**EXECUTIVE BOARD MONTHLY MEETING MINUTES**

November 18, 2022

3:30 – 4:30 pm

1. **Welcome** 3:30pm

In attendance: Dr. Evan Faidley, Richard Fajardo, Chelsea Francis, Kaleigh Mahon, Rachel Richardson, Dr. Nina Talley, Christine Yancey.

Not in Attendance: Bethani Burkhart, Alicia Camak, Erica Crawford, Tainne Dallas, Emma Dunn, Dr. Helen Green-Esterly PhD., Erin Liggett, Taylor Slocum, Ryan Wilhelm.

1. **Approval of Minutes (Robert’s Rules)** 3:35pm

Motion by Dr. Faidley to approve October meeting minutes. Seconded by Christine Yancey, with all in attendance approving.

1. **Officer Update Reports (Directed by Leadership Team: Nina, Christine, Evan)** 3:36pm- 4:05pm
   * Report from the President Nina: update provided on SOCHE progress being made with future details to be shared out, encouraged board members to participate in ongoing virtual leadership training via OCA parent organization (recent board members certified have been Dr. Talley and Dr. Greene, with Christine currently enrolled), updates provided on collaborations for diversity planning in conjunction with NCDA and OCA, NCDA government relations team met and are continuing plans for programming next year.
   * President Elect – Christine Yancey: reported planning is underway and more details on the conference will be forthcoming during meeting.
   * Past President – Dr. Evan Faidley: no updates at this time.
   * Treasurer’s Report: Dr. Faidley presented that our current account balance is $15,936.
   * Membership Report: see report below from Dr. Talley.
   * Membership Awards & Engagement: Dr. Talley shared current membership stands at 146 members, membership meet up in November was very successful with 20 in attendance (included breakout rooms facilitated by OCDA members on a variety of topics, and award of gift cards for questions answered by attendees). Next look for an outreach from Taylor on a December game/networking opportunity. Tainne will be added to the planning participant list for the holiday event.
   * NCD Month: Dr. Faidley presented on behalf of Erica to share that we were able to obtain CEU’s as part of the recent mental health training held. Reminder to check e-mail announcement from last week from Erica for November events.
   * Membership at Large: no updates at this time.
   * Secretary – Rachel Richardson: no updates at this time.
   * Social Media – Chelsea Francis: reported remainder of November events will be promoted, continued promotion of NCDA and NCA events as well, members can look for a survey to be distributed next week to provide feedback on helpful tools, upcoming will also be career wellness/wellness over the holidays announcements, as well as a reminder for members to share event information in short ‘blurbs’/save the date/graphics, etc. to be shared on our social media accounts. OCDA LinkedIn group is open and has been growing (15 members recently), and more information will be shared to explain overview of OCDA, and members were encouraged to post directly to our page so viewers see active postings from more than one source and from an active membership. Dr. Talley will share a career related future workforce article recently viewed, for our team to read/share/post/like, in addition to including in future discussion for conference topics.
   * Website – Kaleigh Mahon: shared a future post is on the horizon regarding the week of reflection, our upcoming conference, and members are open to sharing information to be posted.
   * Archives – Richard Fajardo: reported 52 folders have been reviewed and organized, sorted based on usage, created a google drive to assist in consolidating to Dr. Talley mentioned that it may be nice to display our heritage on OCDA historical leadership, display on our website, in order to give kudos for previous board leadership.
   * Newsletter: Dr. Talley reported to share that 2023 calendar is being reviewed to plan newsletter distributions accordingly.
   * Professional Development – Christine & Dr. Talley: Dr. Talley reiterated SOCHE professional development collaborations and additional planning is underway with Christine and will be shared during December meetings.
2. **2023 Conference** 4:05pm- 4:32pm
   * 2023 OCDA Conference: Ideas & Logistics

Christine and Dr. Talley updated members on the recent visit to Ohio Dominican University, shared pictures taken during the visit, proposed two-day event agenda, proposed budget, and members thanked Richard for his connection to have the conference logo created. Idea presented was to incorporate vendor sponsorship as part of conference to increase buy-in and offset conference costs. OCA and NCDA are invited to have a table, at no charge, and Chelsea encouraged us to have our event posted on their calendars of events to encourage state-wide promotion and attendance. Additional items being discussed by planning team are giveaway bags to attendees, nametags, and other details. Christine invited the board to create sub-planning committees including hospitality, check-in, speakers, marketing, etc. A list of these teams will be provided at our December meeting for members to join. Chelsea shared an idea to offer volunteers and international student workers to assist with the conference, to promote involvement for non-board members and incentivize by waiving conference fee. Price range of conference including early bird vs. regular registration timeframe was discussed in comparison with one day and virtual conferences held in past. Incorporating CEU offerings into each timeframe should allow for value added conference rate offerings. Dr. Talley elevated a discussion for consideration of topical ‘anchors’ that would be in alignment with the theme (DEI, global, etc.)

* + 1. **Confirm Conference Location (VOTE)** Board voted to approve conference location at Ohio Dominican, contingent only if more comprehensive/cost effective/improved promotional package, etc. offered by Dennison once received. Approved by all.
    2. **Discussion of Hybrid Platform for Conference (VOTE)**

Board voted to approve hybrid conference platform. Approved by all.

* + 1. **Discussion of Topic Categories for Proposals (TBD)**
    2. **Discussion of Proposed Menu (TBD)**
    3. **Detail Workplan for Conference (December)**

1. **Vision for Upcoming Events for 2022-2023 by** Dr. Nina Talley 4:33pm- 4:35pm
   * December: Calendar of Upcoming Events/Plans for the Year
   * December: Full Professional Development Schedule
   * January: Diversity & Inclusion Initiative Launch
   * 2023 Launch of Constituency Groups (Catalyst Learning Communities)
   * NCDA – Updates & Conference
   * OCA – Leadership Certificate Program (starting in January)- asked to put in chat if interested; looking for one additional member to join Christine.
2. **Adjournment** 4:35pm

Motion to adjourn by Dr. Talley, seconded by Richard Fajardo.

Minutes submitted by Rachel Richardson.