**EXECUTIVE BOARD MONTHLY MEETING**

***November 3, 2023***

**Approved Minutes**

1. **Welcome** 3:00pm

**In attendance:**

Alexandria Burns

Alicia Camak

Richard Fajardo

Chelsea Francis

Hannah Harshman

Megan Hysell

Sarah JanTausch

Aysegul Keskin Zeren

Madelyn Kindig

Taylor Lincicome

Dean Moyer

Rachel Richardson

Calvin Wagner

Christine Yancey

**Absent:**

Erin Liggett

Kaleigh Mahon

Dr. Nina Talley

Ryan Wilhelm

1. **Approval of Minutes** 3:04pm

Motion by Rachel Richardson, Seconded by Calvin Wagner. Approved by all in attendance.

1. **NCD Month** 3:05pm **Alicia**
	1. Marketing- call for continued marketing via social media, to membership, via website, through board members, etc.
	2. CEU’s- confirmed for Sarah’s session and are being finalized for the federal resume session.
2. **2024 Conference** 3:07pm **Alex**
	1. Location- announced options reviewed included Ohio Wesleyan University, Otterbein University and Ohio Dominican University. Considerations presented and discussed included technology required for presenters vs offered by facility, available dates, cost, insurance requirements, and unique space availability (cocktail hour spaces and dance room at Ohio Dominican University).

Motion to approve the location of Ohio Dominican University made by Alexandria Burns, seconded by Christine Yancey. All in attendance approved.

* 1. Date- Alex will administer a doodle poll between the next few days to determine whether to hold the conference on 5/30 and 5/31 or 6/6 and 6/7.
	2. Theme- Alex shared themes in the chat developed by board members over the previous few weeks, and will administer a doodle poll to determine a final agreed upon theme. Goal is to finalize the theme before the Thanksgiving to allow for conference presenters to map out spring plans.
	3. Committees- Discussions will follow between each committee member and
	4. Vendors and Sponsors- Christine has created a sponsorship package. Board members are asked to share out with organizations and individuals who may be interested in participating. Chelsea requested details in order to share on social media.
1. **Officer Update Reports** 2:29pm
	1. President’s Report – Christine

NCDA members have been identified and will be cross referenced for membership and event promotion.

* 1. President Elect – to be updated at next meeting.
	2. Past President – to be updated at next meeting.
	3. Treasurer’s Report – Christine shared that dues have been paid for OCA and NCDA for Christine and Alex. The current balance is $6,908.81.
	4. Membership Report – Christine shared there was a total of 128 NCDA members in the State of Ohio, with 98 being current OCDA members. This presents an opportunity for increased membership promotion.
	5. Membership Awards & Engagement – Taylor shared a committee will be developed in the near future to revamp awards and nomination details.
	6. Membership at Large – Alicia is establishing a brief (5 question) ongoing assessment to utilize after each session. An annual report will be compiled and presented to the board as a way to assess member interest and shape future plans.
	7. Secretary – Rachel commended board members for adoption of Robert’s Rules.
	8. Social Media – Chelsea reminded everyone to share conference (presenter submissions, award nominations, etc.) and individual posts can be made.
	9. Website – Kaleigh shared updates are being made for NCDA month, and reminded members to record sessions and take screenshots for future use on website. Our OCDA logo was able to be displayed in place of the former wild apricot logo.
	10. Archives & Data – Richard & Calvin. Richard shared attempts to collect data previous to 2008 is still underway. He also shared there may be updates to passwords for security purposes.
	11. Newsletter – Maddie shared that November newsletter was just released this week and elicited feedback from members. Planning for December’s newsletter is just beginning. A request was made to share any conference updates by November 30th including call for conference proposals, themes, etc. December’s newsletter theme presented is based around reflection (career, self, initiatives), and a call for tips and articles was made.
	12. Professional Development – Ayse & Dean. Dean reported that Ayse presented on communication skills and was able to get the session approved for CEU’s. Dean reported he’ll be sharing the recording with Kaleigh. Records of CEU approval requests will be kept for ease of future approval requests. Ayse shared a successful meeting with a diplomatic contact at the Department of State has taken place, with the topic of conversation around increasing diversity in her department (1st generation, minorities, etc.). Ayse shared her contact information in the chat for future professional development opportunities within our organization. A call was made for board members to consider former mentors/contacts who have made an impact on their careers, and share their contact information with Dean. A form e-mail is then used to solicit presenters. Marketing and communication of events was discussed briefly, and will be shared out in detail in future meetings.
	13. Government Relations – Sarah shared that a groupme has been created to facilitate committee communication. NCDA recently updated their lobbyist terms that have impact over members throughout the country. All branches of government have now given OCDA a proclamation in honor of Ohio Career Development Month! A non-partisan mini-networking event is being planned to obtain photos of the proclamations, with a tour and meet and greet with government officials. Education day is tentatively scheduled on 11/27 for a 3-hour window of time between 10am-6pm. Consideration is being given to have a reserved room during education day, along with a possibility of a virtual option being available to members who aren’t able to attend in person. Sarah shared details of the recent OCA meeting, resulting in an idea to have cross collaboration between our government relations committee and a rotating representative of OCDA government relations committee to serve as the liaison. Save the date for 4/9 for Ohio’s legislative day, with more information forthcoming at future meetings.
	14. DEI – Alex and Dr. Talley will be meeting next week to discuss calendar of events. As part of committee efforts, proposals, solicitation for proposals, logos, etc. will be reviewed from a DEI lens in the future to ensure execution of our DEI mission, vision and purpose.
	15. Bylaws – Calvin shared the code of ethics and bylaws are currently still under review and being updated. They’re being benchmarked with OCD and NCDA as parent organizations.
1. **Next Meeting -12/08/23 2:00 p.m.** 3:09pm  **Christine**
2. **Wrap-up and “Getting to know you”**
3. **Adjournment** 3:11pm

Motion to adjourn meeting made by Richard Fajardo, seconded by Rachel Richardson.

Minutes respectfully submitted by Rachel Richardson, Board Secretary.