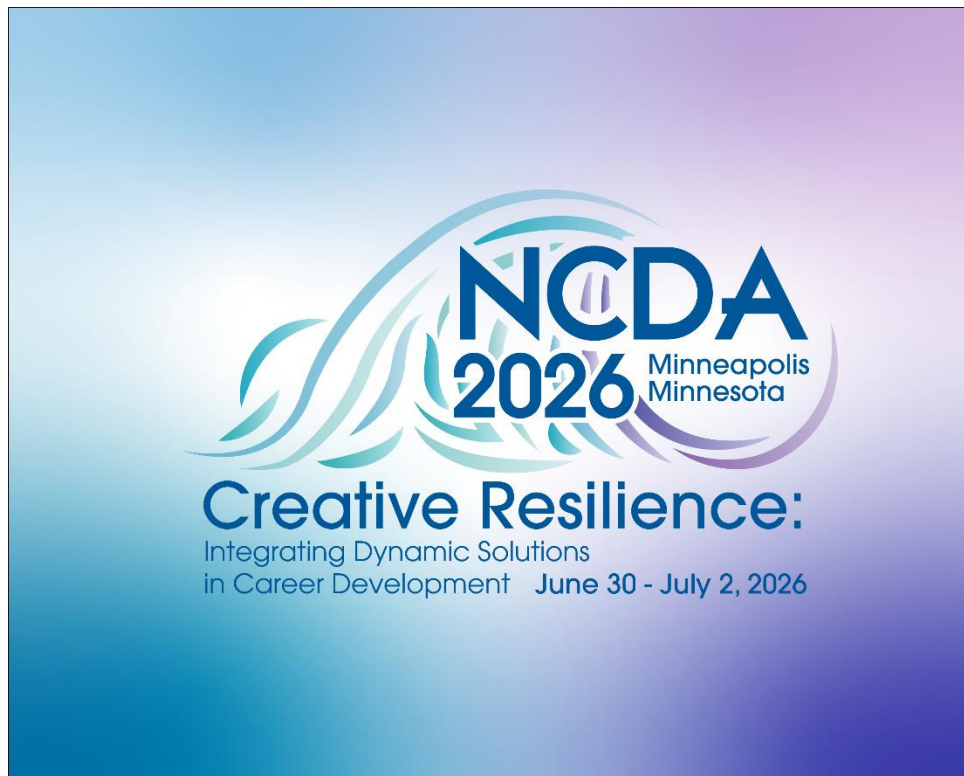


NCD A

National Career
Development
Association

2026 Annual Membership Meeting Report



July 1, 2026

Inspiring Careers – Empowering Lives

2468 W. New Orleans Street, Suite A, Broken Arrow, OK 74011

www.nlda.org

Creative Resilience: Integrating Dynamic Solutions in Career Development



Dirk Matthews, NCD A President 2025-26

This past year serving as NCD A President has given me a close view of how much work goes into keeping this association strong. The Board of Directors, committees, councils, task forces, and commissions have contributed an enormous amount of time, and it shows. This report captures what that effort produced. I share deep gratitude for those who contributed over the year, and to those who will contribute to the year ahead.

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NCDA’s fiscal year ends on September 30, 2026. At that time, all committees, councils, and commissions will have their annual reports posted to the Committee section of the website. Minutes of all Board of Directors Meetings are posted on the NCDA website under About NCDA for all members to review.

ANNUAL MEMBERSHIP MEETING AGENDA

2026 Global Career Development Conference

July 1, 2026

Call to Order	Dirk Matthews, President
Approval of Agenda	Dirk Matthews, President
Approval of 2025 Annual Meeting Minutes	Dirk Matthews, President
Membership Report	Dirk Matthews, President
Treasurer's Report	Melissa Wheeler, Treasurer
Nominations and Elections	Marty Apodaca, Past President
Organizational Consultant Report	Reginald Ross, Consultant
Adjourn	Dirk Matthews President

MINUTES FROM 2025 ANNUAL MEMBERSHIP MEETING

MINUTES FROM 2025 ANNUAL MEMBERSHIP MEETING

Wednesday, June 18, 2025
Scheduled: 4:15pm – 5:30pm Eastern
Actual: 4:15pm – 6:50pm Eastern
Atlanta, GA

Meeting called to order by Marty Apodaca, NCDA President, at 4:17 PM ET. It was shared that the 2025 Annual Meeting Report was posted in the conference app and on the NCDA website and would be a helpful resource to follow during this meeting.

As the meeting began, we had 197 members present, establishing the quorum.

Procedural Review:

Due to the length of this meeting continuing well past its scheduled time, many members left before the meeting was officially adjourned. Disagreement occurred on the floor regarding continued discussion of business and voting. We provide this review of NCDA governance guidance that informed meeting documentation and decision making.

According to the 2024-2025 NCDA Policies and Procedures Manual, “*a quorum at the Annual Meeting shall be the number of members in good standing in attendance*” (p. 13).

Additionally, the 2024-2025 NCDA Policies and Procedures Manual states that the “*official guide for all meetings shall be the revised Roberts’ Rules of Order*” (p. 13). According to Roberts’ Rules of Order, once a quorum number at a meeting has been established, the number itself does not change during the meeting. “*Once a quorum at a meeting has been established, the continued presence of a quorum is presumed to exist only until a chair or any other member alerts the assembly that a quorum is no longer present*” (<https://robertsrules.com/frequently-asked-questions/>). The individual noticing the apparent absence of quorum can raise a *Point of Order*, at which point a recount of members participating should be made.

Robert’s Rules of Order indicates that “*it is never permissible to transact substantive business in the absence of a quorum*” (<https://robertsrules.com/frequently-asked-questions/>). A meeting may continue with informal discussion, but no votes or motions can validly be made (other than to adjourn, recess, or to take steps to re-obtain quorum). The quorum number is not reset by the recount.

As such, the quorum for this meeting was set at 197, with 132 members serving as a two-thirds majority vote and 99 members serving as a majority vote.

Recounts were called for during the meeting, as indicated below in chronological order with meeting topics. When the member engagement recount drops below 132 and 99 voting participants, it is no longer possible to validly consider motions or votes that require two-thirds or majority votes, respectively. However, informal discussion may continue until the meeting is officially adjourned. (Note that the President, Parliamentarian, and Secretary traditionally abstain from voting in this meeting in order to maintain impartiality in meeting guidance and documentation.)

Please also see the “Procedural Challenge After the Meeting” presented on pages 16-17.

Approval of the Agenda:

Marty Apodaca requested approval of the agenda and indicated that this was located in the Annual Meeting Report on page 4.

MOTION was made by Bret Anderson (Colorado) to approve the 2025 Annual Membership Meeting Agenda.

Seconded by Janet Wall (Virginia).

Discussion:

MOTION (to amend) made by Bret Anderson (Colorado) to amend the agenda, removing the discussion of bylaws amendments.

Second by Amy Schroeder (North Carolina)

Amendment Discussion:

Bret Anderson (Colorado) shared that the last membership vote on updates to the NCDA Bylaws occurred in 2018. In completing reviews for the current the suggested updates, our NCDA Bylaws Subcommittee sought guidance from the American Counseling Association (ACA), our parent organization. Recent feedback from ACA leadership requested that NCDA seek legal consultation for a corporate governance review to ensure legal compliance with the State of Oklahoma (the state in which our NCDA Headquarters is located). Upon this review, we recently learned that our bylaws are out of compliance with Oklahoma articles of incorporation, which supersede our NCDA Bylaws. We have been advised to delay updating our bylaws, and to seek a full review to ensure our current document and any proposed changes are in compliance with the law. We want to ensure that we are not putting the organization or our non-profit status at risk.

David Reile (Tennessee) expressed concern that the membership was just hearing of the legal compliance concerns at this time and requested a citation of the legal challenge. He pointed to Oklahoma Statutes Title 18, Section 1013 (2024), expressing who had the power to “adopt, amend, or repeal” bylaws of a corporation.

Keri Aaver (California) reflected on a distinction between the two sets of NCDA Bylaws revisions provided to members. One set of revisions was sent in a “members only newsletter” prior to the conference for review and consideration. These were included in the Annual Meeting Report, and members have had time to review and consider them. The second set of revisions was handed out on paper at the beginning of this meeting. Keri reflected: “I haven’t had a chance to read this. I work hard to be educated on what I vote on. This is a red flag as a member. I need to process things a little longer.” Clarification was requested on the reason and process for the two separate submissions.

