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***NCDA Board of Directors Meeting***

**September 19, 2023 \* Via Zoom**

3:00 – 4:30 pm Eastern

*Lakeisha Mathews, President Courtney Warnsman, Trustee*

*Sharon Givens, Past President David Ford, Trustee*

*Carolyn Jones, President-Elect Celeste Hall, Trustee*

*Marty Apodaca, President-Elect-Elect Diandra Prescod, Trustee*

*Julia Makela, Secretary Jim Peacock, Trustee*

*Deanna Knighton, Treasurer Stacy Van Horn, Trustee*

*Kathy Evans, ACA Governing Rep Deneen Pennington, Executive Director*

**Tuesday, September 19, 2023: Meeting Called to Order by Lakeisha at 3:02 PM ET**

**1. Roll Call (Julia)**

11 in attendance. Courtney and Stacy absent today.

A quorum is present.

Carla Cheatham also joined as an Incoming Board member.

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

**MOTION** was made by Jim to approve the agenda.

Seconded by Carolyn.

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

*Please see the copy of the June 2023 minutes provided by the National Office on the Board webpage.*

**MOTION** was made by Deanna to approve the June minutes.

Seconded by Jim.

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

**4. Report out on Action Items**

***NCDA’s Global Role Feedback (Lakeisha, Jim, Lisa)***

*Please see the NCDA Global Role Feedback document provided by the National Office on the Board webpage.*

Jim Peacock provided a written summary of feedback from the NCDA Brain Trust discussions of NCDA’s global role. These discussions occurred at the June 2023 national conference (with more than 20 contributors), as well as a follow-up zoom discussion in August 2023 (with 14 contributors). The goal of these discussions was to help the NCDA Board clarify our vision and role with our international members.

Conversation and input ranged considerably, from considerations of keeping with our current approach to transitioning to an “International Career Development Association.” The biggest take-away was that NCDA is clearly doing something right to have so much global interest in the expertise, knowledge, and resources that our association and members offer. There are plenty of barriers that remain to be overcome (e.g., language barriers, time zone challenges), but we are on the right course.

As stated by Norm Amundsen (from Canada), “*we are currently doing something right, don’t lose it.*” It is important to “*continue to be an example to the world, not a problem solver.*” We must be very careful to avoid advocating for others to do it our way. Each country needs to figure out what works for them, considering culture, language, etc.

The Brain Trust plans to continue this conversation later this year. They are very engaged in this work and excited to contribute.

***Hub Promotion – Board LinkedIn Account Sharing (Lakeisha)***

We are looking to increase promotion of the NCDA Hub for improved engagement. Katy is asking for Board Members to once again assist with tactical boosts on social media engagement. Please reshare NCDA’s posts on Linked – specifically related to the NCDA Hub. Remember that the greatest impact occurs when we reshare. If you are having difficulty finding these posts, please “like” any content from NCDA and these posts will show up more often in your feed making it easier to reshare.

**ACTION ITEM:** In the next week or two, all NCDA Board members are asked to reshare a post from NCDA, specifically related to the NCDA Hub.

***ARCS Update (Julia)***

Julia shared the June NCDA Board Discussions with the transition team for the Assessment and Research in Career Services Network. There is strong interest from the group in pursuing engagement in NCDA as a Committee. Other association inquiries resulted in more tentative potential future engagements, leaving the group most energized to move forward with NCDA at this time.

The next step for ARCS is a survey of ARCS members to explore the roles and affiliations of current members, as well as to identify individuals who are willing to be a part of laying the groundwork for an initial committee with NCDA. This survey will be conducted in the next month. Julia will bring results back to the NCDA Board.

**ACTION ITEM:** Julia will keep the NCDA Board informed on the ARCS Survey progress, with information on contacts for a potential committee transition group.

***Credentialing Commission Update (Celeste)***

*Please see the Credentialling Commission update documents provided by the National Office on the Board webpage.*

The Credentialling Commission leadership met with the four NCDA Presidents (Past President, President, President-Elect, and President-Elect-Elect) to discuss key Commission topics for strategic planning. They are seeking good opportunities to collaborate across NCDA planning initiatives that will occur at the NCDA Board meeting in October.

Current projects are focusing on:

* Working out details for the ~~renewal~~ recertification process, which is fairly new.
* Simplifying the website to differentiate between yearly maintenance and recertification (some credential holders seem to be confused by the process)
* Reviewing the School Career Development Advisor curriculum, followed by an updated of the assessment based on the new curriculum
* Filling an open Commission position for Supervision and School Career Development Advisors

**5. Membership Report (Deneen)**

*Please see the August 2023 Membership Report spreadsheet and Annual Membership Recap provided by the National Office. Additional reflections provided here:*

At the end of August, NCDA consisted of 5,456 members – an increase in membership as compared to last year at this time. The percentage of our membership identified as BIPOC has increased slightly at 38% (59% identify as White / Caucasian and 3% did not report). 596 (11%) are international members. We have awarded 3,945 credentials. Other membership statistics have remained steady over time.

