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***NCDA Board of Directors Conference Call***

 ***Minutes***

 **December 6, 2016**

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

**Meeting called to order by David Reile** at 3:00 pm, December 6, 2016

**Roll Call (Ellen Weaver Paquette)**

**Approval of the Agenda (David)**

**MOTION:** to approve agenda for December 6, 2016. Moved by Deb Osborn, seconded by Skip Niles. Unanimous.

**Approval of Minutes (Ellen Weaver Paquette)**

**MOTION:** to approve minutes of the meeting October 19-20, 2016. Moved by Cynthia Marco-Scanlon, seconded by Brian H. Unanimous.

**Report on Action Items (no discussion)**

**Treasurer’s Report (Brian Hutchison)**

The October financial statements represents only the first month of the fiscal year, therefore there is not much to the financial statement. We are off to a decent start with the CDF and publications sales both ahead of schedule. There hasn’t been too much activity on the annual conference yet. Overall revenue is at $ 56,795.69 for the month. For expenses, we paid ACA for the October journal production which makes it look high, but this cost only comes to us 4 times per year. That line should be in line by the year’s end. Likewise, with Technology, CMA invoices a quarter at a time for Melanie’s Editor compensation, so it looks high, but at year end, it will be in line with the budgeted expense.

The Treasurer reminded everyone about the Board’s decision to use carry over funds from last year that are not yet represented on the financial report. We do have those funds available already in our account, of course, but they are not NEW revenues. For that reason, we left them off the budget and can add that in at the end of the year. Hopefully, if our revenue is higher than expected and we keep expenses in line (like last year), we will not actually need to utilize them. The Treasurer believes this is a better method of monitoring our finances throughout the year, otherwise our revenue would seem distorted though the end of the fiscal year.

**Membership Report (Deneen Pennington)**

As of October 31, 2016, we had 5154 members with 20% coming through ACA, the rest directly through NCDA.

**CONTINUING BUSINESS**

1. Committee Updates (ALL)
2. Leadership Academy Development Committee (LADC) (Wendy LaBenne)

Three new members joined the LADC which allowed the new application process to be put into practice. The LADC is now reviewing the applications for the new leadership class. The LA is interested in joining the Board for lunch and at a meeting to observe, all agreed.

1. Paul Timmins provided an update regarding his telephone call to all Committee Chairs (notes available), suggested move to co-chairs for each committee as a best practice to provide for more stable succession of leadership.
2. Kathy Evans inquired as what was the exact status of the Commission versus Committee, interested in where the group falls in the NCDA structure.

ACTION ITEM #1: Kathy, Paul and Deneen will investigate.

1. Ray Davis reported that the Veterans Committee co-chairs will attend the DOL Veterans conference and inquired about travel funding. The Government Relations Committee continues to work on relationships between Federated Automation and ACTE. A National Policy Seminar has been scheduled but monies will need to be located in order to support representation.

A discussion regarding funding arose as requests have been made or will be made. Such request need to be formed in a detailed request, and be tied to NCDA goals. Those making inquiry should work through a liaison and conform to an established template of questions. Suggestion made to tie travel reimbursement to a required follow up report.

ACTION ITEM #2: Brian H. and Deneen will work on such questions.

1. Credentialing Update (Cynthia)

**CREDENTIALING**

Cynthia - Reviewed the handout prepared by Mary Ann Powell, Deneen and Cynthia re the re-organization of the OCC into the NCDA Credentialing Committee.

 MOTION:was made by Paul and second by Cynthia to dissolve the Organizing Credentialing Committee, and create the NCDA Credentialing Commission. The official name was **passed unanimously by the board.**

MOTION: was made by Paul, second by Deb on the composition of Commission. After discussion, this was **approved unanimously by the board**:

 The NCDA Credentialing Commission (herein referred to as the “Commission”) will officially begin January 1, 2017. At the present time, the new Commission Board will include:

* Constance Pritchard – Chair (January, 2017 – September 30, 2019)
* Lisa Severy – Leading the CCC development (January 1 - September 30, 2017)
* Aaron Leson – Leading the CCSP development/Chair of the CSP Advisory Council (January 1- September 30, 2017)
* John Long – Leading CMSC development (January 1, 2017 - September 30, 2018)
* Cynthia Marco-Scanlon - Board Liaison as Past-President (January 1 – September 30, 2017)
* Mary Ann Powell – staff liaison with ad hoc member of the Commission

The other members of the Organizing Credentialing Committee will be asked to continue in an advisory capacity as needed by the Commission:

Marilyn Maze (advising for Fluid Review and credentials)

Judith Hoppin (advising on the CCSCC development at a later time)

Cheri Butler (general advising)

An open position at a later time might be needed to lead in the CCCE development (to be added later in the year; selected by the NCDA Credentialing Commission).

The new 6 member Commission will review the present positions prior to September 30. A review may indicate that the current positions may or may not be enough to maintain effectiveness of the Board. Adjustments could be made to the size of the Board for the new fiscal year.