Dirk Matthews (Illinois) shared text from the Oklahoma General Incorporation Act, reviewing language that informed the motion to remove the discussion of the bylaws amendments from the agenda at this time, as follows:

“The original or other bylaws of a corporation may be adopted, amended or repealed by the incorporators, by the initial directors of a corporation other than a nonstock corporation or initial members of the governing body of a nonstock corporation if they were named in the certificate of incorporation, or, before a corporation other than a nonstock corporation has received any payment for any of its stock, by its board of directors. After a corporation other than a nonstock corporation has received any payment for any of its stock, except as otherwise provided in its certificate of incorporation, the power to adopt, amend or repeal bylaws shall be in the shareholders entitled to vote.

In the case of a nonstock corporation, the power to adopt, amend or repeal bylaws shall be in its governing body. Notwithstanding the foregoing, any corporation may, in its certificate of incorporation, confer the power to adopt, amend or repeal bylaws upon the directors or, in the case of a nonstock corporation, upon its members. The fact that such power has been so conferred upon the directors or members, as the case may be, shall not divest the shareholders or governing body of the power, nor limit their power to adopt, amend or repeal bylaws.”

Aaron Leson (Michigan) expressed confusion regarding how we find ourselves in the current legal predicament. How could the bylaws of the organization be in conflict with the Oklahoma General Corporation Act? How did we get approved if we were out of compliance? He expressed that there must be a way to amend the document to ensure that members have a strong voice.

Addison Sayre-Adona (Colorado) expressed appreciation for taking advantage of the timing of the annual meeting to discuss the bylaws when “everyone is present.” Rather than throwing out the discussion, perhaps we could focus on parts of it.

Brian Hutchison (Pennsylvania), as Parliamentarian, reminded us that the current motion was whether to discuss bylaws at all. If the motion was retained, we could then explore next steps.

Charles Lehman (New Mexico) reflected that, in his 30 years of membership, amendments have always been discussed and should continue to be.

Twyla Hough (Texas) requested several points of information:

- Who has the final say on the update of the bylaws? *Response: Members*
- How would removing this conversation benefit that vote?
Response: It would give us time to make certain our entire bylaws are aligned with Oklahoma State law; that we do not put ourselves in a position of risk, which could potentially harm our non-profit status.
- So, the reason for tabling this discussion is to ensure that the bylaws can be aligned legally?
Response: Yes.
- And then would this discussion happen at another time? *Response: Yes.*

Karol Taylor (Maryland) requested clarification regarding the standard way that NCDA Bylaws changes are made.

Response: There are two ways to bring bylaws changes:

- *Changes can be proposed at least 120 days before the annual meeting. These are submitted and vetted through the Board, then shared with membership at least 30 days in advance of the annual meeting. These changes require a 50% vote at the Annual Membership Meeting.*
- *Changes can be brought to the floor at the Annual Membership Meeting. These changes require a 2/3 vote.*

Changes that pass during the annual membership meeting are then sent to the full membership for an eVote. These require a majority vote to pass.

Spencer Niles (Virginia) expressed confusion regarding the question of legal compliance. He shared his understanding that the Oklahoma Secretary of State must review our bylaws annually, and therefore we must comply. He again pointed to Oklahoma Statutes Title 18, Section 1013, expressing that this felt like a communication shutdown.

Chris LaFever (Florida) expressed interest in moving forward with the bylaws amendment process and discussion as our Annual Membership Meeting only occurs once per year. Today’s votes would be limited to moving the issue toward an electronic vote, so nothing is finalized. There is time.

Tina Peterman (Oregon) also expressed a desire to continuing with the vote today, citing discomfort with the legal advice received and an impression that “it could be sorted out after the fact.”

Deb Osborn (Florida) called the question.

Charles Lehman (New Mexico) provided a second.

Motion to amend does not pass (30 Yes, Many more No).

No more discussion on the agenda.

Motion to approve the agenda passes. (Majority Yes, 10 No)

State of the Association:

Marty Apodaca highlighted accomplishments across NCDA this year, with highlights including:

- First, related to the association’s response to the federal executive orders, the Board of Directors, in collaboration with the Government Relationship Committee, is working on a process for a Pro Bono program for displaced federal workers.
- The Board also hosted two Town Hall Meetings to discuss the association’s direction considering the new administration’s orders.
- NCDA also added some new member services including a standardized assessment for the Certified Career Service Provider Credential. The new multiple-choice test allows NCDA to better address the growing need for credentialing services and easier translations into other languages.
- The Career Practitioner Supervision Training was updated and enhanced to support a newly renamed Certified Supervisor of Career Practitioners (CSCP). You will hear from the Credentialing Commission shortly with more information.
- An AI Task Force was formed and has developed new resources which are listed on the NCDA Website.
- The Counselor Educator Academy created a new video resource on connecting theory-to-practice which is available on the HUB. Melissa Venable, NCDA’s Director of Professional Development, will share more during her report.
- Career Convergence, NCDA’s web magazine, is now available with audio capabilities for those who want to listen to an article instead of reading it.
- The international work continues as NCDA’s training and credentialing become increasingly recognized for its gold standard of mastery. This work assures non-dues revenue which is being used to translate the training materials into other languages. Initial work has started on a Spanish translation.
- NCDA Governance was improved this year with the addition of a Finance Committee to better manage the cash flow coming in from international work.
- NCDA also subscribed to a new federal legislative advocacy system so the Government Relations Committee can better advocate on a timely basis.

Please see the infographic outlining these accomplishments on the conference app.

Approval of 2024 Annual Meeting Minutes:

Marty Apodaca requested approval of the 2024 Annual Meeting Minutes. He reminded attendees that these were available in the Annual Meeting Report, beginning on page 5.

MOTION was made by Windie Wilson (Tennessee) to approve the 2024 Annual Membership Meeting Minutes.

Seconded by Keri Aaver (California).

Motion passes. (All in favor, no opposing votes, no statement of abstention)

Revisiting Amending the Meeting Agenda:

MOTION was made by David Reile (Tennessee) to amend the agenda to go immediately to the bylaws question.

Seconded by Mark Danaher (Connecticut).

Discussion

Keri Aaver (California) expressed feeling torn. She sensed a “big rush” for this discussion and requested time to think through the material. She asked if we could extend the meeting today if necessary?

LaCrish Rigg (Florida) called the question.

Rhonda Norman (Ohio) provided a second.

Motion to amend does not pass (112 yes – a 2/3 majority is needed for an amendment)

Membership Report:

Marty Apodaca reviewed the Membership Report, which was provided on page 10 in the Annual Meeting Report. NCDA has a history of steady membership, and we hope in the future to actively grow each NCDA membership constituency group utilizing the strengths of the various trustees. We continue to be pleased with the number of Organizational Members. As of May, NCDA had a total of 131 organizations who hold Organizational Membership. Those represent businesses and institutions, both domestic and international collaborative organizations. We are very pleased to report that we have 6,356 members, which is nearly the highest number in the past two decades. As those numbers continue to rise, we hope it will bring us over 7,000 members in the future.

Treasurer’s Report:

Melissa Wheeler, NCDA Treasurer, outlined the current state of NCDA’s financials for FY24 and shared insights on expectations for the year to come. The treasurer’s report was provided on pages 11 and 12 of the Annual Meeting Report.

NCDA’s has a healthy and steady financial standing. The reports presented today are directly from NCDA’s annual financial audit conducted at the end of NCDA’s fiscal year on September 30, 2024. The audit was conducted by Morse and Company Consultants and Certified Public Accountants, based in Oklahoma. These reports also include a comparison of the previous 2 years. As you can see, NCDA’s revenues reached the highest levels ever last fiscal year and are also looking strong for this year. On the Revenue side, we continue to secure training and credentialing contracts both domestically and internationally. For example, NCDA entered its second year of the FCD contract with King Saud University.

On the expense side, you will notice also that the FCD expenses for the contracts are also high, which accounts for the fees NCDA pays for the trainers supporting these contracts.

You will also notice that the conference revenues and expenses reached an all-time high last year. This year’s conference attendance is a bit smaller, as many of our international attendees experienced trouble and delays in securing their travel visas.

