**EXECUTIVE BOARD MONTHLY MEETING**

***December 08, 2023***

**Approved Minutes**

1. **Welcome 2:00pm Christine**

**In attendance: \*viewed on zoom screen or by audio**

\*Alicia Camak

\*Chelsea Francis

\*Hannah Harshman

\*Kaleigh Mahon

\*Sarah JanTausch

\*Madelyn Kindig

\*Taylor Lincicome

\*Dean Moyer

\*Dr. Nina Talley

\*Ryan Wilhelm

\*Christine Yancey

**Absent:**

Richard Fajardo

Megan Hysell

Erin Liggett

Aysegul Keskin Zeren

Rachel Richardson

Calvin Wagner

1. **Approval of Minutes 2:06pm Christine**

Motion to approve minutes Chelsea Francis, seconded by Madelyn Kindig. All in attendance approved.

1. **2024 Conference Update 2:07pm Nina**
   1. Location- Ohio Dominican chosen as conference location, contract has been signed and deposit made.
   2. Date- May 30th half day, May 31st full day
   3. Theme (Strive to Thrive – The Impact of Wellness on Career Development)
      1. DEI (The intersectionality of DEI and Mental Health)
         1. Navigating career transitions with adaptability and growth
         2. Inclusive leadership development
         3. Emotional intelligence in the workplace
      2. Wellness in the workplace and in our personal lives
         1. Fostering resilience in the workforce
         2. Creating healthy work environments
         3. Balancing professional and personal life
      3. Technology and Innovations
         1. Adapting to technological advancements
         2. AI is it friend or foe: Ethical considerations
         3. Digital wellness in the workplace

Discussion on themes included input from attendees on ethical considerations of AI, how technology and social media effect wellness, digital wellness in the workplace, technological wellness tools.

Christine motioned to approve conference themes, Sarah JanTausch motioned to approve, seconded by Taylor Lincicome. All in attendance approved.

1. **NCD Month Wrap Up 2:26pm Alicia/Hannah**

Alicia shared average attendance was ten per session, with a line up ranging from “Meet the Board”, networking sessions, early career exposure k-12, Ohioans with disabilities, shifting social currency, mindfulness, and goal setting. Most sessions will be shared on our website for future viewing by members. Promotion of events included various social media channels as well as OCA and NCDA memberships. Dr. Talley challenged all members to share what their favorite part of NCD month was in order to promote all that we’re doing and the difference we’re making! Chelsea and Kaleigh agreed to post on our website and via social media.

1. **Government Relations Update 2:32pm Sarah**

Sarah shared an overview of the event held at the Statehouse, bringing special attention to the time spent networking amongst attendees and in discussion with A tour was given of the Statehouse, Senate Chambers and included a historical overview. met with Graham Wood, Director of Graduate Success, Ohio Department of Education and Workforce. Feedback was elicited from attendees, and future plans were discussed including expansion and possible inclusion of a virtual component.

Proclamations were received by Ohio Governor DeWine, Lieutenant Governor Husted, and degrees were awarded by both the Ohio Senate and Ohio House of Representatives, officially recognizing November as Ohio Career Development Month.

Christine presented an idea to have Graham Wood as a potential speaker for our group. Dr. Talley announced Sarah has been selected to present at the annual NCDA conference in SanDiego on behalf of her work done in the government relations space.

1. **2024 Conference Continued 2:38pm Christine**

Committees- Christine presented committee options, a roster of current members, and requested each board member join at least one committee to assist in planning the event.

Vendors and Sponsors-

* + 1. Prospective sponsors- discussion made to change name of engagement partners to exhibitors.
    2. Sponsor packets
       1. Shared document reviewed; includes information that will be helpful for communication such as contact information, OCDA Member association and dates of contact, etc.
       2. Financial goal: $10,000 + cocktail party. Discussion made to offer opportunity for cocktail party sponsor, amounts ranging from $500, $1,000 and $1,500. Chelsea suggested sponsor opportunities be made available online on our website and Kaleigh will test whether Wild Apricot ‘widget’ will be able to serve in this capacity and let our group know. Ryan agreed to group OCDA membership into constituency groups as best as possible (k-12, higher education, private counselors, etc.).
    3. Presenter Proposals- timeline goals include invitation to presenters by end of year, close date mid-February, allowing sufficient time for proposal reviews, submission for CEU approval, and marketing.
    4. Logo- Christine shared conference logo options being crafted and reviewed and solicited feedback, will share via GroupMe for group voting.

1. **2024 Expectations and Strategic Timeline 3:03pm Christine**

Timeline shared and reviewed, including committee meeting updates every other month, conference planning, social media scheduling, newsletter theme of ‘new beginnings’ for January, and membership communications. Dr. Talley shared a new initiative for leadership development training for incoming board president and president elect roles. Request made for report outs at our next meeting for the upcoming 6 month period of time.

1. **Other Updates 3:09pm**
   1. Professional development update given by Dean to share tentative date of 1/23 for 2-hour presentation for 2 general CEU’s on the topic of federal resume writing. Invite was given via chat to all board members to fill out presentation topic form, and form was offered to be utilized for conference purposes as well.

1. **Next Meeting Items (01/12/23) Christine**
2. **Holiday Activity 3:14-3:30pm Christine**

Minutes respectfully submitted by Rachel Richardson, Board Secretary.