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**NCDA Board of Directors Meeting  
December 3, 2019  
3:00 - 4:00 pm Eastern**

**Conference Call**

Attending:

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| --- | --- |
| *Kathy Evans, President* | *Patrick Akos, Trustee* |
| *Seth Hayden, President-Elect* | *Celeste Hall, Trustee* |
| *Sharon Givens, President-Elect-Elect* | *Carolyn Jones, Trustee* |
| *Melissa Venable, Secretary* | *Lakeisha Mathews, Trustee* |
| *Charles Lehman, Treasurer* | *Paul Timmins, Trustee* |
| *Lisa Severy, ACA Governing Rep* | *Courtney Warnsman, Trustee* |
|  | *Deneen Pennington, Executive Director* |

Not in Attendance:

*Spencer Niles, Past-President*

**Meeting Called to Order by Seth Hayden at 3:01 PM ET.**

**Roll Call (Seth)**

**Approval of the Agenda (Seth)**

MOTION was made by Courtney to approve the agenda with changes to sequence recommended by Deneen.

Seconded by Charles.

Motion passes unanimously (no opposing votes, no abstentions).

**Approval of the October Minutes (Melissa)**

MOTION was made by Celeste to approve the agenda with clarifications to conference budget discussion and use of acronyms.

Seconded by Sharon.

Motion passes unanimously (no opposing votes, no abstentions).

**Report out on Action Items (All)**

**Creation of a Membership Task Force (Seth) –** This group has formed: Melissa, Carolyn, Sharon, and Seth with opportunities to add others. Will convene a strategy meeting in the next few weeks. Targeting Charlotte CPI with a membership focused event.

**Create a draft approach to task analysis related to CMA Annual Evaluation Process (Seth) –** More information to follow on this. Seth will engage with CMA on current processes. Skip has completed the annual evaluation.

**Fact finding related to request for needs-based scholarship related to credentialing (Seth and Courtney) –** They have talked with members of the credentialing commission and diversity and cultural inclusion committee, for additional information and clarification from October’s discussion. More info to support decision making coming in February.

**Clarify process after disclosure of conflict of interest (Deneen) –** She sent out revised policy that was e-voted on by the Board. So far has received 75% of signed new forms and following up with remainder.

**Treasurer’s Report (Charles)**

There is a change to the approved budget from October’s meeting in Cleveland: one expense and one revenue item not accounted for at that time. Proposed change from $1.476m revenues to $1.473m revenues and from $1.471m expenses to $1.469m expenses. New budget would show $4,000 surplus instead of $5,000.

MOTION was made by Charles to approve the budget corrections.

Seconded by Sharon.

Motion passes unanimously (no opposing votes, no abstentions).

We are still early in this fiscal year and not picking up any specific trends. The Cleveland CPI did make a profit of $2,000; first time in 4 years. Deneen pointed out that target revenue for professional development webinars is already almost halfway achieved, due to last month’s DOL topic with approx. 70 participants. Marketing consultant’s role was impactful here.

MOTION was made by Charles to approve treasurer’s report.

Seconded by Seth.

Motion passes unanimously (no opposing votes, no abstentions).

**Audit Report (Charles)**

We received a completely clean audit with no write-ups, consistent with previous years. Detailed board meeting minutes were noted as helpful in the auditing process. The auditors use an accrual system, while we use a cash system. But they came up with figures similar to ours, with a slightly higher deficit than we had for the previous year. Overall, no issues in the comparison or details provided. We are in 5th year of deficit, but auditor is optimistic that with expected revenues there is no overall concern. Charles remains watchful monitoring the budget throughout the year. The auditor recommended we hire a financial advisor to help manage reserves. After discussion between Charles and Deneen, we may decide to ask for a one-time recommendation in the future. Deneen noted that there is one area that auditor will need to adjust in the final report, but it won’t affect the bottom line.

MOTION was made by Charles to approve auditor’s report.

Seconded by Courtney.

Motion passes unanimously (no opposing votes, no abstentions).

**Membership Report - October (Deneen)**

We have 4,763 current members as of October. Credentials: over 1400 awarded and 75% of those are CCSPs. That percentage keeps increasing. 85% are currently maintaining their fees. Of those who have lapsed, many have retired. Everything else pretty standard from last report.

Discussion included:

* Are we capturing counseling degrees? Deneen will send updated report via email.
* What is the policy for sunsetting credentials? Discussion has taken place with Aaron about this; let’s hit the three-year mark before determining.

**Work Group Updates**

**Leadership Academy (Lakeisha) –** Mason Murphy is working with the committee on changes. Report provided. Highlights: next class will take place in 2020, with application taking place mid 2020. They are working on a professional development-focused workshop for LA participants to take place at the conference.

Discussion included:

* Does the Board want to see the LA workshop/meeting agenda and approve? This is the session they conduct with academy participants at the conference. Previous discussions have included concern about what will be covered.
* LA should be operating within the context of the Board. This connection can be part of reviewing a draft of workshop schedule to ensure we are all working together.
* Lakeisha can provide guidance now so there are better connections and clear expectations on curriculum.
* LA project ideas – when and how does the Board want to work with the committee on this? Provide ideas of items that are important to the Board. Look at NCDA needs and help make the connections. Strategic planning will take place before they will be picking projects so we can align these efforts. Lakeisha will ask the committee to add a request for project ideas into their timeline.
* Communication to mentors – Committee has been asked to add this to their timeline as well to help set expectations for those serving in the mentor role.
* Some members of NCDA Brain Trust have expressed interest in more and different involvement, which could in part be serving as mentors.
* How big will the 2020 class be? A goal of 8-10 was suggested, in part due to budget, plus management and focus on individual development. Lakeisha will discuss with the committee.
* Participant conference presentations are automatic and included in a single time slot on the program.
* Counselor Ed Academy is a parallel experience that could be mirrored/modeled after this revised LA design, e.g., staggering class years, automatic conference presentation slot. We should decide this at some point in the future.

