**EXECUTIVE BOARD MONTHLY MEETING**

Final Meeting Minutes March 10, 2023

2:00 – 3:00 pm

1. **Welcome**  2:00-2:07pm

**In attendance:**

Alicia Camak

Erica Crawford

Dr. Evan Faidley

Chelsea Francis

Richard Fajardo

Erin Liggett

Kaleigh Mahon

Rachel Richardson

Taylor Slocum

Dr. Nina Talley

Ryan Wilhelm

Christine Yancey

**Not in Attendance:**

Bethani Burkhart

Tainne Dallas

Emma Dunn

Dr. Helen Green-Esterly PhD.

1. **Approval of Minutes (January & February Board Meeting)** 2:10pm

Motion to approve January minutes Dr. Faidley, seconded by Dr. Talley. Approved by all.

Motion to approve February minutes Dr. Talley, seconded by Richard Fajardo. Approved by all.

1. **Officer Update Reports due in February (Postponed until April)** 2:07pm

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

1. **Report from the President (Monthly)** 2:10pm
   * Calendar of Events for 2023 – Newsletter is underway, and Tainne giving a presentation on the 19th.
   * Diversity & Inclusion Initiative Launch/Partnerships & Collaborations – Nina and OCA President are in communication and have scheduled a meeting for the 15th to further discuss partnerships in coming weeks.
   * Professional Development Plan & Coffee Chat Topics Launched – (APRIL)
   * 2023 Launch of Constituency Groups (Catalyst Learning Communities) (APRIL)
2. **2023 Conference** 2:15pm
   * 2023 OCDA Conference: (Dr.’s Talley and Faidley)
     1. **Keynote Speakers Confirmed (Dr. Julius Ford) – Nina** Dr. Ford will arrive during the first evening of the conference and present as keynote on Friday morning.
     2. **Proposals Accpeted/CEU’s/Conference Schedule – Evan** 17 sessions are confirmed, and discussed followed regarding board members availability during either breakout sessions or conference roundtable (brochures, digital photo frame) to promote OCDA membership to attendees. Evan called for interested board members to reach out if interested in offering a member to give a session presentation, due to another session presenter having to recall their participation. Dr. Talley offered to present on at pre-approved topic of Diversity, Equity and Inclusion in the Workplace.
     3. **Conference Sponsor Package (Discussion and Vote)** Dr. Talley presented features of sponsorship packages, including Gold and Silver levels for the cocktail party/networking event and Vendor sponsors.Packages offerings allow for expansion of inviting corporate organizations for networking opportunities and an increase in income for OCDA. Members discussed package offerings and sponsor communication to attendee options. Dr. Talley motioned to approve, Chelsea Francis seconded. All in favor agreed.
     4. **Awards/New Award: Career Innovator – Taylor (update)** Taylor shared that all award forms are up and open until April 7th. Communication has begun, and will be shared with Erica for continued exposure.
     5. **Update on Webpage – Kaleigh** Hotel accommodations, news, etc. have been updated. Navigation tabs and awards will be added to augment conference details. Our conference has been promoted throughout NCDA populations as well.
     6. **Update on Social Media/Marketing – Chelsea** General conference themes, awards, and SOCHE partnerships compromise most of the communication taking place now. Conference presentation topics will be shared in the near future to build excitement and encourage registration.
     7. **Conference Committees/Detail Workplan for Conference –** Dr. Talley asked each committee member to share meeting availability for next week, so committees can begin meeting for conference planning.
        1. **Marketing (Chelsea/Kaleigh/Evan)**
        2. **Vendor/Sponsorship (Nina/Christine)**
        3. **Hospitality (Rachel/Helen/Alicia)**
        4. **Conference Logistics (Erica/Ryan/Richard)**
        5. **Evaluation Committee (Alicia/Nina)**
        6. **Registration**
        7. **Awards (Taylor/Tainne/Evan)**
        8. **Virtual Conference (Richard/Kaleigh)**
     8. **NCDA Grants Available: (Discussion on Submission) due 3/31/23 –** Dr. Talley asked group to discuss opportunities of what to include in the $1,000 grant request. Scholarship monies for graduate students, swag for conference, professional development materials such as books were a few of the funding expenditures discussed.
3. **Updates on Governing Organizations:** 2:59pm
   * NCDA – Committee Updates & Global Conference
     1. DEI Symposium (Dr. Nina Talley on panel)
   * OCA – Leadership Certificate Program/ Proposals/Updates – All board members present congratulated Christine Yancey for completing her certificate! Kaleigh shared she’s ready to attend in summer, and Chelsea also expressed an interest in summer session. Dr. Talley encouraged us to have one participant participate during each cycle the certificate is offered.
4. **Next Meeting: April 14, 2023 @ 2:00 pm** 
   * **Reserve Meeting Dates on Calendar**
     1. **May 12, 2023 @ 2:00 pm**
     2. **June 9, 2023 @ 2:00 pm**
   * **Summary of Next Action Steps –** Dr. Talley shared how much our efforts are valued! Erica asked everyone to review content of the newsletter shared earlier today before distributing.
5. **Adjournment** 3:04pm

Motion to adjourn Erica Crawford, seconded by Christine Yancey.

Minutes submitted by Rachel Richardson.