**EXECUTIVE BOARD VIRTUAL RETREAT**

***Maximizing Our Potential: The Power of Leadership***

August 25, 2023 • 11:30 AM – 2:30PM

**Final Meeting Minutes**

**Attendance:**

Alexandria Burns

Alicia Camak

Aysegul Keskin Zeren

Calvin Wagner

Chelsea Francis

Christine Yancey

Dean Moyer

Dr. Nina Talley

Erin Liggett

Kaleigh Mahon

Madelyn Kindig

Rachel Richardson

Richard Fajardo

Ryan Wilhelm

Sarah JanTausch

Taylor Lincicome

**Absent:**

Dr. Nina Talley

Calvin Wagner

1. **Welcome/Introductions** – Meet & Greet (**Christine, Alex, and Nina**)  **11:30 – 12:15 pm**
	1. Ice Breaker **(Alex)**
2. **Objective of Retreat (Christine) 12:15 – 12:17 pm**
	1. Build Board Relationships
	2. Evaluation: Past, Present, and Future
	3. Establish Organizational Direction and Workplans 2023-2024
3. **Team Building (Nina) 12:17 – 12:47 pm**
	1. The Power of Our Collective Strength- Nina graciously shared self-management strategies to set the tone for the purpose of our group, collectively and individually. She cast the vision for us to understand and best utilize our individual strengths in order to maximize our group objectives. Nina also challenged our group to consider one another’s’ strengths throughout the year.
	2. The Power of Your Leadership Exercise
4. **Meeting Minutes Vote**

Motion to approve made by Dr. Nina Talley, seconded by Chelsea Francis.

1. **2023-2024 Executive Board (Christine**)  **12:47 – 12:48 pm**
	1. Organizational Chart (Vote) Motion to approve by Taylor Lincicome, seconded by Richard Fajardo.
	2. Board Roster email, work phone, cell phone

\*\*\*\* **BREAK** \*\*\*\* **12:55 – 1:05 pm**

1. **Evaluation of Last Year/ Report Outs (PAST/PRESENT) 12:49 – 1:25 pm**
	1. Past President Overview (**Nina**) Nina shared the history and mission of OCDA, and shared we have maintained and expanded our membership, awareness and impact over the past year and throughout the history of our group.
	2. Treasurer’s Report **(Erin)** $7,623.72 is current account balance
	3. Membership Report (**Ryan)** Current membership is 125, peak in May is 150-160 due to conference. Feedback from OCA and other state groups notes the strength of our membership size and participation.
	4. Membership Engagement/Awards (**Taylor**) A membership survey was utilized this year to gauge member interests and inform future programming. Opportunities for growth includes increasing sessions, partnership with industry, continuing well attended programming efforts, furthering award nomination timeline/outreach/formation of planning committee. Idea was discussed to develop a one-page document to be utilized
	5. Membership at Large (**Alicia**) Shared future plans to assess programming on a more ongoing basis, streamline feedback during conference using QR code seemed efficient approach to gather data.
	6. Secretary (**Rachel**) Roberts rules of order was implemented this year and Dr. Talley presented a leadership guide to be forthcoming and implemented for the structure of our group.
	7. Social Media (**Chelsea**) We gained over 100 followers over all social media platforms over the previous year. Most popular posts were surrounding our conference and personal posts (selfies) during events. Chelsea encouraged board members to share photos/posts showing us in our daily work. Mental health was a popular topic that elicited increased engagement from followers and members.
	8. Website (**Kaleigh)** Website was refreshed this previous year to brand colors and logo, pages were added for each constituency group. Upcoming content will be further developed with group input. A page for member exclusive content showcasing additional partnerships and services available to members-only.
	9. NCD Month (**Christine**) Christine reported on behalf of Erica Crawford and shared details of the meet and greet, LinkedIN and micro credentialing workshops, DEI program building session, a mental health workshop that recruited members from OCA, as well as a celebration of member accomplishments.
	10. Archives (**Richard**) Richard undertook the large task of condensing 53 folder to 15 in our google drive. Future plans include confirming accessibility needs of board members, creating a timeline of legacy leadership, and location of possible physical box of items from our board.
2. **What’s Ahead - 2023-2024 (FUTURE) 1:26 – 2:22 pm**
	1. Review of Goals – Collaboration, Growth, Sustainability and

Succession, Inclusion (**Christine**) Motion to approve 2023-2024 goals by Chelsea Francis, seconded by Sarah JanTausch.

1. Parent Organizations (OCA/NCDA) status, structures, resources,

benefits, challenges (**Nina**) Nina gave a thorough demonstration of NCDA and OCA showing resources and underpinnings of our parent organizations. Nina encouraged everyone to review both sites to familiarize and refresh knowledge of both organizations in order to view resources, learn about conferences, and additional professional development opportunities.

1. Upcoming Events/Plans for the Year
	1. Conference – Theme, Date, Location (**Alex and Christine**) Group discussed possible dates and times to consider. Late May and June were discussed, and a future vote will be allowed Topics of high interest and engagement included mental health, AI, continued DEI in appliction, and self-care. Considerations to include will be not to duplicate other upcoming conference topics as well. Christine shared that College Central Network has offered to sponsor and provide a presentation on the topic of AI.
	2. NCD Month (**Alicia**) Alicia shared she’ll be discussing details further with Christine to assess topic interest for November’s programming according to feedback previously shared.
	3. Professional Development (**Dean and Aysegul**)Discussion opened regarding member benefits for session attendees.
		1. Calendar of Events
2. New Initiatives (**Christine**)
	1. Implement Bylaws.
	2. Build a DEI committee- Richard proposed recent DEI legislation in the state of Ohio to be considered in the DEI committee work. Dr. Talley shared this has been taken into consideration and will be incorporated in the work of the legislative group as well in order to best inform constituents.
	3. Government Relations- to be announced at next meeting.
	4. Professional Development Expansion- to be announced at next meeting.
	5. Ideas and discussions during retreat (including chat): book club, podcast club, promotion of DEI and government relation committees, expansion of member participation opportunities in committees as a way to further engagement.
3. **BREAKOUT ROOMS (Future Plans)**: Think, Pair, Share **2:22 – 2:23 pm**
	1. Workplans and Report Out- will be conducted during the next meeting.
4. **Establish Monthly Meeting Dates** (**2nd** **Friday of each month at 2:00 PM**) **2:23 – 2:25 pm**

Dean Moyer motioned to approve our meeting schedule, Dr. Talley seconded.

Next meeting: September 8th at 2pm via zoom

1. **Retreat Wrap-up (Outcomes and Measures of Success) (Nina and Rachel) 2:28 – 2:30 pm**
2. **Adjournment 2:32 pm**

Minutes respectfully submitted by Secretary, Rachel Richardson.

**NOTES:**