The net result is that NCDA achieved a \$755,282 gain last year. At the end of September, we were at \$2,013,073 in total assets. Looking forward, I am happy to report that NCDA’s will likely continue with its financial success this next year, with the continuation of the training contracts. Many agencies and

higher education institutions continue to seek NCDA's Facilitating Career Development Training and associated Credentials as they establish their country's career development systems. Page 12 outlines the Assets and Liabilities comparison over the past 2 years.

We have also established the NCDA Finance Committee to support the Boards' efforts in developing financial forecasting and resource allocation policies to provide sustainable financial resources aligning with NCDA's mission and strategic plan. This committee is finalizing a Financial Policies document to support the Board in forecasting financial revenues and expenses, allocating resources, and investing unplanned revenue and unrestricted surplus funds received during NCDA's fiscal year.

MOTION was made by Tina Peterman (Oregon) to approve the 2025 Treasurer's Report. Seconded by Seth Hayden (North Carolina).

Discussion

Mary Ellen Earnhardt (Montana) complemented the efforts of the NCDA Headquarters staff, under the leadership of Deneen Pennington, for the hard work that goes into supporting NCDA's continuous growth.

Motion passes. (All in favor, no opposing votes, no statement of abstention)

Nominations and Elections:

Past-President Carolyn Jones recognized the Nominations and Elections Committee for work during the past year. This group included Sharon Givens, Lakeisha Mathews, Rae Ann Stout, and Natalie Kauffman. The slate of candidates was presented, with biographies provided in the Annual Meeting Report (beginning on p.13). The general election will begin on July 1 and will continue through August 15, 2025.

The candidates:

President-Elect-Elect

- David Julius Ford, Jr.
- Diandra Prescott
- Courtney Warnsman

Treasurer

- Melissa Wheeler

Trustee for Private Practice, Agencies, and Business and Industry

- Amanda Chenkin
- Karol Taylor

Trustee At Large

- Mary Ellen Earnhardt
- Farkad Mahli
- Maha Fakhry Moussa

ACA Governing Council Representative

- Kathy Evans
- Seth Hayden

No additional nominations were received from the floor.

MOTION was made by Chris LaFever (Florida) to close nominations for the slate of candidates.

Seconded by Melyssa Harrison (South Carolina)

Motion passes unanimously. (All in favor, no opposing votes, no statement of abstention)

Each President-Elect candidate provided a 3-minute speech as an opportunity to outline their candidacies.

Marty Apodaca explained that a runoff election would narrow the field to no more than two candidates for each position. A link was included on the conference app for voting. Members had until midnight on Thursday, June 19, 2025 to cast their votes. Assistance could be found at the registration desk for those who had questions about voting. The final slate of candidates would be announced after the closing general session on June 20, 2025.

MOTION made by Carrie Sanders (Virginia) to extend the meeting to 6PM

Seconded by Don Schutt (Wisconsin)

Discussion

Carrie Sanders (Virginia) stated that we had nearly reached the allotted meeting time of 5:30pm Eastern. Recognizing that much content remained, she requested an extension of the meeting time until 6:00pm Eastern.

David Reile (Tennessee) raised a ***Point of Order*** that we had “lost a number of people from the meeting,” acknowledging that a recount of the number of people in attendance would be prudent.

The recount yielded 138 present at this time.

A simple majority of the meeting quorum (197) would be needed for a decision to extend the meeting (99).

Motion approved (114 Yes)

New Nominations and Elections Committee for 2025-2026:

Marty Apodaca shared that the next item was to form a new Nominations and Elections Committee for next year. The NCDA policy states that the committee shall include the last three presidents, with immediate Past-President as Chair, plus two members nominated from the Annual Membership Meeting. A call was made for volunteers, and names were accepted in the order received in the chat.

The volunteers are Deb Osborn (Florida) and Lisa Severy (Colorado).

Professional Development Opportunities (Melissa Venable)

Melissa Venable shared that, in the interest of time, she would provide an update on professional development opportunities electronically to the full membership immediately following the conference.

NCDA Credentialing Commission (Monique Johnson and Charlie Raphael)

Monique Johnson shared NCDA’s excitement at our numerous achievements in the credentialing space, including:

- Continuing to update, develop, and maintain our competency-based standards.
- Increased certifications in the past year, including: 2,026 CCSP, 35 CCC, 15 CCSP, 43 CMCS, and 22 CSCDA. This brings us to a total of 5,969 credential holders.
- Attended conferences to market credentials, including the American Counseling Association, the American School Counselor Association, and the National Association of Workforce Development Professionals

- Launched the CCSP multiple choice exam, with more than 300 administrations completed and a 94% pass rate. We are still offering both the essay and multiple-choice exam options for this credential.
- Credentialing is continuously growing internationally, with engagement from Columbia, Egypt, Greece, India, and Saudi Arabia.

NCDA Training and Education Council (Pam Ehlers)

Pam Ehlers shared the hard work of NCDA's Training and Education Council (TEC), reflecting on the following achievements from this year:

- New module creation for the Facilitating Career Development (FCD) curriculum is under way, working on the topic of "Overcoming Employment Challenges". The TEC team is working with authors now.
- 2026 FCD curriculum updates are also started with a review of potential content additions (e.g., AI)
- A new supervision curriculum is also in development.

Bylaws Subcommittee Work / Changes to Bylaws (Marty)

This year, the Bylaws Subcommittee worked tirelessly to prepare the amendments to the Bylaws. Some of the changes are strictly cleaning and updating language based on the work of the association today. Others are a result of changes at the American Counseling Association of which NCDA is a division. Carolyn Jones, chair of the sub-committee had planned to present the amendments, as provided on page 25 of the Annual Membership Meeting Report.

The NCDA Board recommended the following amendments to the Bylaws. You may see, on page 37, we have included Rationale, as summarized below:

Rationale for Changes

Membership Categories

Article II, Section 2, F. Membership Descriptions. New Professional Members. ACA has changed its New Professional Category of Membership to allow two years, as opposed for just one. This is a retention strategy. To remain compliant with ACA, members in their first two years of employment, or anyone new to NCDA, may sign up for this category for a limit of two years.

State Divisions

Article IV, Section 1 Addition of F. Establishment of State Divisions. State Divisions are often confused with who grants their charter. NCDA has the authority to grant charters and not the State Counseling Associations. Section F was added for clarity.

Article IV, Section 2, A, (1) and (2) Autonomy of State Divisions. Based on the feedback from NCDA's state divisions, the board is advocating that only the Presidents of the divisions should be required to become voting members of NCDA. It appears to be a financial hardship for all state officers to pay for NCDA membership dues also. In (2), if a state division has someone other than the President serving as the representative on their state counseling association board, it is recommended that they too hold NCDA membership.

Article IV, Section 2, B Autonomy of State Divisions. This change allows the state division to decide whether to collect their dues directly, or work with their state counseling association to collect their dues.

Article IV, Section 5 B. Revocation of Charter. The new words were added for clarity.

Nominations and Elections

Article V, Section 1, A. (3) Nominations. The Nominations and Elections Committee now uses a sophisticated system of rubrics to evaluate potential candidates. For this reason, nominations from the floor will no longer be permitted. All candidates should be subject to the same vetting process.

Article V, Section 1 B. (1) Special Requirements. The requirements for the Treasurer were updated to reflect the current financial status of the association.

Article V, Section 5, B. (2). Special Requirements (and throughout the document) The addition of “Advisory Board Representative” was added to all ACA Governing Council Representative references throughout the bylaws. The change reflects the upcoming ACA governance changes. (Governing Council members will be moved to the Advisory Board.)

NCDA Board of Directors

Article VI, Section 1, C. Officers and Trustees. The titles of NCDA’s 6 trustee positions are now listed for clarify. No other change to those roles is recommended. The word “constituency” has become the norm when talking about the various trustees who represent each group.

Article VI, Section 3, F. Functions of the Board of Directors. The responsibilities of the Treasurer were added to reflect the current role.

Committees, Councils, and Other Working Groups

Article IX, Section 6, B Credentialing Commission. The role and title of the Director of the Credentialing Commission was added for clarity. That role will become non-voting to stay consistent with the non-voting role of other staff positions on NCDA’s Boards, Councils, and Commissions.

