**EXECUTIVE BOARD MONTHLY MEETING**

**MINUTES**

January 13, 2023

2:00 – 3:00 pm

1. **Welcome**  (Dr. Talley) 2:00-2:04pm

**In attendance:**

Alicia Camak

Dr. Evan Faidley

Richard Fajardo

Chelsea Francis

Dr. Helen Green-Esterly

Erin Liggett

Rachel Richardson

Taylor Slocum

Dr. Nina Talley

Ryan Wilhelm

Christine Yancey

**Not in Attendance:**

Bethani Burkhart

Erica Crawford

Tainne Dallas

Emma Dunn

Kaleigh Mahon

1. **Approval of Minutes (Robert’s Rules)** (Rachel Richardson) 2:05-2:06pm

Motion to approve November meeting minutes by Dr. Evan Faidley, seconded by Ryan Wilhelm. All in attendance approved.

Motion to approve December meeting minutes by Dr. Nina Talley, seconded by Erin Liggett. All in attendance approved.

1. **Report from the President (Monthly)** (Dr. Talley) 2:07 – 2:32pm

*2023 (Direction & Goals)* Nina reviewed our B.I.G goals for the year and noted we’ll incorporate these visionary goals into our efforts this year.

* + Calendar of Events for 2023 – shared during December meeting and reviewed by attending members for relevancy with 2023 direction and goals. Updates to note include: Strategic Planning for Sustainability may be moved to February, launch of DEI committee on target, Chelsea will be adding Kenton County partnership to our website in a members only section, and Evan shared that our conference call for proposals will be included in next NCDA convergence.
  + Diversity & Inclusion Initiative Launch/Partnerships & Collaborations- Nina shared ideas and gathered feedback and thoughts from attending members. Ideas included to begin a state wide DEI conversation throughout career spaces, incorporation of DEI statement in our bylaws, on our website and incorporate foundational DEI activities throughout OCDA. Dr. Greene offered to join Nina in the constituency committee and other members were encouraged to contact Nina if interested. Christine suggested reaching out to additional constituency groups such as Professional Resume Writers, etc. Nina reviewed topics of consideration for workshops including *The Voice of Women, LGBTQ & Inclusion, Age & Inclusion*, and many more. Nina briefly shared information on a 14-hour organizational DEI certification, noting it is being offered at no charge through December of 2023.
  + Professional Development Plan & Coffee Chat Topics Launched- Nina will share chat topics via e-mail and noted the goal is to build up excitement through coffee chats to gain momentum towards the OCDA conference.
  + 2023 Launch of Constituency Groups (Catalyst Learning Communities)

1. **Officer Update Reports due in February** (Dr. Talley) 2:33pm

**(6 per year: February, April, June, August, October, December)**

1. **2023 Conference** 2:33 – 3:10pm
   * 2023 OCDA Conference: (Christine/Dr. Talley/Dr. Faidley)
     1. **Final Topic Categories Determined-** gratitude was expressed for Richard and his wife for crafting the conference logo around our four themes. Conference proposals will be segmented around principals as well. Currently we have five proposals submitted, four in progress, with the goal to have twenty. Evan encouraged all board members to submit proposals and encourage those in network to do the same. Conference rates:Early Bird / Regular OCDA - 100 / 115, Non-OCDA - 120 / 135, Student - 50 / 60, Non-OCDA and presenter registrants receive 1-year free membership. OCDA Board code is: OCDACONFGUEST23
     2. **Keynote Speakers Approached-** update will be given at a future meeting.
     3. **New Award: Career Innovator**- Evan shared details of a new category that would allow those to be nominated based on contributions, regardless of job title or years of experience. Attendees shared feedback and Evan called for assistance in creating the award description, in order to be included as award nominations open up.
     4. **Conference Committees/Detail Workplan for Conference-** Nina reviewed conference committees, responsibilities, as well as team members serving on each. Outreach will be made to finalize additional committee members and duties and will be shared at subsequent meetings.
     5. **Confirmation and Deposit for Location completed-** Christine shared the contract has been signed and deposit paid with Ohio Dominican. Hotel options are currently being gathered and compared.
2. **Updates on Governing Organizations** (Dr. Talley) To be given at next meeting.
   * NCDA – Committee Updates & Global Conference
   * OCA – Leadership Certificate Program/ Proposals/Updates
3. **Next Meeting: February 10, 2023 @ 2:00 pm**  (Dr. Talley) 3:13-3:14pm
   * **Reserve Meeting Dates on Calendar**
     1. **March 10, 2023 @2:00 pm**
     2. **April 14, 2023 @ 2:00 pm**
     3. **May 12, 2023 @ 2:00 pm**
     4. **June 9, 2023 @ 2:00 pm**
   * **Summary of Next Action Steps**
4. **Adjournment** 3:15pm

Motion to adjourn by Chelsea Francis, seconded by Alicia Camak.

Minutes submitted by Rachel Richardson.