**EXECUTIVE BOARD MONTHLY MEETING**

Meeting Minutes February 17, 2023

2:00 – 3:00 pm

1. **Welcome**  2:05pm

**In attendance:**

Erica Crawford

Dr. Evan Faidley

Richard Fajardo

Kaleigh Mahon

Taylor Slocum

Dr. Nina Talley

Ryan Wilhelm

Christine Yancey

**Not in Attendance:**

Chelsea Francis

Rachel Richardson

Erin Liggett

Bethani Burkhart

Alicia Camak

Tainne Dallas

Emma Dunn

Dr. Helen Green-Esterly PhD.

1. **Approval of Minutes (Robert’s Rules)** 2:05pm

To be done via groupme for January meeting minutes.

1. **Officer Update Reports due in February (Postponed until April)** 2:07pm

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

1. **Report from the President (Monthly)** 2:07pm
   * Calendar of Events for 2023 – Tainne will be doing a professional development presentation on CEU and credentialing. This work will then continue in regards to conference and session credentialing.
   * Diversity & Inclusion Initiative Launch/Partnerships & Collaborations – Nina and OCA President are scheduling a meeting to further discuss partnerships in coming weeks.
   * Professional Development Plan & Coffee Chat Topics Launched -Further discussions have been made with Erica regarding coffee chats.
   * 2023 Launch of Constituency Groups (Catalyst Learning Communities)
2. **2023 Conference** 2:10pm
   * 2023 OCDA Conference: (Christine/Nina/Evan)
     1. **Proposals Reviewed/CEU –** Evan 18 have been received, 12-18 is the targeted number to be accepted depending on timeframes available and variety of topics offered. Presenters will then be notified in coming weeks once sub-committee finalizes votes. Evan will be working with Tainne to determine CEU credentialing finalized.
     2. **Determine Collaboration of Conference/Handshake (Discussion and Vote)** Handshake is offering a conference on May 17th and 18th, with an overlap of our conference being held on the 18th. Christine reviewed three conference options, including option 1) half-day on Thursday with a full day on Friday, 2) one full day on Friday, 3) change the two-day event. If starting the conference in the afternoon on Thursday, it would allow Handshake conference attendees to participate in the evening and on Friday morning. An additional proposed change would be to only have one keynote speaker. There is no cost difference in having a half day on either Thursday or Friday. Attendees thoroughly discussed details of each option. Motion to accept proposal to finalize conference format for half day Thursday and full day Friday made by Dr. Nina Talley, approved by all.
     3. **Travel Expenditure (Evan) – Nina (VOTE)** Dr. Talley motioned to attendees to request attendees vote to approve or deny travel expenditure. Dr. Talley will share out attendee votes at an upcoming meeting.
     4. **Keynote Speakers Approached – Nina (2 candidates)** Dr. Talley shared two keynotes under consideration are Dr. Julius Ford, Board of Trustees member of NCDA and Monique Frost, Partner with Career Collective.
     5. **New Award: Career Innovator – Taylor (VOTE)** Taylor shared details on the new Career Innovator Award, including thoughts to have this award given to those with more than two years of experience in the field. This idea would cover the current gap of the early and experienced awards currently in place. Taylor made a motion to approve, and all approved.
     6. **Conference Committees/Detail Workplan for Conference – Nina** OCDA conference materials such as logoed t-shirts, notepads, etc. will be available for the conference. Board members can review and select template at our next meeting.
     7. **Update on Webpage – Kaleigh** Information to be updated to website includes conference tab with early bird and registration details, hotel arrangements, etc. Evan shared conference costs: Early Bird (OCDA member $100, non-member $120, student $50), Regular (OCDA member $115, non-member $135, and student $60).
3. **Updates on Governing Organizations:**
   * NCDA – Committee Updates & Global Conference
   * OCA – Leadership Certificate Program/ Proposals/Updates
4. **Next Meeting: March 10, 2023 @ 2:00 pm** 
   * **Reserve Meeting Dates on Calendar**
     1. **April 14, 2023 @ 2:00 pm**
     2. **May 12, 2023 @ 2:00 pm**
     3. **June 9, 2023 @ 2:00 pm**
   * **Summary of Next Action Steps**
5. **Adjournment** 2:58pm

Motion to adjourn Dr. Faidley, seconded by Christine Yancey.

Minutes submitted by Rachel Richardson.