Article IX, Section 6, D Current Credentials. The titles of the Credentials have been updated reflecting the current operation. The Certified Career Counselor Educator has been retired, and the title of Certified Supervisor of Career Practitioners has been updated to better reflect the role and work on those holding that credential.

Publications

Article X, Section 2. Distribution. This section was updated to match the current digital distribution operations.

MOTION made by Janet Wall (Virginia) to approve the slate of bylaws amendments as presented by the bylaws subcommittee

Seconded by Karol Taylor (Maryland)

Discussion

MOTION made by Rebeka Moore (Tennessee) to table the approval of amendments until the members are made aware of the articles of compliance from the State of Oklahoma, a lawyer for that is consulted, a Zoom-based discussion, and a digital vote is held.

Seconded by Kelly Pierce (North Dakota)

Motion fails (44 Yes)

MOTION to amend is made by Elle O’Flaherty (DC) to strike the proposed amendment to article 5, section 1, subsection a3.

Seconded by Spencer Niles (Virginia)

Discussion

Elle O’Flaherty (DC) expressed concerns that the changes to article 5, section 1, subsection a3 remove the ability to nominate people from the floor. She expressed that she valued keeping this option in and preferred retaining the original language for this item.

Motion passes (87 Yes)¹

MOTION made by Robin Schlinger (Georgia) to adjourn.

Seconded by Marquise McGriff (Florida)

Discussion

Robin Schlinger (Georgia), recognizing that the meeting time had extended the 6:00PM requested time, submitted this motion to adjourn.

Motion does not pass (54 Yes)

Point of Order called by Marty Apodaca (New Mexico) indicating the number of people leaving the room at this time. A recount of the number of people in attendance was needed.

The recount yielded 103 participants present at this time.

This recount number is below the threshold for a two-thirds majority of quorum (132), and very near the majority vote for quorum (99). Following Robert’s Rules of Order, and to most appropriately represent the broad voice of membership, we must acknowledge that **a quorum is no longer present in this meeting**. As such, it is “[not] permissible to transact substantive business in the absence of a quorum” in terms of motions or votes. However, the meeting may continue with informal discussion until participants formally adjourn or recess. The remaining notes track continued discussion to recognize all participants’ input and voices.

VOTE regarding the motion to “approve the slate of bylaws with amendment to article 5, section 1, section 3a (as described above)” could not be appropriately concluded due to loss of quorum. This will need to be revisited in a future meeting.

Discussion of Bylaws Amendment Proposed from the Floor²

David Reile (Tennessee) introduced a Bylaws amendment, Article VI – Section 4, that was being proposed from the floor. It was provided to attendees of the annual membership meeting in a two-page paper printout (available in Appendix A). He expressed that the amendment was presented for purposes of governance and accountability. There was no intent of current perception of need. But, that there was recognition that seven members of the Board could steer the organization in a questionable direction, and that this amendment would give membership a process to address concerns.

Sarah JanTausch (Ohio) requested more information. What is the purpose of the amendment? Have we had an ethics complaint before? What is the role and scope of the Ethics Committee?

Conquaya James (Georgia) provided an overview of the NCDA Ethics Committee from her perspective as Co-Chair. She discussed the NCDA Code of Ethics, responses to ethical inquiries, writing, podcasting, presentations, etc.

Rae Stout (Colorado) stated concern regarding how this amendment is presented. While it is expressed as a concern that seven members of the Board may steer the organization in a questionable direction, the

amendment is also limited to a minimum of seven members of the Ethics Committee. The Ethics Committee is a volunteer committee – not elected. Anyone can join, and that is 0.001% of our membership. We have an average of 120 – 150 members at this annual membership meeting – but, in this moment we have less than 100 in attendance. She expresses that she wants ethics and due process, but she wants an approach that is more indicative of our membership. This approach currently proposed trades one group of seven people for another group of seven people – and it is a new group of seven people that have not received membership vote.

Amanda Chenkin (Maryland) also questioned the amendment, expressing that “upon the letter from the Ethics Committee, the Brain Trust gets to decide. We are further reducing power of full membership; giving up representation.”

Chris LaFever (Florida) suggested a change to item 11 in the proposed amendment which could increase member representation and voice in the process. He expressed his support for accountability, while not wanting to take power away from the membership. His edits were as follows:

11) If the Trust recommends removing an NCDA President (defined as the current President, President Elect, President Elect Elect, or Immediate Past President) or disbanding the entire NCDA Board, the Trust must send a summary of their findings to membership and request a vote ratifying the removal or disbanding with a simple majority of 51% required to ratify the removal or disbanding. If the vote removes the NCDA President or disbands the board, the Trust must select an interim president from within the Trust to serve until the next NCDA conference and membership meeting. Additional interim officers may be appointed from within the Trust or from within NCDA membership at large until the next NCDA conference and membership meeting.

Dirk Matthews (Illinois) offered clarification that the Brain Trust is an advisory group for the association, rather than an active and recognized NCDA Committee.

Conquaya James (Georgia) offered clarification that the NCDA Ethics Committee currently has 30 members. They are a voluntary group, and many have been members of the committee for a long time.

Amanda Chenkin (Maryland) expressed that the amendment points out that only seven of the Ethics Committee members and the Brain Trust get the decision-making power.

Karol Taylor (Maryland) asked for clarification – does this amendment usurp the authority of the Ethics Committee? She expressed that it seems to be dictated by a small group that has not been voted in. It does not feel comfortable as written.

Keri Aaver (California) expressed that she does not know who is on the Brain Trust. It is not posted on the website. She can see in the small print on the bottom of the handout that current and active members of the Brain Trust will be defined as those who have become members in the past 15 years or have attended a meeting at least once in the past two years. But, who are they and how engaged are they?

Mary Ellen Earnhardt (Montana) expressed that, as a Native American and Hispanic, she understands and embraces the value of our elders – their experience and knowledge. We need to recognize it and value what they bring.

Keri Aaver (California) shared that it is key to have the Brain Trust. We’re not questioning that. The issue is more of how involved they are in current operations to have so much say in something like this.

Point of Order called by Marty Apodaca (New Mexico), recognizing the decreasing numbers in attendance. A recount of the number of people in was needed.

The recount yielded 84 participants present at this time – less than half of the original number engaged.

MOTION was made by David Ford (NJ) to adjourn.

Seconded by Janet Wall (VA).

Motion passes. (All in favor, no opposing votes, no statement of abstention)

The Annual Meeting adjourned at 6:50 PM ET.

Procedural Challenge After the Meeting:

The interpretation of quorum presented on page 1 in the minutes by the Board was challenged by a few members, herein referred to as the Concerned Members Group, after the meeting who interpret the quorum definition differently.

Terminology Interpretation Disagreements:

The Board's understanding has been expressed as follows:

According to the 2024-2025 NCDA Policies and Procedures Manual, “*a quorum at the Annual Meeting shall be the number of members in good standing in attendance*” (p. 13).

Additionally, the 2024-2025 NCDA Policies and Procedures Manual states that the “*official guide for all meetings shall be the revised Roberts’ Rules of Order*” (p. 13). According to Roberts’ Rules of Order, once a quorum number at a meeting has been established, the number itself does not change during the meeting. “*Once a quorum at a meeting has been established, the continued presence of a quorum is presumed to exist only until a chair or any other member alerts the assembly that a quorum is no longer present*” (<https://robertsrules.com/frequently-asked-questions/>). The individual noticing the apparent absence of quorum can raise a *Point of Order*, at which point a recount of members participating should be made.

Robert’s Rules of Order indicates that “*it is never permissible to transact substantive business in the absence of a quorum*” (<https://robertsrules.com/frequently-asked-questions/>). A meeting may continue with informal discussion, but no votes or motions can validly be made (other than to adjourn, recess, or to take steps to re-obtain quorum). The quorum number is not reset by the recount.

As such, the quorum for this meeting was set at 197, with 132 members serving as a two-thirds majority vote and 99 members serving as a majority vote.

Recounts were called for during the meeting, as indicated below in chronological order with meeting topics. When the member engagement recount drops below 132 and 99 voting participants, it is no longer possible to validly consider motions or votes that require two-thirds or majority votes, respectively. However, informal discussion may continue until the meeting is officially adjourned. (Note that the President, Parliamentarian, and Secretary traditionally abstain from voting in this meeting in order to maintain impartiality in meeting guidance and documentation.)

