



Asia Pacific Career Development Association

## APCDA Officers Meeting

September 20/21, 2021

Present: Sing Chee Wong, President; Satomi Chudasama, President elect; Woongtae Kim, Past-President; Momoko Ssaka, Secretary (President Elect-Elect); Constance Pritchard, Treasurer; Jose Domene, Secretary-Elect, Gulnur Isparova; Marilyn Maze; Emily Lizada

### ***President's Message***

- Thankful to all for support and encouragement. Appreciate all your commitment.
- Satomi will be taking over on October 1
- Wishing APCDA to progress upwards
- I will be around for another year and happy to serve further

### ***Treasurer's Report***

- Sing Chee thank you for your service and Satomi welcome and thank you for stepping up, Momoko is next in line.
- Total assets are 224,620 USD. Liabilities are current and we are in an excellent shape.
- We finished cleaning up the Conference. For the FY21 budget, we budgeted for a small conference, but it ended up being large and, as a result, we earned more budgeted. NCD also found that a Virtual conference is more profitable.
- Keynote speaker payments are higher because each keynoter each had 100 people attending their PDI and they earned \$40 for each attendee.
- Fees and bank charges are higher because our income is higher, and we are charged a portion of each payment for processing income.
- We have one more month in the fiscal year, but our major expenses have been paid and we don't expect to spend much more as we close the year. Actual increase of income is caused by the gift and the Conference being more profitable.
- FY22 Budget is a prediction and working piece for now.
- We are planning a hybrid conference and co-hosting with IAEVG. For the FY22 Budget, we used the worst-case scenario in which we have to cover in-person travel for IAEVG, but have few paying attendees.
- The proposed Budget shows 3000 USD net income.
- Our staff expenses and other routine expenses are fairly steady, except that we are adding a new staff position.
- Webinar income was higher last year, this year it is less.
- Membership, webinars, and conference are the main income sources of APCDA. We are getting bigger and need more infrastructure. As expenses have increased over the years and sources of income other than the conference are not reliable, we now need about 20,000 USD net income from the conference to cover all expenses.
- The "Scholarship" category is income that we put into liabilities and we spend it the year after it is received.

### ***Staff updates***

Webinars/Meetings:

- Sep 22/23 Ageism Webinar 10PM EDT
- Sep 29/30 Potential Member Meetup 10PM EDT
- Oct 14/15 Committee Council Mtg 10 PM EDT
- Oct 20/21 New Member Orientation 10PM EDT
- Nov 9/10 Country Council Mtg 9PM EDT

- Nov 30/Dec 1 Potential Member Meetup 9PM EDT
- Jan 13/14, 2022 New Member Orientation 9PM EDT
- Feb 10/11, 2022 Potential Member Meetup 9PM EDT
- Mar 10/11, 2022 New Member Orientation 9PM EDT

### ***Discussion topics***

- **Transfer to savings:**
  - During past years, we have kept about 40,000 USD in the checking account, which is sufficient to cover our needs. You can see that we currently have 80,000 in the checking account. Marilyn requested that we move any amount over 40,000 USD to savings at the end of the year. If we suddenly need the money, there is no penalty to use it – we just forfeit the interest earned.
  - Jose Domene moved that we reduce the checking account to 40,000 USD and put any excess into savings after we close the year.
  - All voted in favor.
- **Staff Bonuses**
  - We do not raise salaries annually, but we give bonuses when the conference does well. We gave no bonuses last year because we had to suddenly switch to a Virtual conference for which we charged a very low fee.
  - This year the conference net income was 40,000 USD, which is more than any past conference.
  - Marilyn suggested possible bonus amounts:
    - \$500 Emily, \$750 Gulnur
    - \$1,000 Emily, \$1,500 Gulnur
    - \$1,500 Emily, \$2,250 Gulnur
    - \$2,000 Emily, \$3,000 Gulnur
  - A suggestion was made to give a bonus to Marilyn also, which she said she cannot accept.
  - Motion for Option 4 – all voted in favor
- **Personnel**
  - Technical administrator to cover website tasks and design work (HTML and video editing). Unanimously agreed to announce this position and approved budgeted salary amount.
  - Executive Director (Gulnur) announced resignation from the position and asked that a replacement be found for her position.
- **Budget FY22**
  - Motion to approve – all voted in favor and approved FY22 budget
- **LOEP**
  - Draft application has been developed in sufficient details to help us doing honest evaluation. We should consider that evaluation will be executed by volunteers, but will require staff involvement.
  - All LOEP evaluations will be aligned with APCDA Career Services Competencies, so these were considered first. There are some relevant areas that were pulled out to consider which will be standard for each application. Each program will also have specific content, which may need additional sources to complete the evaluation. Several sections in the evaluation were based on the UK Education and Training Foundation.
  - There should be clear criteria and indications
  - It is also important for use to evaluate what is going on inside the organization, minimum requirements for instructors, how are they being trained, etc.
  - Evaluation sheet and Conclusion- Summary reflects the findings of the evaluation team.
  - Another document is a Path forward to understand what we need to do, how much we have to pay our staff to administer the review process, etc.
- **Conference 2022**

- Tentative Schedule assuming IAEVG participation

**May 16-20: 100% Virtual, 6 simultaneous tracks**

<b>Mon May 16</b>	<b>10 – 11 am</b>	<b>IAEVG/APCDA Opening Session</b>
<b>Tue May 17</b>	11am – 5 pm	Breakout sessions
<b>Wed May 18</b>	10 am – 1 pm	PDI 1: Guiding Principles of Career Development: Career Work in Action
<b>Thu May 19</b>	1 – 5 pm	Breakout sessions
<b>Fri May 20</b>	10 am – 5 pm	Breakout sessions

**May 24-28: In-Person, 1 track, Live-streamed to Virtual Attendees**

		<b>In-Person</b>	<b>Virtual?</b>
<b>Tues May 24</b>	2 – 5 pm	Tours of local career services	No
	5 – 7 pm	Meetup dinner	No
<b>Wed May 25</b>	10 am – 1pm	Keynotes by Lyn Ng and Riz Ibrahim plus APCDA Awards Ceremony	Yes
	2 – 5 pm	IAEVG Programming	Yes
	5:30 – 6:30 pm	Reception	No
	6:30 – 7:30 pm	Cultural Gala	Yes
<b>Thu May 26</b>	10 am – 1pm	Keynote by Elisabeth Sanders-Park and Panel Discussion	Yes
	2 -5 pm	IAEVG Programming and Conference Wrap-up	Yes
<b>Fri May 27</b>	10 am – 1pm	PDI 1: 5 Keys to Helping People Start Careers	Yes
	1 – 5 pm	Dim Sum Lunch and Tour of Gardens by the Bay	N/A
	6 – 9 pm	Food Tour	N/A

- **Conference 2023**

- Local team is set
- Host – Nazarbayev University
- Currently voting for the theme and speakers

- **Other**

- We said goodbye to Woongtae Kim for the end of his Past-President term
- Welcomed Satomi Chudasama who steps in as a President on October 1
- Thanked Sing Chee for her service as President

Meeting was adjourned at 11:30 PM

Respectively Submitted,

**Momoko Asaka**

Secretary