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***NCDA Board of Directors Meeting***

**Tuesday, April 5, 2022 \* Via Zoom**

**Tuesday, April 5, 2022: Meeting Called to Order by Sharon at 3:03 PM ET**

**1. Roll Call (Julia)**

13 in attendance at start. Diandra joined at 3:22PM.

A quorum is present.

**2. Approval of the Agenda (Sharon)**

**MOTION** was made by Marty to approve the agenda with addition as noted below.

Seconded by Sharon.

Please add Leadership Academy Updates, presented by Marty.

Motion passes unanimously (no opposing votes, no abstentions).

**3. Approval of the February Minutes (Julia)**

**MOTION** was made by David to approve the February minutes.

Seconded by Courtney.

Motion passes unanimously (no opposing votes, no abstentions).

**4. Report on Action Items**

***Contract % Policy on FCD Project Work (Charles, Sharon, Deneen, Lakeisha)***

*Policy for additional contract work as follows:*

Creative Management Alliance (CMA) will be provided additional compensation beyond that specified in their existing contract for management services with the National Career Development Association Board for any one time or continuing international or national project requiring CMA identification, negotiation, contract development, administration, reporting and monitoring. The compensation will be fifteen percent (15 %) of the total contract amount unless agreed to otherwise. Payment to CMA will be made upon project payment receipt(s).

CMA will develop all contracts in coordination with the NCDA President and Treasurer, request approval from the Board before implementation and report on project status during Board meetings. A separate NCDA budget section will be maintained for projects income and expenses.

Projects in existence at the time of annual budget development will be included for board approval. Any subsequent project occurring during the fiscal year will require Board approval.

This agreement will be approved at the beginning of each fiscal year and is subject to replacement by designation of a CMA project staff with Board approval.

No CMA staff member may receive additional project compensation other than specified in this policy.

***Board members should reach out to potential officer candidates (Seth and Lakeisha)***

Thank you for assistance. The slate of officer candidates is now complete.

***Deneen to reach out to the auditor about State Division Support (Deneen)***

As we are currently in tax season, our auditor has asked that we hold on this project. A meeting is planned for early May. We have met with state representatives from New Mexico and Ohio Career Development Associations (CDAs). We will bring additional follow up to the full Board in June.

**ACTION ITEM:** Deneen will share additional information on State Division Support with the full Board at the June meeting.

***Strategic Plan Policy (Seth and Carolyn)***

Seth and Carolyn sent a revision of the strategic plan policy to the National Office just prior to this meeting. The updates bring together the work from our meeting at the February Board Meeting in St. Petersburg. The most significant change is removing of the use of “long range planning” in favor of “strategic planning”. We also recognize that we engage in “annual planning”, but not in the way that was described in the policy. This description has also been updated for the policies and procedures manual.

Looking forward toward the conference (and beyond), we’d like to bring in additional ideas – expand our group, including members beyond the Board. Both Courtney and Marty volunteered to join. Together, the group will brainstorm potential candidates to reach out to outside of the Board. This group will review the feedback from the February Board Meeting – acknowledging what has been completed and reviewing suggestions for additional steps. They may also examine steps we can take at the conference as well (e.g., coffee conversations). An additional report will be coming in June, at the Conference.

***LA Mentors to provide project briefs in June (link to LA Projects) (Marty)***

The Leadership Academy class has three members who have completed projects and are planning to present at this year’s Conference. Two members have not yet completed projects due to unforeseen circumstances. These members are still planning to attend the conference to participate with their class. They will also participate in the next class so that they can complete their projects and presentations, and finish the program. However, they will not receive the waiver or stipend for the second year. Both members have agreed to the extension with this structure.

***Board Expectations (All)***

The Board Expectations document is provided on the Board Webpage.

***Trustees Develop Google Doc to journal all activities for succession planning purposes (Trustees)***

Trustees have been asked to create a journal of their activities for succession planning purposes. This could be a Google Document about the projects they are engaged in; deadlines to meet; activities that are not necessarily required, but have been successful; feedback received from members (things going well, things they are looking for, things that did not go well); and so on. The aim of this projects is to encourage greater continuity of services to members.

**5. Membership Report (Deneen)**

*Please see April 2022 Membership Report spreadsheet provided by the National Office. Additional reflections provided here:*

The April membership report shows 5,639 members, which is a 7.5% increase over this time last year. Regarding our diversity goals, we are also seeing an 2% increase for members from “ethnicities other than white.” Other demographic statistics have been fairly stable. We have awarded nearly 2,700 credentials.