Reviewing membership trends by month, we observe a typical annual pattern. Membership numbers start strong at the beginning of our NCDA fiscal year (October). We tend to experience a decrease in new memberships over the winter holidays. However, membership picks back up in the new year (January / February) with early-bird conference registrations and continues to build over the year.

**6. Treasurer’s Report (Deanna)**

*Please see the August 2023 Treasurer’s Report spreadsheet provided by the National Office. Additional reflections provided here:*

The August 2023 Treasure’s Report demonstrates that we are approximately $400,000 above anticipated revenues for the year. However, expenses are also higher than anticipated. The in-person national conference revenues were a bit behind expectations, but the virtual event registration revenues are not fully accounted for yet. There may be more to come on this. Additionally, conference expenses were over by 12% due to hotel changes in food and audio/visual costs. Exhibits and sponsor participation was also down, only raising 65% of anticipated funds. We will take this changing landscape into account as we plan future conferences.

Additionally, professional development beyond the annual conference has not been as strong as anticipated. More efforts are needed to advertise the NCDA Hub and encourage engagement there. There were also increased costs for the Credentialing Commission this year with test development and travel budgets. These costs are anticipated to be lower next year, especially as we move on to implementing the new CCSP test format.

**7. Work Group / Officer Reports**

***Global Connections Transition (Jim)***

The Global Connections Committee has transitioned to a new chair – Magdelena Mott. She has identified two additional committee members to assist with leadership as co-chairs, which will help prepare the committee for longer-term leadership sustainability. The full GCC will meet at the end of October to share a comprehensive and inclusive vision. The group’s energy is positive and we are excited to see them move forward together.

***Nominations and Elections Update (Sharon)***

A team has met to work on modifications to the nominations and elections process – standardizing the system to improve transparency and integrity. We are working on updating the submission and review system, as well as updating the rater rubrics. There will also be a pre-qualifying survey so that potential candidates can see if they meet minimum requirements before going through the process of preparing their packets. If they do not meet the minimums, the nominations committee can give specific feedback or recommendations on ways they can get involved to be eligible in the future. A meeting is scheduled in October to finalize the rubric so that it will be ready in time for the next election cycle.

***Mentoring Program (Sharon)***

The pilot year for the NCDA Mentoring Program concludes on September 30. A survey has been sent to participants to capture program feedback. Survey questions ask about program experience, if participants would like to see the program continue, and would mentors be willing to continue. We have received positive feedback throughout the program, but we want to see the summative consensus as well.

We do have two people who want to do the administrative work to continue to support the program going forward. Many thanks to Deneen and Melanie for supporting this work to date.

***Career Development Quarterly Update (David)***

*Please see the CDQ Funding Request document provided by the National Office. Additional reflections provided here:*

The Career Development Quarterly (CDQ) currently has a backlog of over 100 articles. We’ve slipped from a 95-day average review time to 435 days. People have withdrawn articles and are seeking other journals. Others are deciding not to submit. This is an urgent issue to address.

We have never had an issue with this publication in the past. Headquarters has not had to be involved. This was managed through an ACA deal with Wiley publishing. We have reached out to the current editor to understand what caused the backlog, but response has been lacking. It seems we have experienced a series of unfortunate events. There have been recent staffing changes at ACA. We had someone there who would help us keep an eye on CDQ, and this has changed. Additionally, we have an editor who has not been communicative, and we have not had strong communications from Wiley either.

Complaints came in from authors and the co-editors, Melinda Gibbons, and Seth Hayden. The co-editors have devised a plan to help us clean up the backlog, but it will require financial compensation. They have asked us to allocate $12,350 to support oversight of the cleanup process, which will require special reviewers, advisors, and editorial assistance. This would deplete the revenue that CDQ has been allotted.

The Board feels that we need to address this issue. The CDQ is a “cornerstone of our organization.” What choice do we have?

**MOTION** was made by Jim to accept the proposal from Melinda and Seth to allocate $12,350 specifically to clean up the review backlog.

Seconded by Sharon.

Motion passes (10 yes votes, no opposing votes, 1 abstention).

**MOTION** was made by Lakeisha to approve Melinda and Seth as interim associate editors for CDQ through December 2023 to help clean up the submission backlog.

Seconded by David.

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

Once the issue is addressed, we will need to do damage control. We’ll need to communicate very clearly to all contributing authors and full membership that the issue is addressed, and that we’ve taken steps to ensure that this will not happen again. These messages can perhaps come from the new editor.

Moving forward, we will need to be more intentional about the oversight of CDQ so this doesn’t happen again. The Board brainstormed ways we can be more informed and involved in the future. For example:

* Face-to-face time with the editor at the conference – an invite to come to the Board meeting and share an update
* Wiley has a report for each journal that includes numbers such as – number of submissions, average turnaround time. Can we receive these numbers quarterly or bi-annually? Just make this a part of our annual rhythm so that we can identify needs before they become so urgent.
* What kind of on-boarding is provided for editors? Are the responsibilities written down? Can this come from Headquarters for consistency? Maybe it can be informed by resources from ACA or Wiley? Or can Paul Hartung assist with designing this in his role as a “special advisor”? How can we be certain that our editors are well resourced for the task? (Any additional request to Headquarters would need to be added to their contract.)