**Credentialing Commission Update -**

* **CACREP Update (Patrick) –** There are career counseling programs with CACREP accreditation that require among other things, practical supervised hours and a rigorous curriculum. It has been proposed that those who have come through these programs do not have to go through the competency-based evaluation process for the CCC credential, but instead proceed to the application. The Commission is positive about this and approx. 30 students per year expected in this path. Still needs to be worked out logistically.

Discussion included:

* + - There have been some fast tracks for other credentials, but not intended to be replacement for evaluating competencies.
    - Competency-based assessment is different than one’s training and experience.
    - The CACREP programs have been informed of the Commission’s intent to move forward although no letter has gone out from NCDA.
    - Important for NCDA to collaborate with these programs and this could be a gateway for that.
    - Is this a Commission or Board decision? What is the process of something like this?
    - This opportunity for CCC has been in the works since Cynthia was in the Director position – it was part of her contract and part of Aaron’s contract as a marketing strategy to reach out to the schools to get CCC pipeline in place.
    - Waiving the verification of competencies is a big step. This is a benchmark of what makes the NCDA credentials different and better than other credentials, as they are being marketed. Something to be aware of as these decisions are being made.
    - Would be interesting to know if we have a 100% pass rate for those who have already come through the CCC credentialing process with a degree from a CACREP accredited program.
    - Is there a timeline for this? Would it include those who have already graduated from CACREP career counseling programs in the past included as well as new graduates coming up?
    - Is a competency-based evaluation administered as part of CACREP career counseling programs’ evaluation of students?
    - Was a decision previously made that the Board voted on? Was this plan established by the initial credentialing committee that was not part of a Board decision or oversight?
    - There are multiple issues involved here related to Board processes and tracking, roles of stakeholders, and levels of and authority for decision making.
    - Patrick can communicate with parties involved that we are on hold pending further discussion.
    - Training, education, and competency components are currently part of each credential. This was a purposeful part of their planning and development. We are now talking about combining these in ways that make them different from what was intended.
    - There may be an opportunity to have the programs/students that have been contacted demonstrate their competenci~~es~~ in different ways other than the credentialing evaluation.
    - ACTION ITEM: Melissa to trackback what’s been documented in Board minutes related to decisions about offering CCC applicants from career-focused CACREP programs a different route to earning the credential.
* **Technical System Update (Deneen) –** From Jan 2 to 20, 2020 there will be a shutdown as applications move to a new system and out of Fluid Review. Current applicants have been contacted and made aware of this and how to avoid issues and delays.

**Strategic Planning Task Force (Seth, Lakeisha, and Kathy)**

A recent meeting yielded four primary desired outcomes for the upcoming strategic planning work with an outside facilitator. These were used to frame an RFP. The intention is that the facilitator will take what we have and build from that, leading a session then providing an updated plan and consultation on integrating the plan into Board decision-making. Recommendations for integration within meetings will be based on current bylaws; something to present at the next Board meeting.

The Facilitator RFP was released on Nov 27 with a budget of $2,000. Several interested parties have already been in contact and Deneen received a full application today. There is currently no rubric for comparison of submissions. ACTION ITEM: Deneen will draft rubric. Decision to be made before the holidays.

Goals of the forthcoming facilitator-led session are meaningful work and a document to use as guidance for what we are doing in the future.

Discussion included:

* + - Some pre-work by the Board will be helpful to communicate with the facilitator.
    - Everyone should refer to the existing strategic plan as a starting point.
    - Facilitator will have about a month before we meet. What will take place before the meeting will depend on what is proposed.

**CPI – Charlotte Update (Deneen) –** Final touches on planning happening now. Registration is open. Team was able to move NASCAR PDI to Thursday afternoon. Capacity is for 80 people. Plan is to allow general CPI audience to have first dibs, remaining seats for Board and leadership for $50 per person as determined once we get closer. Additional costs are incurred, such as insurance, and need to be covered. Send Deneen a message now if you are interested in being on a list.

**CAS Update (Lakeisha) –** Deneen sent out an email about this prior to the meeting. Lakeisha was able to attend the CAS Board Meeting in DC recently. A dynamic and diverse group, she presented NCDA – who we are mission, etc., which was well-received. Questions about potential conflicts with NACE, also a CAS member, came up. Many members shared that additional voices, even if similar constituencies, are a good thing. Representatives from NACE and NCDA provided feedback and clarification on-site. An acceptance letter was sent to Deneen who noted that CAS’s recent rebranding will be something we can learn from and a support to us as a Board.

**Update on *Counseling for Career Choice Act* (Deneen) and Coalition and Summit Update (Sharon, Celeste, and Deneen) -** Congressman Langevin (D-RI) will be keynote speaker, and the Career Counseling Act came about in part through NCDA connections with LobbyIt. There have been previous discussions about limiting our participation with the Coalition, but since the bill came out it’s beneficial for NCDA to be more involved. Several people will be on site to participate in panels and represent NCDA. Charles added the importance of this legislation and connection to helping meet the needs in high schools and that the Government Relations Committee has been instrumental in the process.

A MOTION was made to adjourn. Unanimous vote to adjourn at 4:31pm ET

*First draft of meeting minutes was submitted to the President and Deneen Pennington on December 4, 2019 by Melissa Venable.*