**6. Treasurer’s Report (Charles)**

*Please see the March 2022 Treasurer’s Report spreadsheet provided by the National Office. Additional reflections provided here:*

Six months into the fiscal year, with a few exceptions, revenues are generally tracking higher than anticipated and expenses are generally tracking lower than anticipated. Board travel has been higher than expected, primarily due to higher airline costs. The credentialling budget has been tracking well. We are a little lower than expected on CCSC certifications, but we anticipate catching up shortly with a surge near conference time.

Regarding the conference, we had budgeted for revenues of $676,450 and expenses of $622,600. At 2.5 months out from the conference, our revenue is running at $280,000. We expect that registrations will continue to pick up in the coming weeks, particularly for the virtual conference in July. It is doubtful at we will add exhibitors at this point. The expenses side is set with little leeway. The cost for meals and breaks is set at $180,000 as a part of the hotel negotiation for the room count. It is difficult to anticipate what actual attendance will look like at this point, as we do not have a good benchmark to compare to. With the virtual conference not occurring until July, it may be that people will not register until considerably later. It is possible that we may experience a significant loss on the conference this year, yet we are remaining hopeful that we will make up the gap. This is a new situation and new ground. We need to see what happens and make the best of it.

We will take the experience into account for future years. We are currently scheduled with venues until the 2028 conference. This was required to save on some of the cancellations that were made in the past two years; we needed to book for a later date. We will not book venues further out until we see how the next conferences go.

**MOTION** was made by Courtney to approve the Treasurer’s Budget Report.

Seconded by Sharon.

Motion passes unanimously (no opposing votes, no abstentions).

**7. Work Group / Officer Reports**

***ACA Update (Lisa)***

ACA is engaged in two major projects. The first is a search for a new CEO; the initial application submission period has just closed. The second projects is licensure portability. There is an effort to pass a version of inter-state commerce pact that allows a counselor with licensure in one state to have that license be recognized in another state. (This would be an alternative to a national licensure option, which has not met with progress to date.) To get the inter-state project started, 10 states need to sign on. Currently, 7 states have signed on.

ACA’s Conference is happening this week, live in Atlanta. Their plan moving forward is to have in-person only conference in the spring, with a virtual option in the fall. The city of Atlanta still has rules regarding capacity, which required their hotel to be “friendly” around negotiation, allowing them to downsize the conference this year. Their conference is at capacity this week, which is 1,750 attendees. Pre-COVID conference attendance was typically 5,000 – 6,000 attendees.

***Slate for 2022 Nominations (Seth)***

*Please see the Slate of Candidates for the 2022 Elections document provided by the National Office. Additional reflections provided here:*

Many thanks to the Nominations Committee, as well as to those who provided recommendations and support. We extended the nominations deadline, which was largely successful. There is a slate of candidates for each position. There will also still be possibilities for people to nominate themselves on the floor at the Conference.

**MOTION** was made by Seth to approve the Slate of Candidates for 2022 Nominations.

Seconded by Lisa.

Motion passes (10 in favor; 2 abstentions).

The Nominations Committee also recognized that they had some things to weigh through with the rubric to evaluate the candidates. They would like to make some suggestions for tailoring or updating the rubric. Suggestions were made to reference the NCDA Policies and Procedures manual for information during the editing process, as well as to review rubrics from ACA for benchmarking.

**ACTION ITEM:** Lakeisha, please gather input from the current committee to update the rubrics. Provide recommendations to the Board at the June meeting.

***Global Connections / Country Director Plan (Carolyn)***

*Please see the Country Director Plan document provided by the National Office. Additional reflections provided here:*

The Country Director Plan is aligned with the work undertaken by the Global Connections Committee (GCC). The goal is to have regional directors who are geographically connected. This would be a local representative for the country to engage members, share info on NCDA, and recruit new members. The GCC would also like to establish a Global Trustee-at-Large on the NCDA Board to monitor and support the work of the regional directors.

Some questions were raised in discussion with the Board, including:

* *How will Country Directors be selected?*In some regions, this could be a prestigious role. How do we avoid being in the position of privileging one individual over another? We currently do not have a job description or interview process. The 2 – 3 people who are currently in place are long-term members of the GCC. This still needs to be worked out. Maybe we can look to how the Asia Pacific Career Development Association (APCDA) organizes its country directors for guidance?
* *How can we engage this group with other NCDA teams that engage in related work (e.g., Membership Committee, Website team)*  
  We respect that this group wants to build community internationally and has very specific needs (e.g., conducting events that address different time zone needs than our US audience). They also want to impact membership, and this provides a great opportunity for NCDA to grow.   
    