The board also discussed the **Duties and Responsibilities of the Commission**:

Suggested responsibilities outlined below and open to a future recommendations from the Commission once the program is operational:

* Establish criteria, application requirements, and processes for the 4 initial credentials (the CCCE will be developed at a later time).
* Maintain advisory capacity to launch and improve the operational policies for the Commission
* Submit criteria for board member selection, rotation, and policies to the board for approval
	+ Formal decisions regarding the member selection, rotation, policies etc. will be made during the review of the effectiveness of the current 5 positions.
* Submit a Plan of Work and Budget Request annually to the Board
* Operate similarly to the CSP Advisory Council and Publications Development Council
* Provide recommendations for marketing credentials/Commission
* Meet via conference call and 2 face-to-face meetings annually (Fall meeting is funded; Conference meeting is not funded)
* Provide advisory recommendations for website content, promotional materials, member communications, etc. to the staff liaison
* The staff liaison will handle the budget monitoring, logistics for meetings, administrative support, charter development, etc.

John Wilgeroth, NCDA Bylaws Chair, Deneen and Connie will work on the Charter that outlines all of these for the Commission (how Commission members are chosen, length of terms, etc.).

The new NCDA Credentialing Commission Chair will work with the OCC Chair for a smooth transition, and we hope that Marilyn Maze can attend the Feb. 2017 planned working meeting of the Commission for a successful transition. The timeline: Commission will have all 4 of the new credentials up and running by April, 2017.

Additional details were also discussed:

* NCDA will track Commission revenues and expenses, similarly to all other NCDA financials.
* Future discussions would need to be addressed including the Registry(s), collaborations with other training vendors, continuing education providers, etc.

ACTION ITEM: #4 David asked Deb Osborn to draft a MOU re: **Responsibilities and Expectations for the Relationship Between the National Career Development Association and the Credentialing Commission.** We will discuss this at a later board meeting. This will help outline the “control issues” each entity has as we move forward dealing with monetary issues, empowering the Commission with decision making capabilities, etc.

Cynthia also brought a recommendation from the OCC; they request a change in the number of applicants that would complete the pilot testing phase to 20 per credential (100 free). The Board previously approved 100 at 50% reduced rate.

MOTION: Paul made a motion to approve 20 free applicants to do pilot testing for each of the 5 new credentials. Second by Skip. Discussion ensued regarding the power of the Commission to make these decisions on their own (empowering the expert professionals working on this Commission), but since this was a motion passed at an earlier board meeting a formal request and new motion had to be made. The motion passed unanimously.

The new Commission will work also with the Pathways program (Skip and Brian on Working Group) on the SCDA (School Career Dev. Advisor) credential for the schools. The Commission will talk with Skip and Brian as to the timeline, funding, etc., for this credential. It is dependent on the timeline of the Curriculum Developer that is chosen from the RFP (decision soon on who this will be).

ACTION ITEM :#3 Cynthia and Mary Ann will let the new Commission know of all of the Board’s decisions ASAP.

**PATHWAYS UPDATE**

Some high level discussions are being done in DC for funding levels to support the activities at NCDA. David suggested a strategy that NCDA insists on financial support for our role as coordinator of the program, curriculum development, pilot training, etc.

NCDA has high-level qualified career counselors and school counselors and we may begin to hear interest from those at all levels of experience.

* Do we insist on counseling background/master’s degree level with career development experience? Do we give priority to school counselors as opposed to the current CDF Registry of Instructors?
* Do we take into consideration whose who have entered the field through other educational training besides counseling?
* There is a resistance from the school counselor population because other more serious conditions take priority over career development activities; we need to be careful on how to frame these new positions; how will they work together?
* There is a perspective that we have moved away from the career counselor and focused too much on the CDF/CDSP initiative and opportunities. There is a gap in training from a career counselor vs. a CDF/CDSP? If we want a success for this project, who should be involved?

**ACTE UPDATE**

Excellent conference; Wendy, Ray, and Cynthia attended. Their membership is 25,000 and they had a record conference attendance. Presentations were done on the ACTE-NCDA MOU for joint membership/professional development program and it was well received. They were introduced at the Guidance Division constituency meeting (1300), at the opening session, and the hospitality rooms. NCDA was well received and welcomed. NCDA also received its first payment from the MOU. We hope for more.

This discussion lead into suggestions for scholarships for conferences:

It is suggested the possibility of discounting registration based on international countries who are developing, etc.? There is caution about what is NCDA doing for underprivileged or underfunded US based school systems, underperforming state divisions, scholarships for diverse, underrepresented populations, and others who struggle financially. We will table these discussions for future consideration.

**CONFERENCE FUTURE**

2019 is signed at the Marriott Marquis Houston

2020 is still tentative as a second option at the Minneapolis Hilton (we will know next week if we can confirm the space)

2021 will be signed by months end with the Marriott Marquis Atlanta

**AUDIT UPDATE**

The FY15-16 is nearing completion and a final report will be forwarded to the Treasurer and President shortly. The board will receive the report at the next board meeting. The investment income figures from FY 15-16 were not matching the finding of the auditor. We discovered that the Dec 2015 Vanguard investment income (a little over $5000) was incorrectly dated in June 2015. As a result, the $5000 will be moved to FY 15-16 to correct this mistake. This will make our net profit for last year a bit higher.

**ANNOUNCEMENTS**

Book your airfare to Memphis using the board logistics that was provided via e-mail.

NCDA’s National Awards deadline is January 31st. Encourage your committee chairs and state divisions to submit nominations.

MOTION: Paul moved to adjourn; Kathy seconded. All approved. Meeting ended at 5:20pm

Respectfully submitted, with input from Cynthia and Deneen in my absence.

Ellen Weaver Paquette