nominations & Elections: no report
- Public Relations: Clarification of purpose of the Committee: to cooperate with and support other committees; promoting webinars; nominations process; news blogs
- Research: collaborating with Journal Committee
- Program: No report

Country Council Report

- 3rd meeting for 2021 took place on 11/12 Aug. Reps reported the state of the pandemic's impact and vaccination efforts in their countries. They also shared about local efforts, public programs and community-driven initiatives to help people and businesses recover. In addition, there was a good sharing of career development related resources such as research, reports, and project insights. We also had a colleague from the Scholarship committee participating in our meeting to seek collaboration on getting more representation and participation for scholarship applications. A healthy turnout of 11 reps attended the meeting.

Discussion Topics:

- ***Sharing names of Webinar attendees with the Speaker***
 - Issue raised by the Program Committee which is against of sharing the list of registered webinar attendees with the Presenters. Concern is that speakers can use this information for marketing purposes in the future. But normally contacts are hidden and only names and job titles/organizations are shared, plus gender.
 - One solution is to provide a check mark to get agreement from the attendee on sharing data with the speaker.
 - It is helpful for the Presenter to know background and names of people attending, but not contact details, to improve the quality and help with engagement.
 - Another suggestion was to the share list without names.
 - Board voted to include a checkbox on the registration form where the attendees agrees that his/her information may be shared with the Presenter for the Webinar. It was also stipulated that the presenter be informed that attendee information is only for use in engaging the audience and is not to be used after the webinar.
- ***Conference 2022***
 - Self-isolation is still required for all visitors to Singapore (between 7-21 days). This impacts our plan to hold hybrid conference. If this restriction continues, we will host and in-person for Singaporeans in addition to the virtual event for others. The situation changes every day.

- Even though Singapore may remove their restrictions, returning home may require restrictions in other countries across the region.
- Keynoters have been asked if they prefer to present in person or to present remotely. So far, one wishes to be in-person and one may present virtually. There is a lot to workout still.
- **APCDA – IAEVG Conference 2022 co-hosting**
 - The budget with minimal attendance by IAEVG members shows little difference in Net Income between the APCDA only and the APCDA with IAEVG options (around 11.000 USD either way). APCDA is only required to pay IAEVG for members of IAEVG if there are more than 80 members of IAEVG registered and provide travel/hotel for 6 Board members of IAEVG.
 - APCDA has morning hours, IAEVG holds sessions in the afternoon due to time zone differences.
 - APCDA will take care of the registration for all attendees. IAEVG will select scientific/research proposals, APCDA will select the practical proposals. APCDA is responsible for all practical components.
 - Virtual attendance can increase with minimal additional expense. In-person attendance is limited to 300 total (due to the size of the facilities).
 - Virtual conferences have been attracting large numbers of registrations. It is likely the conference will provide income to APCDA even if it is primarily virtual.
 - Board unanimously voted to co-host Conference 2022 with IAEVG.
 - After August 26 Board of IAEVG will also update on their decision.

Staff reports

1. **Webinars and Meetings:** suggest topics for member meetings and paid webinars

- Aug 17/18 Research Member Mentoring Webinar 10PM EDT
- Aug 19/20 – New Member Orientation 10PM EDT
- Aug 23 – 2023 Conf Planning meeting 7AM EDT
- Sep 2 – 2022 Conf Planning meeting 8AM EDT
- Sep 14/15 – How to Get Published in the APCD Journal by Brian Hutchison
- Sep 20/21 Officer Meeting 10PM EDT

2. **LOEP:**

- 9 volunteers so far. Some may not be experienced in the topic of this educational program.
- What is the criteria for selecting volunteers to be on the Review Team? The process has been slowed to answer this question.
 - Membership in APCDA?
 - experience in the field?
 - knowledge of local language?
 - knowledge of the similar programs?
 - The board encouraged all of these be considered and asked that the team selected be required to sign a non-disclosure agreement and to be interviewed by one of the leaders to be sure they meet these criteria.
- We must be careful to assure quality and diligence because this effort will impact the reputation of APCDA.

3. **Other:**

- Request to support the request by the Awards and Scholarships Committee to assist with promotion or scholarships in every country.