**EXECUTIVE BOARD MONTHLY MEETING**

***September 9, 2023***

**FINAL MEETING MINUTES**

1. **Welcome 2:00 – 2:10pm**

**In Attendance:**

Aysegul Keskin Zeren

Alexandria Burns

Alicia Camak

Christine Yancey

Dean Moyer

Dr. Nina Talley

Kaleigh Mahon

Madelyn Kindig

Rachel Richardson

Richard Fajardo

Ryan Wilhelm

Sarah JanTausch

Calvin Wagner

**Absent:**

Chelsea Francis

Erin Liggett

Taylor Lincicome

1. **Approval of Minutes 2:10pm**

Motion to approve, Dean Moyer; seconded by Christine Yancey**.**

1. **Officer Update Reports 2:12pm**
	1. Report from the President – Christine Yancey
	2. Past President – Dr. Nina Talley
	3. Treasurer’s Report – Erin Liggett
	4. Membership Report – Ryan Wilhelm
	5. Membership Awards & Engagement – Taylor Slocum
	6. Membership at Large – Alicia Camak
	7. Secretary – Rachel Richardson
	8. Social Media – Chelsea Francis
	9. Website – Kaleigh Mahon shared that we’re in need of a chair for the bylaws committee. Ryan noted we’ve typically assigned this responsibility to the past president.
	10. Archives – Richard Fajardo
2. **What’s Ahead - 2023-2024 Initiatives 2:16pm**
	1. Newsletter – Madelyn Kindig shared a draft newsletter has been created and a link was placed in the chat. Collaborations are underway to develop a communication plan and strategy for the newsletter, website and social media. Plans are to differentiate messaging amongst various channels. Topics include an OCDA tip of the month (example is mindfulness), book clubs, coffee chat information, and a possible link to articles or article reviews. Idea presented could be a post conference discussion.
	2. Government Relations - Sarah JanTausch provided an update noting there will be a fall government meeting scheduled for next Friday afternoon. At onset the structure of the group will be outlined. Secondarily, programming for National Career Development Month will be planned, perhaps including governmental decrees on by government to increase awareness and recognition. Surrounding education, advocacy and policy influencing will take the forefront as well as member education on key issues surrounding work in our field.
	3. Bylaws – Dr. Nina Talley shared that the goal is to have bylaws include a code of ethics by November meeting in order to be in place by first of the year.
	4. DEI Committee – Alex Burns is leading the initiative to outline group goals, including building a repository online on our site, as well as hosting book/movie discussions and workshops/webinars (promoting those hosted by NCDA). The goal is to continue to have the 2023 conference theme continue throughout the year in conjunction with wellness. Peer learning circles are also under consideration to be launched. Mention was made to include a diversity recognition corner in the newsletter.
	5. Professional Development - Aysegul Keskin Zeren/Dean Moyer shared discussions included goal to have an event per month. Dean collected and synthesized feedback from members on topics of interest. Themes included communication skills, conflict resolution, empathy training, federal and government related job application preparation, assessment overviews. Christine proposed having a session on credentialing. Dr. Talley presented an idea to assess members to gather updated suggestions from members, and will share resume of a new board member interested in joining the professional development committee.
	6. Calendar of Events
3. **Committee Workplans and Report Out 2:59pm**
	1. breakout rooms (10 min. Breakouts/ 10 min report) – board asked to review workplans shared via e-mail on 09/05/23 and provide feedback via e-mail/group me.
4. **Upcoming Events/Plans for the Year 3:00pm**
	1. Conference – Alexandria presented contacts to two campuses are being made (Otterbein and Ohio Dominican) and pictures, cost and data will be shared at our next meeting.
		1. Date and Location discussion – to be discussed at our next meeting based on host site availability and around other career conferences scheduled. Timeframe is for a 2-day event and time of year is estimated to be between May and June. Sarah noted she’ll provide additional contact information for Ohio Wesleyan.
		2. Theme- will be aligned with national conference on health and wellness. Voting will take place during meeting next month.
	2. NCD Month- Alicia shared wellness will be the focus and additional updates on speaker(s) will be given at the next meeting.
5. **Next Meeting Items (10/13/23 2:00 p.m.) 3:12pm**
	1. 2024 Annual Conference date/location voting- Alex
	2. NCD Month calendar update– Alicia
6. **Wrap-up and reflection**

Nina presented idea for everyone to feel open to share during close of meeting.

1. **Adjournment 3:15pm**

Richard Fajardo motioned to adjourn; seconded by Dr. Talley.

Minutes respectfully submitted by secretary, Rachel Richardson.