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***NCDA Board of Directors Meeting***

**October 17 - 19, 2024 | Albuquerque, NM**

**Hotel Albuquerque at Old Town – Turquoise Room**

*Marty Apodaca, President Carla Cheatham, Trustee*

*Carolyn Jones, Past President Deanna Knighton, Trustee*

*Dirk Matthews, President-Elect Markell Morris, Trustee*

*Bret Anderson, President-Elect-Elect Jim Peacock, Trustee*

*Julia Makela, Secretary Courtney Warnsman, Trustee*

*Missy Wheeler, Treasurer Galaxina Wright, Trustee*

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

**Thursday, October 17, 2024**

**Meeting Called to Order by Marty at 3:10 PM MT**

**1. Roll Call (Julia)**

14 in attendance.
A quorum is present.

**Friday, October 18, 2024**

**Meeting Called to Order by Marty at 9:10 AM MT**

**2. Welcome / Introductions (Marty)**

*Please see the “Hello and Welcome to Albuquerque” PowerPoint provided on the Board webpage.*

We reflected together on making meaning through storytelling and engaged in sharing across the group.

**3. Approval of the Agenda (Marty)**

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

Seconded by Dirk.

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

**4. Approval of the September Minutes (Julia)**

*Please see the copy of the September 2024 minutes provided by NCDA Headquarters on the Board webpage.*

**MOTION** was made by Missy to approve the September minutes.

Seconded by Deanna.

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

**5. Work Group/Officer Reports and Updates (ALL)**

***5a. Publications Development Council Survey (Melanie and Julia)***

*Please see documents provided on the Board page regarding the 2024 PDC Survey Introduction PowerPoint, PDC Survey Results Overview, PDC Survey Preliminary Data Analysis, and NACADA Agreement. Additional reflections provided here:*

Melanie and Julia provided an overview of the history and current status of the Publications Development Council, with context for the recent survey conducted in September 2024. Survey results were shared, highlighting areas of strength, weakness, uncertainty, and opportunities for improvement. Reflections and ideas for next steps were encouraged from the Board. Key themes from our conversation were as follows:

* *Publications – of all types – are a highly valued and respected contribution of our association, as expressed by NCDA members and leadership.*
Expressing strategic goals for the association, survey responses and Board discussion expressed that “*We want NCDA to be the first place that people go to for career development publications.*” We recognize that publications have not been a major source of revenue themselves – particularly considering cost to produce, market, etc. However, our publications are essential to the value-add of our organization. They bring people to us as a source of knowledge, expertise, and inspiration.

If being the source of timely, current, high-quality publications is one of our goals, we need to be strategic in supporting sustainable practices for cultivating, developing, and distributing these resources.
* *Confusion / lack of awareness exists regarding NCDA publications processes, as expressed by NCDA members and leadership.*
The survey revealed clear indication that respondents were uncertain what falls under the PDC portfolio, as well as how additional NCDA publications are supported. The current small size of the PDC (4-6 members), and its connection to the Policy and Procedures Manual as a Council with limited membership, were not understood – and viewed as a historical artifact (due to travel budgets when the group met primarily in person at the conference) that may no longer be necessary. Considering the volume and variety of work that this group engages, it is likely time to expand the team.
* *Assistance is needed to clarify the purpose and priorities of the PDC, tying their work to the NCDA strategic plan.*Over the years, the PDC has taken on a variety of roles (as outlined in the survey) with a small number of team members. Some members have expressed that “*we have lost our path*” regarding priorities and purpose. Who is responsible for each task, and where can the PDC members reach out for assistance? Where are key collaborations or partnerships possible with other publication teams at NCDA or beyond?

