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***NCDA Board of Directors Meeting Minutes***

**October 19-20, 2016 Marriott Hotel Mystic**

**Mystic, CT**

**Approved 12/6/16**

Present:

David Reile, President Wendy LaBenne, Trustee

Paul Timmins, President Elect Sharon Givens, Trustee

Spencer Niles, President Elect-Elect Ray Davis, Trustee

Cynthia Marco-Scanlon, Past President Hyung Joon Yoon, Trustee

Ellen Weaver-Paquette, Secretary Kathy Evans, Trustee

Brian Hutchison, Treasurer Deb Osborn, ACA rep

Deneen Pennington, Executive Director Brian Montalvo, Trustee

Guest, Marilyn Maze and Credentialing Organizing Committee (Celeste Hall, Judy Hoppin, Lisa Severy, John Long, Cheri Butler, Connie Pritchard, Carole Minor-not in attendance)

**Meeting called to order by David Reile** at 2:00 pm, October 19, 2016

**Roll Call**

**Approval of the Agenda**

**MOTION:** to approve agenda for October 19-20, 2016. Moved by Deb Osborn, seconded by Paul Timmins. Unanimous. Added one item, report of the Research Committee Proposal

**Orientation (Deneen Pennington)**

Forms reviewed

**Introduction of the Budget (All)**

Overall review of the budget

Deneen presented how the budget is constructed, new items (CSCAB, OmniPress, Symonds curriculum development, 7th ed of Counselors Guide to assessments), reviewed items that are consistent and those that have fluctuated including conference revenue, Board meetings, contingency funds. Reviewed handout “NCDA Financial History”. Projections are $90,000 behind. Need for new revenues, our large projects can generate revenue but some risk. Melanie Reinersman on payroll due to NBCC requirements for continuing education units. New position not in currently suggested budget.

Discussion of the CMA contract

David presented a brief history, favors a 3-year contract with an annual review; current contract expires in September 2017. Proposed increase in contract this year as none last year. Current staff not enough for continued growth. Handout provided to show comparison in years. Cynthia Marco-Scanlon provided her President’s review of CMA/Deneen’s performance. Cynthia proposed a formal yearly review (Likert scale) by the Board.

New position in development (Executive Director or other title to be determined)

1. Move involvement in technology (webinars, etc.)
2. Need for a subject matter expert
3. Additional support at conferences
4. More support for state associations and CDF
5. Strengthen organizational relations (CERIC, IAVEG, ASCA, IDCPP, NACE, etc.
6. US Government Relations
7. Credentialing efforts
8. Pathways project
9. Continuing education for NCDA members
10. Marketing of CSP rollout
11. Relations with business and Industry
12. Office of Personnel Management project
13. Coalition on Career Development Project (already time consuming)
14. Committee chairs
15. More special projects as defined later

Deneen would continue as Managing Director, the new position of Executive Director (revised) reports to the NCDA Board of Directors, to be co-equal with Deneen. The new position would begin as part time, 25 hours, at 50-60K for 3 years, could be self sustaining, advertise the position to NCDA members, can work remotely, will work with the President such as an Executive Assistant and representing NCDA.

ACTION ITEM #1: 3-4 individuals to develop a job description with David’s and Deneen’s input

MOTION: to accept the $355,000 budget, motion made by Brian Hutchinson. Ray Davis seconded, unanimous

MOTION: to create a taskforce comprised of the 4P’s, Deneen and the Treasurer to explore the duties and the structure of the Executive Director position and the ongoing contract, motion made by Ray, Deb seconded, unanimous

End of day’s session at 5:22pm

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October 20, 2016

All present, 8:30am

David presented his Presidential introduction and his operating preferences

**Introduction to the budget continued**

**CSCAB budget (Marilyn Maze and Lisa Severy)**

Marilyn presented a need for three additional face-to-face meetings of the Organizing group; the group needs “marching orders” from the Board in order to proceed on their timeline. A detailed PowerPoint (COC) was provided to the Board as part of the presentation. The committee decided to concentrate upon the CSP credential as a start. Major question as to the position of NCDA as providing a certification or a credential as sole provider. These designations are not hierarchical. Ex. CMCS is not an advanced CSP ; the Organizing Committee will need to provide clarity as to “tenure and experiences” phrase.

The additional Pathways based designations (Teacher and School) would be a subgroup like OWDS, needing additional training.

The group decided not to seek accreditation at this time, big hurdle is standardized testing required by NCCA standards.

The application process would focus upon core competencies via case studies or video review, pass/fail basis.

A limited “Fast Track” would allow currently credentialed individuals to bypass some things, the “Fast Track” option would be in place for two years, would not have to do the competency assessment.

500 applications (“Fast Track” and new) expected in the first year, organizing committee to be defunct, expected to be financially separate from NCDA by 2020. Application fee for CSP set at $100.00. all other credentials set at $145.00. CSP credentials will require 30 continuing education units in three-year span. NCDA will develop cadre of approved CEU providers. No plans to pay reviewers of CSP now due to budget concerns.

Discussion on the topics of financial and legal (liability) status in relation to NCDA centered on budget and structure. 501 03 or 06 tax status (recommended by current auditor as NCDA is a membership organization) considered.