The Concerned Members Group expresses their understanding of quorum in reference to the 2018 NCDA Bylaws as follows:

ARTICLE VIII
ANNUAL MEETING

Section 2. Quorum. The members present at the Annual Meeting shall constitute a quorum.

ARTICLE XIII
RULES OF ORDER

Section 1. Rules of Order. Robert's Rules of Order, as from time to time revised, shall govern the proceedings of NCDA, unless otherwise specified in these Bylaws.

Article VIII, Section 2. Clearly defines quorum as the members present. It does not say, at the "start of the meeting" nor does it give any other qualifiers. It plainly and unambiguously states "members present... shall constitute a quorum."

Thus, Article XIII Section 1. provides the "exception" for using the common interpretation of Robert's Rules of Order. Article VIII, Section 2 is clearly a deviation from Robert's Rules of Order and constitutes something "otherwise specified in these Bylaws." Additionally, since Article VIII, Section 2. precedes Article XIII Section 1., it should be read as having precedence and thus provides the clear exception as stated.

After the meeting, conversations continued and interpretation of the legal compliance was challenged. The Concerned Members Group enlisted the support of an Oklahoma based attorney who continues to liaison with this group and the Board to clarify compliance issues. In addition, the Organizational Consultant also is recommending future changes to the governance documents. Because that work is still in progress, the Board will address and communicate to the members once this research is interpretation challenges are resolved.

Acknowledging Meeting Discussions:

The Concerned Members Group requests that the minutes acknowledge: "At last year's membership meeting the Concerned Members Group introduced a bylaws amendment, bringing it to the floor at the meeting, that would allow the membership to vote to remove a board member after a multistage process. An amended version of the proposed amendment was approved following a lengthy debate. The Board is stating in these minutes that their subsequent research in Roberts Rules of Order made that vote invalid because a quorum no longer existed because more than half of the attending members left the meeting. Further research of Roberts Rules of Order and in consultation with an attorney specializing in nonprofit organizations determined that that quorum interpretation by the Board was incorrect and that a proper quorum did in fact exist. That means that the vote last year was valid and needs to be either accepted or the process restarted. However, in the interests of facilitating remaining business at this meeting and the general interests of NCDA we are requesting that neither option be adopted as long as this statement is entered into the minutes."

Per the Board, any vote on bylaws during this meeting was invalid because of the compliance discussed on page 2.

Moving Forward Together:

Due to the circumstances surrounding the matter and the ongoing differences in interpretation, the Board and the Concerned Members Group have agreed that all motions, votes, and discussions related to the proposed bylaw amendments are null and void. The standard process for submitting bylaw amendments approved at the Annual Membership Meeting to the full membership for consideration was not completed.

The Board intends to continue review and research and, at a future meeting, present a new set of proposed bylaw amendments that address the future direction of the association and comply with applicable Oklahoma law.

Endnotes

1. Note that the motion to amend article 5, section 1, subsection a3 of the slate of bylaws amendments as presented by the Bylaws Subcommittee was called as “motion passes” during the meeting, with 87 “yes” votes. This vote was called “pass” in error, referencing 87 as a majority of the recounted meeting participation of 137 members (therefore more than 69). However, it should have been compared to meeting quorum (197), needing 99 votes.

These meeting notes represent the actions of the meeting, while footnoting the error. As participation fell below the voting participant threshold before the full slate of bylaws amendments could be concluded, a reconsideration of these items is required. The membership expression of desired edits to this item will be taken into account before bringing this back to discussion and vote.

2. Confusion regarding quorum and Roberts Rules of Order during the meeting led to continued discussion using motions and voting in regard to the bylaws amendment brought from the floor. Further consultation revealed that this should have been explored as informal discussion due to the loss of voting participation engagement.

As such, all discussion has been documented and maintained in the meeting minutes to be considered for future bylaws revisions before they are brought back to membership for discussion and vote. They are documented here so that all membership concerns and ideas may be carried forward for consideration.

Appendix A. Original Bylaws Change Proposal from the Floor

Amendment to Article VI, Section 4 of the Bylaws

Sanction and Removal from Office.

Should the NCDA Board (*hereinafter referred to as Board*), in the opinion of a member of the National Career Development Association (*hereinafter referred to as Association*) fail to sanction or remove from office a member (or members) of the Board for engaging in conduct prejudicial to the best interest of the Association or for repeated failure to perform the duties and responsibilities of a Board Member (as outlined in the Policy & Procedures manual) or should the Board in whole or in part engage in conduct prejudicial to the best interest of the Association or repeatedly fail to perform the duties and responsibilities of the Board, the following steps may be taken:

- 1) Five or more members of the Association must file a formal complaint against the Board (or any of its members) with the Ethics Committee Chair/Co-Chairs (those who are current at the time of notification).
- 2) The Ethics Committee will consist of a minimum of seven members and must not add new members once a complaint has been filed against the Board or any of its members, unless the Committee falls below a minimum of seven members.
- 3) Should the Ethics Committee have fewer than seven members at the time of notification of a complaint against the Board or any of its members or at any time during an investigation and disposition of such a complaint, new members may be added provided they can demonstrate:
 - a. that no conflict of interest exists with themselves and the parties involved and
 - b. the ability to remain impartial during the course of the investigation and disposition of actions taken against the Board or any of its members.
- 4) If the Ethics Committee Chair and/or Co-Chair must recuse themselves for any reason, a new Chair will be selected from among the remaining members of the Ethics Committee by the members of the Ethics Committee.
- 5) The Ethics Committee Chair and Co-Chair (if applicable) will notify Ethics Committee members of the complaint and conduct an investigation. Such an investigation will include, but not necessarily be limited to:
 - a. Requiring a detailed written complaint signed by five or more members of the Association;
 - b. Providing the Board with a copy of the complaint and requiring a written response from the Board within 10 calendar days;
 - c. Convening a meeting of the Ethics Committee within five calendar days to meet and discuss the merit of taking further action based upon the complaint and the response;
 - d. Should the Ethics Committee believe that further action is required (up to and including removing one or more Board members or disbanding the entire Board), a minimum of 75% of the Committee must be present at an in-person and/or online meeting (held within five calendar days) in order to take action/make a recommendation for further action. A simple majority (51%) vote of those in attendance will be needed to move forward;
 - e. If the Ethics Committee recommends further action, a letter will be sent to a dedicated Brain Trust committee documenting the complaint, the response from the Board, and any actions recommended by the Ethics Committee.
- 6) Upon receipt of the letter from Ethics Committee, the Brain Trust** committee (hereinafter referred to as Trust) will select a temporary Chair/Co-Chair.
- 7) The Chair/Co-Chair will convene a meeting (in-person and/or online) of the Trust within 10 calendar days to review and discuss the complaint and potential actions.

- 8) A minimum of 60% of current/active* members of the Trust must be in attendance with a simple majority (51%) vote of those in attendance required to take any action, including removing a member (or members) of the NCDA Board or disbanding the entire NCDA Board.
- 9) Sanction or removal of any Board member or the disbanding of the entire Board will be effective immediately upon an affirmative vote.
- 10) If the Trust recommends the removal of a member (or members) of the NCDA Board, Article VI, NCDA Board of Directors, Section 2 Terms of Office (G) will apply.
- 11) If the Trust recommends removing an NCDA President (defined as the current President, President Elect, President Elect Elect, or Immediate Past President) or disbanding the entire NCDA Board, the Trust must select an interim president from within the Trust to serve until the next NCDA conference and membership meeting. Additional interim officers may be appointed from within the Trust or from within NCDA membership at large until the next NCDA conference and membership meeting.
- 12) The interim president may not seek election to any Board position at the next NCDA conference and membership meeting.
- 13) Any NCDA Board member who has been removed from office will have their membership in the Association immediately revoked and may not seek reinstatement for five years.
- 14) The decision of the Trust will be considered final.

