**EXECUTIVE BOARD MONTHLY MEETING**

Meeting Minutes

October 14, 2022

2:00 – 3:00 pm

1. **Welcome**

**Attendance:**

Alicia Camak, Erica Crawford, Dr. Evan Faidley, Richard Fajardo, Dr. Helen Green-Esterly, Erin Liggett, Kaleigh Mahon, Rachel Richardson, Taylor Slocum, Christine Yancey, Ryan Wilhelm.

Not in Attendance: Bethani Burkhart, Emma Dunn, Chelsea Francis, Dr. Nina Talley, Tainne Dallas.

1. **Approval of Minutes (Robert’s Rules)** September minutes were reviewed by board and motion to approved by Richard Fajardo.
2. **Introduction to Guest Speaker**
3. **Guest Speaker: President of OCA, Staci Tessimer** (2:05pm – 2:29pm)
   * Staci shared updates on OCA status, structures, resources, benefits, challenges, budgetary and student recruitment best practices. Future benchmarking, collaboration and idea sharing was welcomed!
4. **Officer Update Reports (current status/B.I.G. workplans presented)** (2:30pm -

**(Directed by Leadership Team: Nina, Christine, Evan)**

* + Report from the President Nina – will be reported next month.
  + President Elect – Christine Yancey
    1. 2023 OCDA Conference: Ideas & Logistics
    2. **Need Board Approval for Title of Conference (VOTE) –** “A Whole New World: Career Development & Engagement in an Every-Changing World” Richard moves to approve, Dr. Faidley, all in attendance approved.
    3. **Confirm Conference Logistics (VOTE) –** Choices reviewed by board include Ohio Dominican, Quest Conference Center and Franklin University.Factors under consideration include one or two day location, cost of rental, ability to offer hybrid sessions, cost of food, etc. Denison University was mentioned as a possible site to consider. Board discussed exploring details of Denison, removing Franklin due to limitation of ability to host hybrid format. Board will vote via e-mail after finalized menu/tour at Ohio Dominican and additional information received regarding Denison University, and concretize menu at next meeting.
    4. **Discussion of Logo –** Richard (on behalf of wife) and Erin discussed ability to create mock up logo to be reviewed and further discussed at next meeting.
    5. **Discussion of Topic Categories for Proposals –** Dr. Faidley suggested board can present and discuss variety of topics and tracks during next meeting.
  + Past President – Dr. Evan Faidley – opening bylaws for input.
  + Treasurer’s Report – Erin Liggett – grant monies did get deposited, with current balance of $16,008.76, $75 memberships came in this month, $25 received last month.
  + Membership Report – Ryan Wilhelm – 142 active members with 145 up for renewal
  + Membership Awards & Engagement – Taylor Slocum – partnering with Erica and Christine to do a meet and greet virtually on November 1st.
  + NCD Month – Erica Crawford – schedule of events for NCD month was shared prior to meeting, requested help from Kaleigh to add to website and Taylor to assist in promoting. Dr. Faidley offered to review topics in order to increase likelihood for CEU approval.
  + Membership at Large – Alicia Camak – shared post event survey is under development in order to measure member sa
  + Secretary – Rachel Richardson – no new updates.
  + Social Media – Dr. Evan Faidley on behalf of Chelsea Francis – request to send materials and share events to be promoted.
  + Website – Kaleigh Mahon – shared screen to display updated website.
  + Archives – Richard Fajardo
  + Newsletter – Bethani Burkhart
  + Professional Development – Christine & Nina

1. **Vision & Upcoming Events for 2022-2023** 
   * Upcoming Events/Plans for the Year
   * NCDA - status, structures, resources, benefits, challenges
   * OCA – Leadership Certificate Program
2. **Adjournment**

**UPCOMING EVENTS:**

* + OCDA Meet & Greet (Membership/Executive Board)
  + NCD Month
  + Diversity & Inclusion Initiative (starting January)
  + Full Professional Development Schedule
  + Launch of Constituency Groups (Catalyst Learning Communities)