  We also want to also ensure that good infrastructure exists to build one NCDA – rather than a mini-NCDA within NCDA. We want to make certain this is integrated in every way. How can we engage this group to build connections with the Membership Committee, with representation on the NCDA website, etc. From the big pieces to the small pieces, how do we help them make this a part of NCDA?
* *What about our capacity to sustain this effort?*  
  As we think about an integrated effort, does this expand the scope of work for the GCC and/or other committees? We need to be thoughtful about how we go about this. This group is valued, and their work and energies are appreciated. Now we need to find a structure that we can manage and support going forward.

Regarding next steps, the Board acknowledged that our new Trustee-at-Large, who will be elected in October, will be dedicated to Global Connections Interests. In the meantime, Lakeisha and Lisa have offered to join a subcommittee to work with this Committee to keep steps moving forward.

**ACTION ITEM:** Lakeisha, Lisa, and Carolyn will follow up with the Global Connections Committee in a subcommittee to continue to strategizing the Country Director Plan.

**8. Headquarters Update on FCD and Other Projects (Deneen)**

*Please see the Headquarters Report document provided by the National Office. Additional reflections provided here:*

A written report was provided by Headquarters, sharing updates on FCD training contracts, staff and contractor transitions, and other routine activities. All is going well at this time.

Of particular note, the first half of the FCD training in Abu Dhabi is now complete and the face-to-face meeting in Abu Dhabi went very well. It looks like there will be additional opportunity coming from this relationship. More information will be coming soon.

**9. Professional Development Update (Sharon and Deneen)**

*Please see the Professional Development Update document provided by the National Office. Additional reflections provided here:*

The National Office provided a written professional development update as of March 24, 2022. No further discussion at this time.

**10. Conference 2022 Update (Sharon and Deneen)**

***Board Registration Options***

As of this meeting, we currently have 442 people signed up for the in-person conference and 285 signed up for the virtual conference. These numbers are low in comparison to previous years at this time, but are expected to continue to grow. By constituency group, the breakdown is: 239 higher education, 105 school career counseling, 66 counselor educator and researcher, 42 private practice.

So far, 10 people have signed up to be International Ambassadors, and we have 16 international guests. This is far less than in the past. We are not currently planning on an international reception.

We have 9 confirmed exhibitors, with 3 more expressing interest. This will be enough for an exhibitor hall.

The PDIs have low numbers, with only one having enrollment over 10 at this time. We will need to make decisions soon regarding who will “go” and who will not, based on whether there is enough revenue gain to cover the costs (e.g., $600 to the presenter).

Although there may be some challenges ahead, we expect this will be a good step back into the live conference experience.

***Updated Board Schedule***

*Please see the Board Schedule spreadsheet provided by the National Office. Additional reflections provided here:*

The updated Board schedule is now available for the in-person conference. All Board members are registered for both the in-person and virtual conferences at this time. Please let Headquarters know if you are not planning to attend the virtual conference so we can free up your seat.

Be looking forward to some special programs and events at the in-person conference:

* We are working to make the first-timers event special. Watch for emails from Sharon.
* Our community connection, *Working Wardrobes*, is fantastic. This will be an opportunity to give back. Watch for information on how to contribute.
* Constituency meetings are 1.5 hours.
* Our new mentoring program kick off will begin with the conference. We are looking for about 50 mentors. Watch for that email.

**11. Career Developments Magazine Editor Search (Deneen)**

A call is out for the search for a new editor for Career Developments Magazine, with a deadline of April 18, 2022. Melissa Venable has been serving as the interim editor. The National Office plans to bring a final candidate to the Board for a vote as soon as possible. This may be conducted by eVote, depending on the timing.

**12. Credentialing Commission Update (Lakeisha)**

*Please see the Credentialing Commission Update report provided by the National Office. Additional reflections provided here:*

There are two items to highlight in the Credentialling Commission Update report. First, the Commission is moving forward with talking to the TEC about bundling the FCD training and CCSP credential, as discussed in our last meeting. Second, we are continuing with the payment of reviewers until we are able to move forward with the new assessment for the CCSP credential – again, as discussed in our last meeting.

**13. Additions to the Leadership Academy Committee**

Two new people have been added to the Leadership Academy Committee: Marty Apodaca and Carla Cheatham*.* They will be starting a new three-year term starting in October 2022.

**Adjourn**

Adjourn at 4:21 PM ET.

*First draft of meeting minutes was submitted to the President and Deneen Pennington on April 18, 2022 by Julia Panke Makela. Last Updated April 20, 2022.*