** Current/active members of the Brain Trust will be defined for this purpose as those who became members of the Trust within the previous 15 years or those who have attended meetings of the Trust at least once within the past two years.*

*** The Brain Trust consists of NCDA members who are past presidents, Fellows, and winners of the Association's Eminent Career Award.*

MEMBERSHIP REPORT

Membership Category

ACA/NCDA Members	197	3%
NCDA Regular Members	2,442	41%
Students	328	6%
New Professionals	615	10%
Retired/Emeritus	124	2%
Life	16	0%
Promotional	1,211	20%
Organizational (151 total)	1,029	17%
Total	5962	100%

Method of Joining

Through ACA	358	6%
Through NCDA	5,604	94%
Total	5.962	100%

Workplace/Role

Counselor Ed/Researcher	374	10%
Higher Ed Career Services	1,415	36%
School Counselors & Spec	368	9%
Other	349	9%
Agencies	315	8%
Business and Industry	242	6%
Private Practice	516	13%
Graduate Students	328	8%
Total	3,907	100%

Ethnicity

Asian/Asian American	498	14%
Black/African American	583	17%
Hispanic/Latina/o/x	189	5%
Middle Eastern/North African	92	3%
Multi-Racial	60	2%
Native American	29	1%
Native Hawaiian/Pacific Island	6	0%
Not Listed	119	3%
White/Caucasian	1,870	54%
Total	3,446	100%

Degree

Associate's/Certificate	83	2%
Bachelor's	626	17%
Master's	2,289	62%
Ed Specialist	67	2%
Doctorate	598	16%
Total	3,663	100%

Degree Type

Counseling	1,453	46%
Non-Counseling	1,697	54%
Total	3,150	100%

Age

20s and under	146	5%
30s	558	21%
40s	715	26%
50s	776	29%
60s	368	14%
70+	150	6%
Total	2,712	100%

Gender

Man	804	22%
Woman	2,738	77%
Nonbinary	17	1%
Total	3,559	100%

Credentials Awarded

CCC	520	7%
CSCP	68	1%
CCSP	6,007	85%
CMCS	293	4%
CSCDA	153	2%
Total Awarded	7,041	100%
US-Based	5136	86%
International	826	14%

TREASURER REPORTS

<u>REVENUES</u>	FY 2024-25	FY 2023-24	FY 2022-23
FCD Contracts	164,419	1,424,752	766,037
Conferences/Institutes	521,736	727,528	548,553
Training and Education Revenue	360,105	354,853	407,433
Membership Dues	314,033	334,390	339,662
Credentialing Commission	323,174	328,248	310,339
Publication Sales	57,105	73,118	81,604
Other Income	49,593	44,972	51,667
Non-Member CDQ Subscriptions	16,965	16,643	15,299
Investment/Interest Income	71,411	120,589	50,492
Second Century	0	100	0
Total	1,878,541	3,435,193	2,571,086
<u>EXPENSES</u>			
FCD Contract Expense	135,716	835,004	522,461
Conference/Institutes	614,334	679,612	593,797
Publications	50,995	28,104	43,395
Magazine	48,512	26,700	26,492
Training and Education Expense	60,416	82,730	107,896
Credentialing Commission	235,642	135,509	173,221
Marketing/Member Services	67,215	63,694	62,443
Journal	8,000	19,465	7,000
International Dues	2,362	2,265	2,588
Miscellaneous and Prof Fees	220,219	160,471	157,868
Research Grants	500	500	0
Technology	75,325	41,024	32,965
Support Services			
General/Administrative	439,176	418,260	410,058
Governance	205,025	186,573	179,865
Total	2,163,437	2,679,911	2,320,050
Change in Net Assets	(284,896)	755,282	251,036
Net Assets, beginning of the year	2,013,073	1,257,791	1,006,755
Net Assets, end of the year	1,728,177	2,013,073	1,257,791

ASSETS AND LIABILITIES

ASSETS	FY 2024-25	FY 2023-24	FY 2022-23
Cash	1,251,618	1,180,790	737,174
Marketable Securities/Investments	674,461	604,642	484,053
Acct Receivable	24,307	427,775	273,295
Pre-Paid Expenses	22,751	19,505	6,723
Inventory	18,960	37,710	26,977
TOTAL	1,992,097	2,270,422	1,528,852
LIABILITIES			
Payables and Accrued Expenses	17,477	53,117	63,169
Deferred Revenues	246,443	204,232	207,892
TOTAL	263,930	257,349	271,061
NET ASSETS			
Unrestricted Net Assets	1,728,177	2,013,073	1,257,791
Temporarily Restricted Net Assets	0	0	0
TOTAL	1,728,177	2,013,073	1,257,791
TOTAL LIABILITIES & NET ASSETS	1,992,097	2,270,422	1,528,852

The Treasurer's Report is based on the final audit report provided by Morse & Company Consultants and Certified Public Accountants, based in Tulsa, OK.

SLATE OF OFFICERS

For the
2026 NCDA Board Elections

President-Elect-Elect

Melyssa Harrison
Tina Peterman
David Reile

Secretary

Ron Cathey
Sujata Ives
Rae Stout

Trustee for Higher Education Career Counselors and Specialists

Brian Calhoun
Lisa Severy

Trustee for School Career Counselors and Specialists

Mark Danaher
Erik Hines

*Per NCDA Policy, the Nominations and Elections Committee selects candidates per office. If an office has more than two candidates, a run-off election will be conducted during the Annual Membership Meeting to narrow each office to only two candidates. The two candidates with the highest votes will move on to the general membership election. The election voting starts after the close of the conference and continues through August 15th. Results are posted and disseminated by August 30th after each candidate is notified of the results.

Melyssa Harrison, CMCS, FCD MT, SCDAI, GCDFI, CWDP

Candidate for President-Elect-Elect



Melyssa Harrison is an NCDA Career Development Practitioner with over 30 years of experience in Workforce Development. An NCDA Member and FCD Instructor since 2012, Master Trainer since 2019, and a graduate of Limestone University, Melyssa’s professional motto, “*building from the ground up and investing to promote the outcome,*” reflects her lifelong commitment to developing people, programs, and building bridges that promote healthy exchange and authentic partnerships.

Her thirty-year career includes leadership roles across many career development areas including workforce systems, education, program development, and practitioner training. She established South Carolina’s first full service WIOA Youth Career Services Center, a model that became a state pilot recognized for innovation, partnerships, and sustained performance excellence. Melyssa is committed to collaborating with others in their career advancement or as she prefers to call it: **empowering, enhancing and equipping for success**, all while balancing family and community. Through teaching, consulting, and leadership, she has trained more than 700 career development practitioners domestically and internationally across various sectors including workforce development, K-12 education, higher education, nonprofit, military, private practice, and community initiatives.

Goal Statement:

NCDA is, at its core, a human services organization connecting individuals, employers, and communities through meaningful career development opportunities. In doing this, we know it takes a village to help clients not only discover careers aligned with their passions, but also sustain, navigate, and advance throughout their career journeys. Yet two important questions remain: who is backing the career development practitioner, and how do we take care of each other? My goal for NCDA is centered on strengthening and supporting our career development practitioners. As professionals, we all want to be respected, valued, and treated as equal contributors to the career development industry. I would work to cultivate stronger relationships, enhance leadership development opportunities, and provide comprehensive practical resources that empower practitioners to champion one another, lead with confidence, and support one another across all sectors and career stages.

I would prioritize advocacy for career development practitioners, enhance professional leadership development, and foster greater connectedness within our profession – regardless of where you are in your career journey. My vision is an NCDA community where practitioners feel seen, supported, equipped, and empowered to thrive while simultaneously continuing to transform the lives of those they serve.

Tina Peterman, PhD, LPC, CSCP

Candidate for President-Elect-Elect



Tina Peterman is a professor at Portland State University and the founder of Peterman Career Studio, where she provides career counseling, leadership development, consulting, and professional training. Her work integrates counseling expertise in career development, disability-inclusive workforce strategy, and executive leadership in higher education.

With more than 30 years of experience spanning vocational rehabilitation, counselor education, clinical practice, and academic leadership, Tina has taught and supervised students and alumni, and trained career development professionals nationally and internationally. She served as an Associate and Interim Dean, leading initiatives in budgeting, strategic planning, program development, and organizational change management. She also completed a year-long executive leadership fellowship through the American Council on Education. Tina has demonstrated longstanding leadership and service to NCDA, including five years on the Credentialing Commission and service as Chair, editorial board of Career Developments magazine and CDQ journal, master trainer and co-author of the revised NCDA Career Practitioner Supervision Training Program, along with peer-reviewed publications in career development and recognition as an NCDA Fellow.