A call was made for establishing a Taskforce to develop a strategy for the PDC moving forward. This PDC Taskforce would include current PDC members, NCDA members outside the PDC who are knowledgeable about publishing, and career professionals outside of NCDA with publishing experience. We might also look into publishing models at neighboring organizations, such as NACADA, ASCA, and ACA for insights.
* *Expand the number of active PDC members.*
Considerable enthusiasm was expressed for expanding the number of active PDC members. This was viewed as a strategy for assisting with the workload. It might offer possibilities for subcommittees – perhaps some members review proposals, while others focus on supporting authors with marketing and securing reviews? It could also provide a greater pool of candidates for potential Chairs, addressing current struggles in leadership succession planning. Many ideas were offered for outreach to expand membership – personal invitations, outreach to committees and constituencies, question on membership application regarding publication experience, members spotlights for those who have published books, encourage NCDA members who have published with us.
* *Marketing beyond NCDA is a particular challenge.*
This task is best engaged as a partnership between both NCDA and the authors themselves. But many authors do not have experience with marketing their work. What is the role of the PDC and NCDA in this space? What are some models we can look to support this work, and how do we make space to take it on?

**MOTION** made by Missy to establish a Taskforce, including current and former PDC members as well as non-members external perspectives, to establish a plan for the future structure and approaches of the PDC.

Seconded by Kathy.

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

**ACTION ITEM:** Melanie and Julia will follow-up with the PDC to share this discussion and to establish the Taskforce to explore future PDC purpose and strategy.

***5b. Publications Development Council – NACADA Agreement (Melanie and Julia)***

*Please see the NACADA Agreement document provided on the Board page. Additional reflections provided here:*

The first edition of the Handbook of Career Advising was published in 2009. In 2022, this text was reviewed – with several NCDA members participating in the review process. A decision was made to pursue a second edition. The target publication date for this new edition will be October 2027.

NCDA has been asked to engage in an agreement with NACADA as a supportive collaborator for this work (which aligns with our NCDA Strategic Goal #1). NACADA will cover the production costs. NCDA will have input into editors and chapter authors. NCDA’s costs will consist of Melanie’s work, as well as purchasing copies that we sell in our career resource store, and marketing of the publication.

Both organizations share the value of career development in academic advising spaces. To date, NCDA members who have heard about this potential collaboration have expressed enthusiasm. We are excited about this framework for joint publication.

**MOTION** made by Julia to approve signing the NACADA Handbook of Career Advising Agreement contract.

Seconded by Jim.

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

***5c. National Career Development Guidelines (NCDG) Project Demonstration (Melanie and Carla)***

Melanie and Carla provided a demonstration of the National Career Development Guidelines Project new web section (<https://ncda.org/aws/NCDA/pt/sp/NCDG_home_page> ) which transitions the NCDG PDF document to an interactive and searchable online tool.

The NCDG is a framework of career development competencies and indicators of mastery, including a recommended strategy for implementing career development programs for youth and adults. There are three domains – career development, academic & lifelong learning, and social emotional learning. Imagery and logos on the site are selected to intentionally communicate growth, stability, and diversity.

Linked codes with green text have examples behind them (“green means go”). For those with black text, we are looking for examples and users have an opportunity to submit. With this call for assistance, we aim to have a diverse group of examples. Submissions will be reviewed by a volunteer committee before they are linked.

**6. Training and Education Committee (TEC) Updates (Pam Ehlers, Chair)**

Pam Ehlers shared updates from the TEC, as follows:

* *Career Practitioner Supervisor Training*The first draft of the new curriculum has been reviewed, and feedback was shared with the writers. A final draft is due on March 1, 2025, at which point it will go for layout and printing. The goal is to have the training ready for the next conference where we will offer the first training using the new curriculum with those seeking the Career Practitioner Supervision training. We aim to offer an instructor training later in 2025. We also have international consultants reviewing the curriculum to ensure that it includes competencies for their audiences.
* *School Career Development Advisor (SCDA) Course*
The new SCDA course has launched, with a first class of 9 school counselors in Oklahoma having completed the class. They loved the curriculum, expressing that it is a good length for them. It is hard to get all participants from this group to meet at the same time. So, they did an eight-hour day when they were out of school. Pam would be happy to discuss her experience with others who are planning to teach this curriculum.
* *Conference travel funds for marketing*
The TEC has requested travel funds to begin marketing credentials at related conferences. They have worked on a flyer which includes information on the training programs on one side, and information on credentialling on the back side. QR codes are included to get more information from the website. There are significant markets that we are missing out on, and conference attendance could help us address this. For example, attending NACADA, NASPA, NACE.
* *Master trainer handbooks*Master trainer handbooks were completed for FCD / FCDI last year. This year, the TEC is working on updates to the SCDA Preceptor, SCDA Master Trainer, and the SCDA Instructor handbooks.
* *Social media posts*
The TEC has worked on content for social media posts to promote the FCD and SCDA programs to a general audience.
* *Resources and strategies for international growth*
The TEC is also working to strategize our international growth (e.g., in Saudi Arabia, Singapore, Egypt), focusing on training, material development, and ensuring quality. How do we train instructors and make sure they are teaching the curriculum we provide with the competency-based elements? Do they have CE availability? So much of our material is in English. How do we best support both creating the foundations and developing local talent? How do we also think about equity in pricing, considering accessibility and sustainability across economies? A small delegation of TEC members is working on these issues. They have identified several international locations (Singapore, Saudi Arabia, Egypt), and have requested funds to travel internationally to connect with local instructors asking: how can we support you? What do you need to be successful? The aim of these meetings is to outline the needs of international instructors so we can help them structure a CE system that works for them.

**7. Credentialling Commission Updates (Monique and Charlie)**

Monique and Charlie shared updates from the Credentialling Commission, as follows:

* *Certified Career Services Practitioner (CCSP) standardized assessment*
Initial work on the standardization of the CCSP assessment is complete. Initial release is slated to begin on January 1, 2025. Both the scenario-based assessment and the standardized assessment will be available for approximately six months during the transition. This soft launch will allow candidates to choose their preferred approach as we test the process and platform, as well as get instructors and candidates acclimated to the new process. The next big lift here will be communication.
* *Credentialling Strategic Plan*
Commission members were invited to NCDA Headquarters to provide input on the credentialling strategic plan, preparing for ongoing growth of credentialling.
* *Educational materials*
The Commission provided a workshop for the NCDA Webinar series regarding health and wellness in career development, as well as a session at the June Conference. They have created a video addressing questions about maintaining your credential, and published six newsletters that offer articles and spotlight credential holders. This work will continue into the new year.
* *Open positions*
The commission is seeking a new audit panel member; some applications have been received. They are also looking for a new commissioner for the Certified Career Counselor role. The deadline for applications for this role is October 31, 2024.
* *Additional credential updates*
They have begun exploring the addition of a coaching credential and will bring insights on a new name for the CCSCC credential to the Board soon.
* *Continuing education*
We now have 15 approved CE providers. We’ll be looking at the process to become a provider – considering organizational relationships and prices. How do we improve processes for future growth?
* *Alternative pathways*
Just in the past two months, Charlie reports communicating with four potential new alternative pathways partners. Momentum is strong here, and there are many issues to consider regarding audit processes, CEs, etc.
* *Growing across credentials*
We are also considering ways to help people grow from one credential to the next, where it makes sense. For example, what might the pathway be for a CCSP who might want to add the CMCS? How do we make this possible and interesting?

**8. Membership Report (Deneen)**

*Please see the September 20204 Membership and 2024 Membership Summary reports provided by NCDA Headquarters.*

The September membership report shows 6,284 members. This is slightly down from last month, but admirably strong. The percent from the southern region is up a little at 41% overall, which could be promising for the 2025 conference in Atlanta. International representation is holding steady at 11%. Diverse representation from BIPOC communities continues to slowly increase, now at 43%. Other statistics have remained steady. 5,214 credentials have been awarded.

