**EXECUTIVE BOARD MONTHLY**

**FINAL MEETING MINUTES**

April 14, 2023

2:00 – 3:00 pm

1. **Welcome**  2:00pm-2:15pm

**In attendance:**

Dr. Evan Faidley

Chelsea Francis

Richard Fajardo

Rachel Richardson

Taylor Slocum

Dr. Nina Talley

Ryan Wilhelm

Christine Yancey

**Not in Attendance:**

Bethani Burkhart

Alicia Camak

Erica Crawford

Tainne Dallas

Emma Dunn

Dr. Helen Green-Esterly PhD

Erin Liggett

Kaleigh Mahon

1. **Report from the President (Monthly)** 2:15 – 2:18 pm
   * Calendar of Events for 2023 (Newsletter, Workshop with Tainne)
   * Diversity & Inclusion Initiative Launch/Partnerships & Collaborations (APRIL)
   * Professional Development Plan & Coffee Chat Topics Launched (APRIL) Chelsea has been promoting sessions to be given by Tainne, and shared we have 18 registrants. A follow up personal energy management seminar will take place on the 28th and has been approved for CEU’s. Chelsea called for members to like, share and repost to spread the word.
   * 2023 Launch of Constituency Groups (Catalyst Learning Communities) (APRIL)
2. **Officer Update Reports due in February (Postponed until April)** 2:18 -2:18pm

**(June, August, October, December)**

1. **2023 Conference Workplan – Update & Task List** 2:19- 3:13 pm, 3:14-3:24pm
   * 2023 OCDA Conference: (Christine/Nina/Evan)
     1. **Keynote Speakers Confirmed (Dr. Julius Ford) –** Dr. Ford’s bio is to be added to our website, and Evan will be securing that from him.
     2. **Proposals Accepted/CEU’s/Conference Schedule –** Evanshared we had 16 applications submitted to OCA, with expected turnaround time is to be determined. Suggested verbiage to list on website, ‘CEU’s to be confirmed’.
     3. **Review Updates on Webpage –** Nina displayed our conference webpage to attending members to showcase conference details, reviewed agenda, and reviewed speaker bios and photos. News section will be updated to build momentum and excitement for conference happenings. Hotel discount may be extended past the 18th, and will be posted on the website. Kudos given to Kaleigh for all her hard work on keeping the webpage updated!
     4. **Update on social Media/Marketing –** Chelsea shared updates on reminders given recently, including conference registration and discounted early hotel rates. Posting on reminders for conference and Tainne’s upcoming workshops were requested.
     5. **Awards**
     6. **Treasurer’s Report –** Dr. Talley shared that our current board budget balance is $14,371 as of 4/13/23. For the conference, Dr. Faidley shared that we currently have 48 registrants, 21 paid with $1,715 earned thus far.
     7. **Conference Committees Workplan Meetings (next two)**
        1. Marketing (Chelsea/Kaleigh/Evan)
           1. Print Marketing ready for distribution
           2. Webpage Updated
        2. Vendor/Sponsorship (Nina/Christine)
           1. Send to Kaleigh
        3. Hospitality (Rachel/Helen/Alicia) Rachel and Christine shared items to decorate tables at cocktail hour along with budget estimate. Chelsea added that OCA could offer tote bags and any other miscellaneous items, and suggested we add an option to decline wanting a t-shirt to the registration form. Motion to approve proposed budget in addition to t-shirts by Richard Fajardo, seconded by Chelsea Francis. All in attendance approved.
        4. Conference Logistics (Erica/Ryan/Richard) – Richard shared an update on conference details such as banners, recordings in each room, and accessibility needs, etc. Christine shared typical conference recordings are done by planners on individual devices. Dr. Talley confirmed the plan to record sessions via zoom for ease of use and no cost.
        5. Evaluation Committee (Alicia/Nina) – Dr. Talley shared that the assessment tool has been decided and will be utilized during the conference, and in follow-up with attendees after the conference to include ‘save the date’ materials.
        6. Registration Table – Dr. Talley announced this will be discussed at a follow up meeting.
        7. Awards (Taylor/Tainne/Evan) – a total of seven nominations have been received thus far. A quote is in the works to secure physical awards, and will be selected by next week. Dr. Talley inquired about whether a video will be created and Taylor took note.
        8. Virtual Conference (Richard/Kaleigh)

1. **Approval of Minutes (March Board Meeting)** 3:13-3:14pm

Motion to approve March minutes Dr. Faidley, seconded by Christine Yancey. Approved by all.

1. **Updates on Governing Organizations:** 3:24 – 3:25pm
   * NCDA – Committee Updates & Global Conference:
     1. DEI Symposium - Dr. Nina Talley will be supporting this effort on behalf of our team, declined to present as a panelist in order to focus on priority commitments.
2. **Next Meeting: May 12, 2023 @ 2:00 pm** 3:26 – 3:26pm
   * **Reserve Meeting Dates on Calendar**
     1. **June 9, 2023 @ 2:00 pm**
3. **Adjournment** 3:27pm

Minutes respectfully submitted by Rachel Richardson