Goal Statement:

My vision for NCDA leadership centers on two interconnected priorities: relevance and unity. Relevance reflects NCDA's external partnerships, professional influence, and impact on the individuals and communities we serve. Unity reflects shared priorities and stronger collaboration among NCDA's Board of Directors, the Training and Education Council, the Credentialing Commission, State Divisions, Publications, and committees. As an experienced leader with a strategic eye for organizational change, I believe this is a critical moment for NCDA to strengthen from within so we can lead with clarity and a cohesive voice in a rapidly changing world of work. Adaptability has long been a cornerstone of career development theory, and our profession now has an opportunity to demonstrate that adaptability in practice.

NCDA is well-positioned to expand its influence through interdisciplinary partnerships, workforce-responsive initiatives, and credentialing innovation. I am confident that NCDA can continue to expand its international partnerships as career professionals worldwide respond to shared workforce and social challenges.

I am especially committed to advancing racial equity, cultural responsiveness, and ethical practice within the career development profession and the workforce systems that shape access to education and employment.

David Reile, PhD, CCC, PCC

Candidate for President-Elect-Elect



David Reile is a licensed psychologist, NCDA Certified Career Counselor (CCC), ICF Professional Certified Coach (PCC), and an executive coach with 30 years of education and experience in career planning. His education includes a Ph.D. in counseling psychology from Howard University and a Master's degree in community counseling with a specialization in career development from the University of Maryland. David co-manages an organizational development and consultation firm, the Career Development Alliance (CDA).

David is a past president (2016-17) of the National Career Development Association (NCDA). He served NCDA in many ways, including as chair of the ethics committee (2004 – 2009) and current associate chair, where he has assisted in revising and editing the newest version (2024) of NCDA's Code of Ethics. In addition to his professional work and affiliation with NCDA, David has contributed to career development globally through his non-profit, the R/S Foundation.

Goal Statement:

NCDA has been my professional home for over 30 years. I have been honored to serve on the Board and as president before. So why seek this role again? Because I desire to serve the organization that has meant so much to me.

NCDA is in a transitional period. The next few years will see a variety of changes that will require a significant amount of time and attention. I believe that I have the time, energy, background, and experience to help guide our association.

One of NCDA's greatest strengths is that we are an extraordinarily diverse and global association. Nearly half (46%) of our members identify as a race/ethnicity other than white. We have over 1,000 members from 50+ countries outside of the United States. It is time to fully embrace our global responsibilities and find ways to be more internationally inclusive. Additionally, over half (54%) of our members are not counselors. We must develop training, programming, and credentials that more fully embrace our members' interest, background, and needs.

I have been blessed to spend my career navigating diverse environments. I chose a female-dominated profession as a counselor/psychologist. Even now NCDA's membership is 77% female. I was honored to attend Howard University (the premier HBCU) for my doctorate. I am a legacy partner/lifetime member of the Asia Pacific Career Development Association and founding member of the Indus (India) Career Development Association.

As a servant leader, if you allow me to serve again, I pledge to accept no stipend from NCDA. Instead, I will direct that \$30,000 toward scholarships and other programs to support NCDA members.

Ron Cathey, MA, LPC-S, LMFT-S, CCC

Candidate for Secretary



Ron Cathey is Director of Ron Cathey Counseling Services, LLC. His current position allows him to engage in career decision-making counseling, life design, professional development, as well as marriage and family therapy and general mental health counseling. He serves college, middle / high school, GED students, professional workers, and provides mentoring for parents and educators.

For 25 years, Ron worked at Louisiana Tech University as Director of Counseling Services and Career Center. Ron confesses that the National Career Development Association has shaped his life and work. He began his professional service as president of the Louisiana Career Development Association, which won Outstanding State Division Award. From there he was selected as a member of the first class of the NCDCA Leadership Academy. Following that opportunity, he was elected to the NCDCA Board for two terms as the Trustee for State Divisions / Southern Division. Ron also served as Leadership Academy Coordinator, the chairman of the Career Development Month, and as a mentor for NCDCA. Ron was honored as a Fellow in 2020. He also received the NCDCA Outstanding Career Practitioner Award, 2017 and is a Certified Career Counselor (CCC)

Ron has a Master of Arts, Marriage & Family Therapy from University of Louisiana, Monroe. As a Licensed Professional Counselor and a Licensed Marriage and Family Therapist, he has served two terms on the LPC Board of Examiners and as president of the Louisiana Counseling Association (LCA) and other leadership roles in LCA.

Goal Statement

Historically, the purpose of NCDCA has been to promote career development of all people over the life span. The position of Secretary is responsible for documenting “the story” of what the NCDCA leadership and the association are doing to accomplish this mission for all people to attain fulfilling career and life goals. A record of what is done by the Board of Directors of the association is important. The secretary assumes the responsibilities of this documentation of history. This includes Meeting Management: scheduling meetings, preparing agendas, recording accurate minutes, and tracking board attendance. Also, Records & Compliance: Maintaining the organization’s historical records, bylaws, etc. Finally, Communication: Drafting official correspondence, managing member databases, and disseminating board reports to stakeholders. Social critic and author Os Guinness views history as the ultimate roadmap for navigating the future. He warns that without understanding our historical and moral roots, societies ... and associations ... will lose their core identity, squander their freedoms, and inevitably fail. This is the importance of the role of secretary that I would like to fill.

Sujata Ives, PhD, CCC, GCDFI, OWDSI

Candidate for Secretary



Dr. Sujata is an awarded career services leader, professional speaker, Navy wife, and mom with a vocal disability. Through her distinctive voice, she courageously inspires people in work, life, and success as a guru in our field.

She is a pursued national and international speaker that has published three books. “*Activate Success – Tips, tools, & insights to be a Leader in Your Niche*” made the international best-selling status on Amazon and Kindle. There is a Workbook by the same title. Her third book is “*Wisdom To Know The Difference*”.

Sujata is the 2025 recipient of the All-Star Award from the Maryland Counseling Association. 2023 recipient of the National Career Development Association’s (NCDA) Diversity Initiative Award. She was chosen to participate in the 2024 NCDA Leadership Academy class, where she conducted a study through a needs analysis on intercultural leadership. As a result, she wrote and published two best-selling books and a workbook.

Goal Statement:

I am honored to seek the role of Secretary for the National Career Development Association and bring forward a leadership approach grounded in strategic communication, collaboration, and service to the profession. My role serving as Chair of the Leadership Academy has been one of the most rewarding aspects of my involvement with NCDA, as it has allowed me to support the development of emerging leaders, strengthen professional engagement, and help cultivate a culture of innovation, mentorship, and excellence within our association.

As Secretary, my goal is to strengthen organizational effectiveness through transparent communication, operational integrity, and collaborative leadership that advances NCDA’s mission, vision, and strategic priorities. In alignment with NCDA’s mission to provide professional development, advocacy, publications, and standards for career practitioners, I am committed to supporting systems and processes that enhance member engagement, leadership continuity, and organizational growth.

Guided by NCDA’s vision that all individuals achieve fulfilling career and life goals, I will continue advocating for inclusive leadership, intercultural engagement, and innovative professional practices that reflect the evolving needs of today’s workforce and diverse member community. My experience with the Leadership Academy, Global Connections Committee, Awards Committee, and APCDA, has reinforced my belief that strong organizations are built through mentorship, intentional leadership development, and empowering professionals to recognize the value of their voices and contributions.

Rae Stout, MA, LPC, CCC

Candidate for Secretary



Rae is an active member of the NCDCA, where she currently co-chairs the Leadership Academy. Previously, she has been involved in the Government Relations Committee from 2019-2024 and was a member of the State Leadership Advisory Group (SLAG) from 2017-2019. She is a past graduate of the Leadership Academy (class of 2019). Rae serves as adjunct faculty member at the University of Colorado Denver, teaching career development and counseling techniques, and has also taught first year experience and career exploration courses for college students and community members. Rae also spent over 10 years on the Colorado Career Development Association (CCDA) board, and she has been recognized as a top employee, nominated for Administrator of the Year at Arapahoe Community college (where she also served as Secretary for

the Admin Assembly) and received CCDA's Diversity Initiative Award in 2021.

