**EXECUTIVE BOARD MONTHLY MEETING**

***October 13, 2023***

**Final Minutes**

1. **Welcome** 3:00pm

**In attendance:**

Alexandria Burns

Alicia Camak

Richard Fajardo

Chelsea Francis

Hannah Harshman

Megan Hysell

Sarah JanTausch

Aysegul Keskin Zeren

Erin Liggett

Madelyn Kindig

Kaleigh Mahon

Dean Moyer

Dr. Nina Talley

Calvin Wagner

Ryan Wilhelm

Christine Yancey

**Absent:**

Taylor Lincicome

Rachel Richardson

1. **Approval of Minutes** 3:02pm

Motion by Dr. Talley, Seconded by Chelsea Francis. Approved by all in attendance.

1. **Officer Update Reports** 3:03pm
	1. President’s Report – Christine
		1. Introduction of new members: Megan Hysell and Hannah Harshman
	2. President Elect – Alex shared future discussion will be held regarding the conference, including establishment of planning committees. Everyone on the board was encouraged to participate in one or more planning committees.
	3. Past President – Dr. Nina Talley shared her recent work has been to onboard and educate incoming board leadership including the President and President Elect, as well as strategic planning for OCDA. Dr. Talley is working with Alex on DEI initiatives and alongside the bylaws team to incorporate a code of ethics. Dr. Talley has been working to connect our board with national efforts, initiatives and resources.
	4. Treasurer’s Report – Erin shared our current balance of $7,711.30. She also shared an annual initiative upcoming is to have establish our president elect with current memberships with NCDA and OCA and renew existing memberships.
	5. Membership Report – Ryan shared that our current membership stands at 134 members.
	6. Membership Awards & Engagement – Taylor will share reports at the November meeting.
	7. 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.
	8. Secretary – Rachel will prepare minutes from today after reviewing meeting recording.
	9. Social Media – Chelsea gave kudos for recent content ideas and collaboration to Sarah, Kaleigh, Madelyn and Alicia. Request was made for social media content from articles ready or professional development events. Dr. Talley presented an idea to be shared on social media (Corsera- Campus Skills Report 2022).
	10. Website – Kaleigh shared updates are being made to the website including pages such as legacy of leaders from 2007, career related web resources, constituency pages (modeling after NCDA), DEI and professional development. Request was made for additional ideas for enhancements to the professional development and constituency pages. Per bylaws, confirmation was made with past president Dr. Talley as nominations committee chair.
	11. Archives & Data – Richard & Calvin. Richard shared attempts to collect data on presidential history from OCA and NCDA is thus far resulting in records from OCDA dating back to around 2008. OCA reported records such as this are not kept on file. Richard and Calvin are working through organizing the google drive as an ongoing project.
	12. Newsletter – Maddie shared that the first newsletter went live within the last week, with details such as live links being actively updated. Kudos were given to everyone who shared content and ideas to be included. A reminder was given to solicit November content by 10/23/23 (share with Hannah or Madelyn). Tip of the month for November will be centered around giving thanks and showing gratitude.
	13. Professional Development – Ayse & Dean. Dean reported weekly meetings are taking place, with recent events being planned include a presentation in late October by Ayse, a federal resume workshop in November. Future planning will include CEU confirmation well ahead of event announcements and promotion, as well as offering recorded versions of events (sans CEU credits) to demonstrate commonly offered events.
	14. Government Relations – Sarah shared that the first meeting took place recently and thanked participating committee members. Current vacancies include business employers, agencies, government/advocacy and graduate students/research. A new member representing k-12 has joined, and an invitation for all board members to join upcoming meetings.
	15. DEI – Dr. Talley and Alex. Alex shared current work being done includes establishing the purpose, mission, and vision for the DEI committee. Alex shared drafts of each as well as the acronym of RAISE inspired by Dr. Talley (Representing all, Advancing equity, Inspiring meaningful change and fostering inclusivity, Supporting education and lifelong learning, Empowering all to achieve their full potential, regardless of their background or circumstances).

Alex motioned to approve the mission, vision and purpose for DEI, Ayse seconded. All in attendance approved.

Dr. Talley shared exciting news that our first ever book launch is underway for “Don’t Dismiss My Story” by Alicia S. Monroe and Ruben Britt.

* 1. Bylaws – Dr. Talley and Calvin.
1. **NCD Month** 3:57pm **Alicia**
	1. Schedule- includes programming throughout the month with themes for ‘Mid-Week Motivation’ on Wednesdays, and topics varying from working with students with disabilities, shifting from social currency, goal setting and federal resume writing, to name a few. The full schedule will be distributed to board members via e-mail.
	2. Marketing- via social media, to membership, via website, through board members, etc.
	3. CEU’s- being finalized.
2. **2024 Conference** 4:03pm **Alex**
	1. Location- 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- vote to be made after taking into consideration other conferences and will be shared via e-mail.
	2. Theme- NCDA theme is health and wellness.
	3. Committees- Discussion and workplan at November meeting
	4. Topic Categories- Discussion at November meeting
	5. Giveaways- Discussion at November meeting
	6. Vendors and Sponsors- Discussion and brainstorming at November meeting
1. **Next Meeting Items (11/10/23 2:00 p.m.)** 4:29pm  **Christine**
	1. Date Change (discussion of new date)
2. **Wrap-up and “Getting to know you”**
3. **Adjournment** 4:29pm

Motion to adjourn meeting made by Christine Yancey, seconded by Richard Fajardo.

Minutes respectfully submitted by Rachel Richardson, Board Secretary.