**9. Year-End Treasurer’s Report (Missy)**

*Please see the September 2024 Treasurer’s Report spreadsheet provided by NCDA Headquarters. Additional reflections provided here:*

***9a. Revenues for the Year***

Total income was 101% of what we anticipated in the budget - good news. This does not include interest and income for our investments which totals $122,589.46.A few areas did not make budget totals. These may be trends to watch if they continue from year to year – what areas are not reliable goal hitters?

***9b. Expenses for the Year***

Our total expenses this year were over anticipated expenses by 2%. For now, this is not a concern as the difference is $3,755, which is far less than the interest we earned on our investments. Our net profit, including the international contracts was $442,509.96. On October 1,NCDA received another $364,000 from the King Saud University contract which will be reported in the October Treasurer’s Report.

As reported in the past, our conference did make money this year. Our profit after expenses for the national conference including the virtual registrations was $6,472.42.Since COVID, this has become typical since in-person conference site fees have become so high.

**ACTION ITEM:** Deneen will share multi-year conference revenues to demonstrate the change over time.

The first King Saud University agreement is almost complete. We have two more outstanding invoices and just a few more expenses. The second phase consists of manuals and assessment payments, as they will be using their own instructors.

**10. Financial Advisor / Policies Discussion (Missy and Carolyn)**

Related to agenda items further down, we will be discussing financial consultants and the budget. During our consultant and auditor calls, it became clear that we need to reestablish the *Finance Committee in the NCDA Bylaws.*

The Treasurer and President would be members. The Executive Director could serve as an ex-officio member and we would invite a representative from our financial consultation group (once chosen) to provide a report during each meeting. It is also encouraged to put out a call to NCDA membership for committee members who have experience with budgeting, financial planning, accounting, etc. This committee can also serve as a pipeline to recruit future candidates for Treasurer.

The Finance Committee would be an asset as we track our long-term expenses and predict future association needs. The committee would explore NCDA’s investment policy and financial strategy. Long-term success requires input from more than one person (the Treasurer). NCDA needs to be thinking long term, and to have a plan for the money that we generate. We did not have a Finance Committee in the past because we didn’t have reserves. Now that we do have reserve funds, it is time to get this committee in place.

As the Board discussed the structure for the Finance Committee, the “future-oriented” nature of the work was recognized, with the need to set goals and vision for a socially responsible fund management with acceptable level of risk. The group was interested in engaging the four presidents for long-term vision and strategic planning, along with the treasurer, and two outside members who have financial expertise who could serve in a three-year term. Outside members would be subject to approval by the Board. The NCDA Executive Director could serve as ex-officio on this committee.

Missy, Julia, and Deneen collaborated to draft the following description of the Finance Committee for Board consideration:

***Committee Description:***

The Finance Committee supports NCDA in developing investment and cash flow policies, while overseeing the financial health of the organization.

***Committee Membership:***

The NCDA Finance Committee is Chaired by the NCDA Treasurer, and includes the Past President, President, President-Elect, and President-Elect-Elect. Two members selected from the NCDA membership with demonstrated financial and/or investments experience are also included, serving rotating three-year terms. The selection of these two members will be subject to an application process and will be approved by the Board. They may renew for one additional term based on an application submission process. The Executive Director serves as Ex Officio member.

**MOTION** made by Jim to accept the Financial Committee and Membership description as provided above.

Seconded by Carolyn.

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

**ACTION ITEM:** Missy will help lead the formation of the NCDA Financial Committee, working with the four Presidents and Deneen to identify outside members for Board approval.

**ACTION ITEM:** The first task of the Finance Committee could be to review financial consultant proposals, choosing to bring one forward to the Board for consideration or to seek a third proposal.

**11. CMA Contract Vote (Carolyn)**

*Please see the CMA 2024-2025 Budget Detail provided on the NCDA Board webpage.*

Deneen helped the Board review an itemized budget for the CMA Contract. Upon discussion, the Board approved the budget, with some suggestions for future.

