**Ohio Career Development Association**

**EXECUTIVE BOARD VIRTUAL RETREAT**

**Meeting Minutes**

August 12, 2022, from 1:00 – 4:00 pm

Via Zoom Teleconference

**Attendance**

* Attended: Alicia Camak, Bethani Burkhart, Erica Crawford, Tainne Dallas, Richard Fajardo, Dr. Evan Faidley, Chelsea Francis, Dr. Helen Green-Esterly, PhD., Erin Liggett, Kaleigh Mahon, Rachel Richardson, Taylor Slocum, Dr. Nina Talley, Christine Yancey, Ryan Wilhelm.
* Not in Attendance: Emma Dunn.

1:12pm – 1:48pm: **Welcome/Introductions & Icebreaker** (Dr. Nina Talley/Dr. Evan Faidley)

* Dr. Talley and Dr. Faidley welcomed returning and new board members, and attendees shared importance of an item memorable to them. Special welcome to new OCDA board members Christine Yancey, President Elect, Richard Fajardo, Archives Chair, and Erica Crawford, National Career Development Professional Development Chair.

1:48 – 1:55pm: **Objective of Retreat** (Dr. Talley)

* Dr. Talley shared the objective of our retreatalong with agenda and attached guides/documents. Three objectives of our board retreat include building Context, Teamwork, and Vision Casting.
* Our mission and purpose of our association was shared, including a historical review of the founding of OCDA.
* A SWOT analysis was also shared and included strengths of the OCDA Conference, weakness of organizational structure for growth, opportunity for increased engagement between conference times, and potential threat of challenge to stay relevant in fast moving society.

1:55 – 2:27pm: **Evaluation of 2021-2022/Status Report Outs**

* Past President Overview (Dr. Evan Faidley) – Goal is to reclarify identity, shared that Ohio and California were chosen to present at NCDA representing success of our organization.
* Treasurer’s Report (Erin Liggett) – Beginning balance 6/30/2021 of $17,368.45, ending balance of $15,537.07. Additional funding was distributed towards scholarships and awards. Goals are to give back to members and encourage participation in professional development opportunities.
* Membership Report (Ryan Wilhelm) – Current membership is 140 members. Goals are to expand membership engagement and membership.
* Membership Awards/NCD Month (Taylor Slocum) – New survey has been created to assess member interests and have 24 responses to date. Current responses include an interest in virtual events, networking opportunities, and many professional development topics were presented. NCD Month included 5 events with 2 for social media focused, and 2 included CEU option.
* Membership at Large (Alicia Camak) – Goal is to review bylaws in more depth and assist in helping provide a voice to all members with any issues or clarification needed.
* Secretary (Rachel Richardson) - Goal is to transition meeting operation and minutes to incorporate Robert’s Rules to increase accountability to members.
* Social Media (Chelsea Francis) - Goal is to increase followers by 50 and content and metrics in order to better track content and engagement on four platforms (Twitter, LinkedIN, Facebook and Instagram). Additional goal is to diversify content throughout each platform. Board members will be asked to engage frequently in our LinkedIN group especially. Board members have been invited to join groupme and are welcome to create additional groupme’s as needed.
* Website (Kaleigh Mahon) - New logo two years ago prompted updates on website and matching additional communications. Planning to synchronize the website and blog more with social media, a current literature page, and add more photos as well. Request of board members to send photos of hosted events and articles.
* Archives (Dr. Faidley) – Review how we archive our work, operationalize our history and publicize our successes.
* Newsletter (Dr. Faidley on behalf of Bethani Burkhart) - Currently planning to send monthly e-mails as needed, and our newsletter on a quarterly basis, compared to as needed previously.
* Professional Development (Dr. Nina Talley) - We were awarded a $1,000 grant for professional development, to be discussed in further detail. Felicia Johnson will focus more on credentialing, thereby leaving a vacancy in the professional development chair position. Christine Yancey and Nina Talley will be serving in co-chairs in the interim.
* Evaluation of Conference (Dr. Evan Faidley) – Hosted two-day virtual conference with one keynote each day, 11 sessions total offered, 85 attendees attended conference, including mostly pre-existing members, and 6 student attendees.

