**EXECUTIVE BOARD MONTHLY MEETING MINUTES**

December 9, 2022

2:00 – 3:00 pm

1. **Welcome**  2:00pm

**In attendance:**

Erica Crawford

Dr. Evan Faidley

Richard Fajardo

Chelsea Francis

Kaleigh Mahon

Rachel Richardson

Dr. Nina Talley

Christine Yancey

Erin Liggett

**Not in Attendance:**

Bethani Burkhart

Alicia Camak

Tainne Dallas

Emma Dunn

Dr. Helen Green-Esterly PhD.

Taylor Slocum

Ryan Wilhelm

1. **Approval of Minutes (Robert’s Rules)**

Approval of November meeting minutes will be done via e-mail.

1. **Report from the President Nina (Monthly)** (Nina) 2:xxpm – 2:31pm

*Vision for 2022-2023 (Direction & Goals)*

* + December: Calendar of Upcoming Events & Professional Development Plans for the Year.

Nina announced two partnerships have been finalized- with SOCHE (Strategic Ohio Council for Higher Education, an educational think tank) and the Kenton County Public Library! The websites of SOCHE (soche.org) and Kenton Public Library (kentonlibrary.org/careerandjobservices/) were shown to give an overview of both newly established partnerships across the state. Kaleigh will be sharing on our website under our partners section in order to encourage members to further participate. Memberships to these organizations is offered at no charge to OCDA members. 2023 proposed calendar of events was shared and reviewed by all present.

* + January: Diversity & Inclusion Initiative Launch/Partnerships & Collaborations.

Nina demonstrated what our future diversity conversations will be like and shared possibilities for catalyst learning groups, coffee chats, in addition to the formation of the DEI committee and accompanying initiatives.

* + 2023 Launch of Constituency Groups (Catalyst Learning Communities) See above for details.

1. **Officer Update Reports due in February** (Nina) 2:32pm – 2:33pm

**(6 per year: February, April, June, August, October, December)**

Nina shared we’ll have officer updates every other month moving forward. There will not be a meeting in July to allow time for planning and changeover of board leadership. In September, time will be allocated to work on NCD month.

1. **2023 Conference** 2:34pm – 3:09pm
   * 2023 OCDA Conference: (Christine/Nina)
     1. **Discussion of Topic Categories for Proposals (VOTE)**

Christine opened the floor for discussion on conference topics and attendees brainstormed to share ideas. Ideas included but were not limited to connections, global, dual careers, connectivity, life/career wellness, work life balance. Other members not in attendance will be surveyed for additional input, and ideas will be grouped together and finalized by Friday 12/16.

* + 1. **Discussion/Considerations of Proposed Locations**

Christine shared conference location proposals comparing facilities and food offerings between Ohio Dominican and Denison University. After discussion on considerations, motion to approve Ohio Dominican by Erica Crawford, seconded by Dr. Evan Faidley.

* + 1. **Keynote Speakers Approached**

To be discussed at future meetings.

* + 1. **Conference Committees/Detail Workplan for Conference**

Nina shared committees available and encouraged participation from board members. Committees included: marketing, hospitality, vendors/collaborators/partnerships, registration, awards, virtual conference, proposal review, conference logistics. Additional members will be enlisted via board chat space.

* + 1. **Confirmation and Deposit for Location**

Details to be finalized and secured as required.

1. **Updates on Governing Organizations:** 3:09pm- 3:12pm
   * NCDA – Updates & Conference. Nina briefly announced possible speakers from a counseling and practitioners’ side. Chelsea suggested looking at NCDA for counselor speakers.
   * OCA – Leadership Certificate Program (starting in January) Nina announced credentialing opportunity, and will share further details such as date and time commitment via board chat space to enlist at least one additional participant. Kaleigh is interested in attending the summer session, and Richard is considering beginning in January.
2. **Next Meeting: January 13, 2023 @ 2:00** 3:12pm –3:14pm
   * **Conference Proposal Categories Launched**
   * **Conference Committee Updates**
   * **Coffee Chat Network Launched**
   * **Reserve Meeting Dates on Calendar**
     1. **February 10, 2023 @ 2:00 pm**
     2. **March 10, 2023 @2:00 pm**
     3. **April 14, 2023 @ 2:00 pm**
     4. **May 12, 2023 @ 2:00 pm**
     5. **June 9, 2023 @ 2:00 pm**
   * **Summary of Next Action Steps**
3. **Adjournment** 3:15 pm

Motion to adjourn by Christine, seconded by Kaleigh.

Minutes submitted by Rachel Richardson.