**MOTION** made by Kathy to accept the CMA 2024-2025 Budget (with the 5% increase), with: (1) a change in line item 21 (10% charity indication) into the Executive Director’s Pay line, and (2) a request for a more detailed annual budget with guidance from the Finance Committee in the next year.

Seconded by Dirk.

Discussion: Included with the guidance from the Finance Committee, the Board would like job descriptions with the roles listed in the budget.

Motion passes (10 yes, 1 no).

**12. Awards Committee (Missy)**

Missy shared that in the June meeting we had discussed updating rubrics for the Career Practitioner of the Year award and the International Career Practitioner of the Year Award in order to provide awards by constituency. The committee has encountered some struggles in implementing this. There has been some leadership turn over in the past year, and there is hope that giving the new leadership support and time to experience the awards process will be helpful.

**MOTION** made by Jim to delay the revision of the Career Practitioner of the Year and International Career Practitioner of Year for one year to give new Co-Chairs time to experience the process.

Seconded by Carolyn.

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

**13. Nominations and Elections Committee/Trustee-At-Large Position next term (Carolyn)**

In the next term, the Trustee-at-Large position will be open. What might be the focus of this flexible at-large role at this time?

We recognized two issues that have been looming large: (1) upcoming governance changes in ACA, and (2) growth of international relations / global interest in NCDA offerings. Discussions led to an interest in exploring international issues and needs with this role. Carolyn and Deneen will explore what this might look like and draft a description. They will also consider what this might mean for budget planning, taking travel policies into account.

**ACTION ITEM:** Carolyn and Deneen will draft a description of At-Large position to focus on international relations.

**ACTION ITEM:** Deneen will review the travel policy and past travel costs to provide insights into costs that we can provide for international candidates who may be interested.

**Saturday, October 19, 2024**

**Meeting Called to Order by Marty at 9:00 AM MT**

**14. Board Orientation and Headquarters Update (Deneen)**

*Please see the Board Orientation PowerPoint provided on the NCDA Board webpage.*

***14a. Website***

Melanie introduced the NCDA Website, covering areas such as: the Members only section, Publications, About NCDA, and Constituency webpages.

Melanie also introduced the Members e-Bulleting messages for constituencies and committees. Melanite works with Trustees and Committee Liaisons to send these out. She requests one-week advanced notice to prepare an e-Bulletin, as well as to schedule it so we can spread communications out. Statistics are available for how many open and click on these messages.

A full website presentation is provided at every conference and is available on our YouTube channel. We are working to incorporate this presentation into the first-timers session at the conference, with a gameshow feature.

Board members were encouraged to comment on Career Convergence articles, especially for Trustees articles within their constituency. Authors appreciate the feedback.

It was noted that some links are broken in the “Internet Sites for Career Planning.” The Technology Committee will be asked to follow up to check this page.

**ACTION ITEM:** Technology Committee, please review links on the “Internet Sites for Career Planning” page of the website to update or otherwise address broken links (<https://ncda.org/aws/NCDA/pt/sp/resources>)

***14b. Professional Development***

Melanie also shared highlights for key professional development opportunities across NCDA, including:

* *Career Developments Magazine*
Quarterly, themed publication. Originally started in 2007 as a print-only resource. Members can now find materials for recent publications in the NCDA Hub, where CE opportunities are provided.
* *Career Practitioner Conversations Podcast*
We release 2 episodes per month, and now have a library of more than 50 episodes with more than 15,000 downloads and listeners in more than 90 countries. CE opportunities are offered for these in the NCDA Hub. There is an article about this in the October 2024 Career Convergence.
* *Webinars*.
We conduct 6 – 10 per year. Constituency trustees typically conduct one per year. These are offered on-demand. They can be viewed for free after they are recorded. There is a charge to watch live or engage for CEs. Group watch is permitted for all.
* *NCDA Hub*
We offer asynchronous, on-demand learning opportunities, which provide 1 – 10 CEs. Each course has a one-page outline / syllabus. We offer both member and non-member prices, as well as a “course of the month” discount – 50% off code.