2:27 – 2:49pm**: Team Building** (Dr. Talley)

* What is your superpower? Each member shared individual self-identified superpowers/strengths.
* Strengths Chart as a Team. Dr. Talley shared our team strengths, which included a tie for top two in Executing and Relationship Building, followed closely by Strategic, and fourth/last being Influencing.

2:49 – 3:35pm: **Vision for 2022-2023 – Dream B.I.G.** (Dr. Talley)

* 5 Goals- Dr. Talley expanded on “Dream B.I.G.” - Best practices, impact service toward constituencies, and growth in our membership, finances and outreach.
* Organizational/Committees Charts- Dr. Talley reviewed the OCDA Organizational Structure for the upcoming academic year, including leadership delegation of committees. *President Committees of Dr. Nina Talley* include: Constituency Group (Government & Advocacy-Nina & Christine), Membership (Ryan Wilhelm), Membership Engagement & Awards (Taylor Slocum), Membership at Large (Alicia), Website (Kaleigh Mahon, Evan, Nina), Professional Development (Nina/Christine), Bylaws (Nina/Evan/Christine). *Past President Committees of Dr. Evan Faidley include:* Constituency Groups (Evan), Graduate Student, K-12, Counselors, Educators, Website (Kaleigh Mahon, Nina), Newsletter (Bethani Burkhart), Membership (Ryan Wilhelm, Christine Yancey, Nina Talley), Membership Engagement & Awards (Taylor Slocum), Social Media (Chelsea Francis), Bylaws (Nina, Evan, Christine). *President Elect Committees of Christine Yancey Include*: Constituency Group (Government & Advocacy-Christine & Nina), Membership (Ryan Wilhelm), Membership Engagement & Awards (Taylor Slocum), Professional Development (Nina /Christine), Archives (Richard Fajardo), NCD Month (Erica Crawford), Bylaws (Nina, Evan, Christine).
* Upcoming Events/Plans for the Year (Calendar)- Dr. Nina Talley shared and reviewed draft outline of annual OCDA event calendar of events, to be finalized and planned by board throughout the year.
  + Parent Organizations (OCA/NCDA) status, structures, resources, benefits, challenges. Dr. Talley shared that we are a chartered division of NCDA and receive our CEU’s from OCA. Websites for both organizations were shared, and board members were asked to visit/re-visit each site before next board meeting.

3:17 – 3:35pm: **BREAKOUT ROOMS (Think, Pair, Share) – Workplans.** (Dr. Faidley)Dr. Faidley asked each attendee to view workplan template and select a group to join, identify and scribe one goal in work plan template in order to share out. Afterwards, each group is asked to e-mail directly to Dr. Faidley to be compiled and shared out as a group in a future meeting.

3:35 – 3:55pm: **New Initiatives** (Dr. Talley)

* + Constituency Groups (Catalyst Learning Communities)
  + Employers/Organizations
  + Website Reimaging
  + Roberts Rules (Accountability)
  + Diversity & Inclusion (Bylaws, executing to every area for engagement)
  + Increase Job Postings: Member Benefits
  + 2023 OCDA Conference: Initial Ideas. Christine Yancy shared ideas for conference topics and received positive feedback from board members. Themes included Career Development for the Future and Beyond, Career Development- engagement globally and regionally relevant for key constituents, and the World of Career Development- engagement through diverse and innovative strategies. Possible dates presented: Friday, May 12th (11th also if hosting two-day conference), May 18th and 19th. Possible formats include fully in person or hybrid. Possible locations shared are Columbus State College, Ohio Dominican, Capital, Otterbein, training center near Polaris or The Ohio State University at Columbus. Goal is to finalize plans by October.

3:55 – 4:00pm: **Establish Monthly Meeting Dates** (Dr. Talley)

Dr. Talley presented idea of hosting meetings, and members present confirmed this date/time works for the second Friday of each month, 2:00pm. These dates are: 9/9/2022, 10/14/2022, 11/11/2022 (TBC- Veteran’s Day), 12/9/2022, 1/13/2023, 2/10/2023, 3/10/2023, 4/14/2023, 5/12/2023, 6/9/2023.

4:00pm: **Adjournment** (Dr. Talley)

**NOTES:**