MOTION: to approve one face-to-face meeting before January 1, 2017, up to $10,000.00. Motion made by Cynthia, Brian H. seconded, unanimous.

The Immediate Past President will be the Board’s representative to the new organization

ACTION ITEM #2 Cynthia will develop a timeline with the new organization

MOTION: to accept the Organizing Committee’s budget at the revised level of $59,500 made by Deb, seconded by Kathy Evans, unanimous

**CONSENT AGENDA**

**Update Policy and Procedures manual**

**Treasurers Report (Brian H. and Deneen)**

The September year-end budget for the fiscal year 2015-2016 shows that revenue is at 107% of the budget total and expenses are at 98% resulting in a net contribution to reserves of $21,835.70.

Revenue analysis includes:

Annual conference revenue was on target at 101% of budget while expenses were below budget at 95%contributing $125,788.96 more to revenue than expected.

Membership is slightly above budget at 102%. CDF revenue is above budget at 121%.

All other revenue categories were above budget except non-member subscriptions (78%) and royalties (76%).

Expense analysis includes:

Most significant expenses lines ($10,000+) are at or below budget while all are within 120% of the budget except Publications expenses ($147%)

Additional Publications expenses were approved by the Board post budget when a decision to move printing to OmniPress was authorized.

**Approval of the Minutes (Ellen)**

**Membership Report and Yearly Review (Deneen)**

**Committee Liaison Assignments (David)**

Revised and updated handout

MOTION: to accept the consent agenda, motion made by Deb, Brian Montalvo seconded, unanimous

**CONTINUING BUSINESS**

**Strategic Planning (David, Paul and Joon)**

Vision 20/20

Discussion of increasing memberships through a Membership Committee, more webinars, ACA conference booth, organizational memberships

ACTION ITEM #3 Skip Niles will help find successful individuals who can coach others in research funding, perhaps in a PDI

**COLLOBORATIONS UPDATE**

Global Pathways (Brian M.)

Upcoming events include Governors Association on December 5, 2016, Capitol Hill Day in February 2017, Pathways conference in May 2017.

Kuder (Deneen)

Updating three year sponsorship at conference

**COMMITTEE/COUNCIL REPORTS**

Publications Development Council: Counselors Guide, 7th ed. (Deneen)

Revised title to Comprehensive Career Assessments, will be in print and electronic versions, 3 years to complete the edition, will be part of a three year searchable database with two year license

Career Development Facilitator Advisory Council (Sharon Givens and Hyung Joon Yoon)

Aaron Leson staying on as Chair, new curriculum approved by CCE, CSP Advisory Council is the new name

Technology Committee (Joon and Ellen)

Social media, develop inside interest groups, use e-bulletin to communicate with constituency groups

ACTION ITEM #4 Joon and Ellen will consider new policy on social media

Global Connections (Joon and Brian H)

Need to be clear about what services that NCDA can provide liaison to each of 5 international affiliates before revising policy, could develop a MOU for the sharing of ideas with disclaimer that NCDA not responsible

Diversity/Cultural Inclusion Committee Recommendations (Joon)

Request to Board for 1) non binary option on registrations, 2) gender neutral language in hotel contracts, 3) policy and procedures manual include language about diverse populations considered when selecting keynote speaker at conference, 4) provide two scholarships for diverse populations

1 and 2 in place, 3) current statement in manual that we embrace equal access as part of values statement and support diverse populations representation as keynoters at past conferences and 4) encourage committee to look for sponsorship for scholarships

Leadership Academy

Request made to Board to have increased support, wait until December

Research Committee

MOTION: to accept Research Committee request to use up to $10,000 for up to four projects using Second Century funds, motion made by Cynthia, David seconded, unanimous

Awards Committee (Wendy LaBenne, Brian M.)

New Eminent Career Practitioner Award

Will have Board vote, then Board with Chair of the Committee sits in and cannot apply for first four years

State Leadership Report (Wendy)

Goals 2015-2016 included 1) increased communication with state CDAs through timely emails, 2) increasing state chartering grant amount from $200-$1,000, 3) secured free NCDA webinar technology usage for state CDA’s to provide professional development for their state CDA’s, 4) completed needs assessment of state CDA’s to identify needed support, 5) initiated state leadership team to increase ability to address the needs identified in the assessment resulting in the development of a leadership toolkit for state CDA leaders, 6) completed state leaders training at conference based upon needs identified in the assessment survey

Goals 2016-2017 include 1) based upon feedback from conference state CDA leadership training, increasing state leaders training from half a day and providing best practices session as part of the regular conference 2) restructure leadership team to 2 leaders within a team to work on needs to support state leaders 3) gathered information on Board members speaking expertise to share with state CDA leaders. Leaders will be able to use this information to determine if there is a potential speaker for their state event.

**NEW BUSINESS**

**Future conference sites**

2017 Orlando, 2018 Phoenix, 2019 Houston, 2020 Minneapolis, 2021 Atlanta

**MOTION:** to adjourn made by Cynthia, Brian H. seconded, unanimous, 5:19pm