**ACTION ITEM:** All Board members are asked to complete the online Board orientation in the NCDA Hub. The link will be provided by Deneen via email.

***14c. Additional***

A suggestion was made to revisit our membership application form to capture potential areas for encouraging engagement. Currently we capture a single constituency area – could we change this to “primary constituency”, with options for secondary / additional constituency interests. Also, there could be indications of interest in committee involvement, past publications interest, etc.

**ACTION ITEM:** Deneen will help strategize potential additions to the membership application to capture engagement interests.

**15. Bylaws Discussion (Carolyn)**

Carolyn, Deneen, and Melissa are serving on our Bylaws Committee to explore whether changes or modifications are needed. The most prominent issue to explore is our alignment with ACA regarding their policy that states members of State CDA Boards need to be members of ACA. In several states, we have experienced struggles in recent years with connections among State Career Development Associations (State CDAs) and State Counseling Associations (State CAs).

NCDA is a division of ACA, and has been complying with their by-laws on this matter. We have held on to this relationship because NCDA is one of four founding divisions that joined together to form ACA in 1952. We are also one of the largest divisions within ACA, although recognizing that our membership includes individuals outside of counseling (other divisions also now include outside members as well).

Yet, 50% of our State CDAs do not operate under State CAs. The struggle is compounded when states that do have State CAs attend state conferences, but there are no sessions that speak to the needs of career development professionals.

We have experienced this issue causing stress and division in states. For example, the New Mexico Career Development Association recently separated from their State CA because they were not willing to work with them on this issue. Membership in New Mexico’s State CDA has increased dramatically since the separation due to greater opportunities for engagement. We have a preference to avoid such separations, however ACA and the State CAs need to be willing to engage with us.

ACA’s by-laws are currently changing. Perhaps this is a good time for discussion and advocacy? Marty will reach out to Shawn Boynes (ACA Executive Director) about this issue.

**ACTION STEP:** Marty will meet with Shawn, inviting the subcommittee to join, to discuss next steps.

Example questions include:

* Is it necessary that every leadership member in every State CDA be State CA members?
* If yes, how can ACA give career practitioners (particularly non-counselors) a bigger place and voice?
* Could we explore different membership for the non-counselors? Perhaps they don’t pay the same fee because they don’t get the same services?

The group also acknowledged frustrations with feelings of career counseling and career development being “left behind”. Particularly if we are required to become members, our needs and concerns should be attended to. For example, members who attended the annual ACA conference were frustrated to find that all career sessions were blocked in the same time. They could not attend each other’s sessions, and if they were presenting, they did not have an opportunity to attend any additional career sessions. There is also frustration with the heavy focus on “clinical mental health” and the Compact. These are recognized as important and timely topics. However, there seems to be little voice or advocacy for topics within our daily practice. Our membership and profession require more advocacy.

**16. Budget Approval (Missy)**

The FY 2024-2025 proposed budget is an increase from last year. Total anticipated revenue is $2,172,700, with confirmed contracts. There are other possible contracts on the horizon, but the current budget only takes confirmed income into account.

Several decisions remained to be made regarding expenses during this Board Meeting, as recorded in the motions that follow.

***16a. Presidential Stipend***

Carolyn shared that, as a private practitioner, the NCDA President year was particularly challenging because doing a diligent job required passing on a few work opportunities that affect your personal income. It is very much like taking on a part-time job. We need to consider this so that we can recruit people who can more deeply engage in the role. The current President stipend is $20,000. It was last raised 10 years ago, when at that time it was $10,000.

**MOTION** made by Jim to increase the President stipend from $20,000 to $30,000 in the 2024-2025 budget.

Seconded by Kathy.

During discussion, a suggestion was made to set a plan to review the Presidential stipend amount on a periodic basis.