Rae Stout is a Licensed Professional Counselor, Certified Career Counselor, and works as a Clinical Director at iAmClinic, a mental health clinic serving the LGBTQIA+ community. Rae's mission is to help clients explore *who they are*, *where they want to go*, and *how they'll get there*. Rae's specialty is focused on career-based trauma and working with individuals with a trauma history as they navigate working and job searching. With over 14 years of experience, Rae blends clinical insight, leadership expertise, and ethical awareness in working with clients - cultivating authenticity, healing from trauma, and aligning with their true sense of purpose.

Rae holds a Master of Arts in Community Counseling from Denver Seminary. Her areas of interest include working with trauma, exploring the intersection of career and trauma, and the role of purpose and passion in our lives. She is passionate about intersectionality, ethics, and dismantling workplace-based oppression.

Goal Statement:

My goal for NCDCA is to bring my passion for ethics, structure and transparency into the role of secretary. As a clinical director, it is my role to understand and uphold structures and systems, which I would bring to my role as NCDCA's secretary. I think my talents and strengths, and history of supporting the Colorado Career Development Association board, including in the role of secretary and secretary-elect, make me an excellent candidate for the role. I consider NCDCA to be my professional "home," and I look forward to the opportunity to support this organization in this way.

Brian Calhoun, MA

Candidate for Trustee for Higher Education Career Counselors and Specialists



Brian Calhoun is a Professor of the Practice at Wake Forest University - Department of Education (Winston-Salem, NC). He teaches classes with the College to Career series in the undergraduate college. His professional interests include career counseling and development, and he serves as co-chair of the National Career Development Association (NCDA) research committee. He also participates as a senior faculty fellow in the first-year residence hall (Senior Faculty Fellow: Hopkins Residence Hall). His research agenda focus is on career interventions that assist students with developing and learning more about their career options in the world of work.

Goal Statement:

My goal as Trustee is to build an intersectional, future-focused NCDA that empowers practitioners with innovative tools and accessible research to navigate the evolving career landscape. Together, we will elevate our profession's voice to champion career counselors, drive policy, and demonstrate our economic value while fostering a diverse global community where every member belongs.

Lisa Severy, PhD, CCC, LPC

Candidate for Trustee for Higher Education Career Counselors and Specialists



Dr. Lisa Severy has been a leader in career development, counseling, and higher education since 1996. Lisa is an NCDA Certified Career Counselor and Licensed Professional Counselor and has worked with students and alumni at the University of Florida, University of Colorado Boulder, University of Phoenix and in private practice. Lisa earned her bachelor's degree from Indiana University and has three graduate degrees, including a PhD in Counselor Education, from the University of Florida. She was President of NCDA in 2013-2014, served as the NCDA Rep to the ACA Governing Council from 2017-2023, and was a founding member of the NCDA Credentialing Commission.

Lisa has co-authored two books, *Making Career Decisions that Count* and *Turning Points* and has made contributions to the *Encyclopedia of Counseling*, the *Counselor's Guide to*

Career Assessment Instruments, *Emerging Adulthood & Higher Education*, *Rentz's Student Affairs Practice in Higher Education*, the *Career Development Quarterly*, the *Journal of College Student Development* and the *Journal of College Counseling*.

Goal Statement:

The NCDA Trustee for Higher Education Career Counselors and Specialists plays an important role in representing the voices, experiences, and professional needs of career practitioners working across colleges and universities. As Trustee, my goal will be to ensure that higher education career counselors and specialists are meaningfully represented within NCDA through active listening, responsive leadership, and strategic collaboration. I am especially committed to advocating alongside professionals who understand firsthand the realities of supporting students and recent graduates navigating an increasingly complex and competitive job market. Career practitioners are often on the front lines helping students manage uncertainty, build confidence, adapt to changing workforce expectations, and pursue meaningful opportunities during times of economic and hiring challenges. Their experiences and perspectives deserve a strong voice within NCDA leadership and the broader career development profession.

I will work to amplify practitioner perspectives related to career readiness, equitable access to opportunities, workforce trends, and the evolving needs of today's students and employers. In alignment with NCDA's constituency model, I will promote opportunities for networking, professional learning, mentoring, and resource sharing that support practitioners across varied institutional settings and identities. Through collaboration with NCDA leadership, state associations, and constituency members, I will advocate for practical resources, innovative strategies, and inclusive practices that strengthen the impact of higher education career services. My goal is to help practitioners feel connected, supported, and empowered while advancing student success and the profession nationwide.

Mark Danaher, CCC, CSCDA, CCSP, PCC, FCD & SCDA MT

Candidate for Trustee for School Career Counselors and Specialists



Mark Danaher is a Career Counselor at Wethersfield High School with more than 32 years of experience in K–12 education and career development. Throughout his career, he has worked closely with students, families, educators, and counseling professionals to help students build confidence, direction, and meaningful pathways for their future.

Beyond his work in schools, Mark is a Professional Certified Coach (PCC), recipient of the National Career Development Association Fellows Award, and past president of NCDA. He serves as a Master Trainer for the Facilitating Career Development (FCD) and School Career

Development Advisor (SCDA) programs, helping train and mentor career development professionals across the country and internationally.

Mark is passionate about helping people align their strengths, values, and goals with meaningful work and life choices. He believes career development has the power to transform confidence, motivation, and long-term well-being for students and professionals alike.

Outside of his professional work, Mark enjoys biking, hiking, exercise, and spending time outdoors with his wife of 25 years and their two college-age children.

Goal Statement:

If elected as Trustee for Schools, my goal is to help strengthen and expand career development within K–12 education while supporting the professionals doing this important work every day. I believe career development should begin early through self-awareness, career exploration, exposure to opportunities, and helping students connect their strengths and interests to future possibilities.

I also want to advocate for school counselors, career specialists, and educators who are balancing increasing student needs with limited time and resources. One of my goals would be to help provide practical resources, professional development, and stronger collaboration across schools and the career development field.

My experience working directly in schools, combined with my work training and mentoring career professionals, gives me a unique perspective on both the challenges and opportunities facing students today. I would bring a collaborative mindset, an active practitioner's perspective, and a genuine passion for helping students and career professionals thrive.

Erik Hines, PhD, CCC

Candidate for Trustee for School Career Counselors and Specialists



Erik M. Hines, Ph.D., is a Professor of Counseling in the Department of Counseling, Leadership, and Educational Sciences at the College of Education and Human Development at George Mason University. Dr. Hines' research agenda focuses on the postsecondary readiness and career development of Black men and boys across various contexts (P-12, community college, 4-year college/university) and critically examines how high impact programming shape their educational and career outcomes and experiences. He is seen as an international expert in college readiness and career development for underserved communities, particularly those who are first generation and

minoritized as demonstrated by his seminal book, *Equity-Based Career Development and Postsecondary Transitions: An American Imperative*. His recently published book, *Counseling Black Men and Boys with Excellence: Exploring Career, Clinical, and School Contexts*, takes an in-depth look at providing career development to Black men and boys throughout the lifespan. Dr. Hines is a certified career counselor and teaches the career development course at George Mason with previous experience teaching career and life planning at one of his former institutions to undergraduate students. Lastly, Dr. Hines serves as co-chair of the NCDA Technology Committee, and he has been a guest speaker on the podcast, Career Practitioner Conversations with NCDA.

Goal Statement:

As Trustee for School Career Counselors and Specialists, my goals include: a) ensuring our constituency receives the latest information, resources, and tools needed to effectively facilitate and implement career development in P-12 schools; b) giving voice to our constituents by inviting them to be featured on the NCDA podcast where they can share their experiences working in schools with youth and young adults as school career counselors, practitioners, and specialists about how they implement career development; c) continuing the work and accomplishments of the current trustee; c) facilitating webinars with counselor educators, (e.g., partner with the Trustee for Counselor Educators and Researchers) and other career development researchers who conduct research on career development to translate into implications for practice in school settings; d) engaging our constituency with soliciting contributions such as their expertise on topical areas to some of the NCDA publications such as *Career Developments*; d) providing more information and training on using emerging technology such as artificial intelligence to assist school career counselors and specialists in doing career work more efficiently; and e) building upon the continual enhancements and redesign of the National Career Development Guidelines Framework to ensure that youth and young adults have 21st century employability skills as well as adequate decision making abilities when creating and executing their career goals.