**ACTION ITEM:** Deneen can explore some of these resource questions with ACA, and she will come back to the Board with ideas on if and how Headquarters needs to be more involved.

The Board also voted to accept the continuing CDQ editorial board at this time.

**MOTION** was made by Carolyn to approve the continuing CDQ editorial board.

Seconded by Diandra.

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

Finally, Deneen shared that we have two applicants for the new editor position. The Selection committee would be bringing a recommendation to the Board to vote on in October, with the aim of having the new editor begin in December.

**ACTION ITEM:** Board members should watch their email for communications regarding the selection of a new CDQ editor. Input is needed soon.

***O\*NET Ally (Courtney)***

A constituency member brought the O\*NET Ally program to Courtney’s attention. There are 200+ organizations that are involved with O\*NET as allies. When O\*NET is ready to update a profession on their site, they reach out to these organizations requesting their help to gather data to be included under the industry code. We would gather the data and send it forward (rather than sharing contact information). It does not seem that there are other career development organizations involved at this time, and it looks like our industry is scheduled for an update in 2024.

It would not cost NCDA anything to be involved. We simply need to vote on whether we’d like to do it, and then be willing to provide our expertise and some data when they reach out.

**MOTION** was made by Courtney for NCDA to become an ONET Ally.

Seconded by Marty.

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

**ACTION ITEM –** Deneen will maintain communication with O\*NET during its next open enrollment term in 2024.

***Government Relations Committee Budget Request (Marty)***

The Co-Chairs of our Government Relations Committee would like to put forward two budget requests to NCDA. They are as follows:

*LobbyIT Contract.* Our current LobbyIT contract has us on a Tier 1 for nine months, and then moving to Tier 2 for a higher level of service around Hill Day. The cost for this is $15,000, and the team at LobbyIT has been very strong to work with. The NCDA Government Relations Committee would like to propose that we move to a Tier 2 contract for the full 12 months. This would allow us to expand the higher level of service and could expand the strengths of the LobbyIT expertise to our State Government Relations Committees. The cost for this would be $24,000.

*ACA Legislative Conference.* The NCDA Government Relations Committee requests an additional $1,000 in their budget to attend the ACA Legislative Conference. This would help cover the cost of registration, hotel, and flights. Attendance would help strengthen our connections to ACA’s legislative efforts.

The Board asked to move the decisions on these items to the October Board meeting when we consider the NCDA budget as a whole. We recognize there are some significant asks in these proposals, and it would be helpful to have the full context of the FY 2023-2024 budget at hand.

**ACTION ITEM:** Revisit NCDA Government Relations Committee budget requests at the October Board Meeting

In the meantime, it would be helpful to have more clarity on the expected outcomes of moving from a split Tier 1 / Tier 2 contract with LobbyIt to a 12-month Tier 2 contract with LobbyIT. How would this change the focus of their work? With a Congress that struggles to move legislation forward, is this the right time? How would a pivot to a state-by-state focus impact progress? What are some of the ideas and issues that they could see addressing?

**ACTION ITEM:** Marty can **s**eek additional information from the NCDA Government Relations Committee regarding the expected outcomes of increasing the LobbyIT contact to a 12-month Tier 2 level.

**8. Headquarters Update (Deneen)**

*Please see written reports from Professional Development, Career Convergence and the Publications Development Council, the Training and Education Council, and the Credentialling Commission, as well as updates on NCDA collaborations, NCDA marketing, and NCDA social media. All are provided by the National Office on the Board website. Additional reflections provided here:*

NCDA Councils and teams have been quite busy and things are going well. One partnership to highlight that has not been addressed in other conversations is our recent collaboration with the College Board. As a follow up to the email conversations this summer, The College Board will include career information on their school reports to college-going students. We are also contributing to writing a parent guide in the K-12 constituency. This is very significant work for NCDA and our K-12 constituency. It provides important exposure, and NCDAs contributions will likely receive some recognition. The College Board has also agreed to be a sponsor for the 2024 conference.

We’d also like to note that Melanie is researching the costs of the National Career Development Guidelines (NCDGs) to become a part of the NCDA website now. It will be searchable and linkable. This work is much appreciated.

**9. Plans for October (Carolyn and Deneen)**

*Please see the Tentative October Board Agenda provided by the National Office. Additional reflections provided here:*

The October Board meeting will include discussions of strategic planning, team building, and our management company evaluation, in addition to regular meeting business. A final agenda will be sent in October.

**10. Recap of the 2023 Conference**

*Please see links to the Attendee and Exhibitor Evaluations provided by the National Office. Additional reflections provided here:*

Deneen shared that plans are underway for addressing changes in exhibitor engagement and enhancing the exhibitor hall experience.

**Adjourn**

Adjourn at 4:22 PM ET.

*First draft of meeting minutes was submitted to the President and Deneen Pennington on October 2, 2023 by Julia Panke Makela. Last Updated October 3, 2023.*