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

***16b. President-Elect Travel Support and Stipend***

An additional question was posed to explore some compensation for the President-Elect position. This past year (2023-2024) was the first year that the President-Elects took on as much travel as they did. There was good rationale to get involved earlier, because it brings some continuity as we are focusing on expanding collaborations and building relationships (e.g., NACADA, global presence). Yet we also need to plan for travel expenses and their time. Also, do they receive a stipend? Just covering expenses still puts them in a financial deficit as they take time away from paid employment.

***16c. Committee Requests***

The following funding decisions and action items were determined from a review of Committee Requests.

**MOTION** is made by Markell to approve DICI Reception request given the great alignment with the context of the conference.

Second by Carla.

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

**MOTION** is made by Jim to approve the ISSC Committee request for research initiative funds.

Second by Carla.

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

Research Committee proposed funding four projects.

**MOTION** is made by Kathy to approve the Research Committee request for research in four short papers on various research topics.

Second by Missy.

Discussion:

Approve the 500, request additional information on the new research. Add it to the tabled budget items.

Amendment to Motion made by Jim to approve $500 budget, with request for more information on desired research projects.

Kathy approves the amendment.

Seconded by Julia.

Discussion:

Evidence based practice – research by practitioners. Can we connect with the Assessment, Evaluation, and Outcomes Committee to work together?

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

**ACTION ITEM:** Galaxina,Jim,andJulia will work together to connect the Research Committee with other committees who wish to engage in research (International Student Services Committee) or who are engaged in activities that overlap with the areas that the Research Committee has propose for potential projects (Assessment, Evaluation, and Outcomes Committee – related to the call for evidence-based practice / research by practitioners work).

**MOTION** is made by Dirk to approve the Credentialling Commission Industry Conference request for $30,000.

Second by Deanna.

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

***16d. Overall FY2024-2025 Budget Approval***

**MOTION** is made by Julia to approve the 2024-2025 budget, with later review of Government Relations expenses, President-Elect Travel expenses with potential stipend, and Research Committee request for research funding.

Second by Jim.

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

***16e. Adjusting Annual Reporting and Budget Timelines***

A request was made to ask the Finance Committee to review our process for gathering feedback from Committees and building annual budgets. Might we propose requests for reports from committees by August 1, with their proposed budgets for the new year? Many committees meet at the conference, and could work on the details for their reports there.

This would allow the planning for the annual budget and the approval to occur in our September board meeting. 80% of the budget has been the same for the past 5 years. We are scrutinizing a very small part of it year to year, but still watching key items that vary (e.g., travel costs, professional development sales). We are in good shape this year. Are we in good shape long term? The Finance Committee can help us monitor this.

It is important to attend to how our budget is helping us to achieve our vision. If our aim is to become the global career development training leader, how are we planning our budget to best position ourselves for success?

**17. Leadership Academy (Carla)**

Carla requested input from all Board members regarding Leadership Academy mentors and projects. She will be following-up via email for discussion and possible brainstorming connections.

**ACTION ITEM:** All Board members, please engage in conversations regarding Leadership Academy mentors and project topics. See past projects listed for each class here: <https://ncda.org/aws/NCDA/pt/sp/leadership_academy>

**18. Member Scholarships (Dirk)**

Discussion of this item was delayed, awaiting input from the Finance Committee. We will return to this in a future meeting.

**19. Request for Marketing Consultant (Dirk)**

*Please see the Marketing Consultation Proposal provided on the NCDA Board webpage.*

One marketing consultation proposal has been received. Board members are asked to review this for discussion in the December meeting.

**MOTION** was made by Jim to adjourn.

Seconded by Deanna.

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

**Adjourn**

Adjourn at 12:15 PM MT.

*First draft of meeting minutes was submitted to the President and Deneen Pennington on November 3, 2024 by Julia Panke Makela. Last Updated November 26, 2024.*