

**PFLA 2012-13 Board Retreat**

August 8, 2013 10am – 2pm

Present: Judy Bankson, Gwen Wolfram, Melissa Elmore, Michelle Mahana, Shelly Signs, Shirley Chow, Karren Cholewinski, Deb Walker, Deb Weitzman

**Taking care of business:**

Monthly meetings will be the 2<sup>nd</sup> Tuesday of the month from 12 noon to 1pm.

Shirley will look for a room in one of the dining halls for our use.

Next Board meeting is September 11. Place--TBD

**Professional Development:**

We discussed the number of professional development offerings we have per year. Deb Walker reminded the board that our bylaws say we will have one professional development offering per term. We brainstormed ideas for 2012-13 events. Shelly moved that we plan for 3 event for this school calendar year and have the dates and speakers available at University Day.

Shirley suggested that we let people know the professional development can be paid for by department funds.

We thought an email to department heads from Becky Warner or Sabah Randhawa would help get the information out.

We plan to keep pricing for professional development sessions the same as the Spring 2012 event: \$20 for members and \$40 for non-members.

Fall term prof. dev. event is planned for November 1, 2012.

Location and speaker to be determined.

Melissa will try to book David Chin as the speaker for the winter term event. Exact date and location to be determined.

Spring Term event date will be in April, exact date and location to be determined.

Melissa will get information to Judy Bankson and Judy will have a brochure ready for University Day.

Shelly asked the board for approval to pay for space for Professional Development events with OSU Catering to provide lunches.

**Winter Gala:**

Shelly told us that the President's Winter Coffee is November 29.

The potential date for the PFLA Winter Gala is Thursday, Dec. 6. Deb Walker and Michelle Mahana would like to work on this event.

Checklist: secure space, OSU Catering tasting menu, table décor, music, auction items.

**Spring Gala:**

Shelly suggests that we plan this event on an April 2013 date. After discussion we plan to schedule the Spring Gala to occur after the April Professional Development meeting is scheduled.

Angela will investigate the availability of The Vue.

Further discussion of this event was tabled until fall—we designated November as the month when we would have a volunteer or volunteers in place to chair this event.

**Networking events:**

Currently we have the first event scheduled for August 30. We plan 3 for the school year—one per term. Fall Term will be in October, Winter Term in January and Spring Term in March. Dates to be announced. Deb Walker suggested that we schedule one in May after a new slate of officers is voted in.

**Newsletter timing and scheduling:**

We plan to have the newsletters BEFORE the Professional Development events.

Schedule proposed:

Newsletter—4 – 6 weeks prior to PD

Announcement/Invitation—3 weeks prior to PD

Reminder—1 week prior to PD

For 2012-13 Newsletters—

University Day edition Sept. 18:

Articles from Deb Walker on polling for input for 2013-14—What would you like PFLA to do for you?

December edition: Winter Gala

Early March: PD and Spring Gala

Include these items in newsletters: President's Letter, Professional Development info, Our Hero, solicit help for Spring Gala

**University Day table volunteers:**

Karren, Melissa, Michelle, and Deb Walker

Invite your friends and colleagues to stop by the PFLA table. Will we have prizes?

**Membership: Karren**

Karren is planning to expand contact with new employees electronically. Michelle recommended emailing current members in fall and then give all members access to a complete member list.

Gwen promised to work on the webform for membership before she leaves OSU : (

Judy will send out a call for membership and assist with marketing for the Professional Development events.

Benefits of PFLA membership are:

- 1) Ongoing professional development opportunities
- 2) Networking opportunities and the electronic membership directory
- 3) Informal mentoring opportunities
- 4) Seasonal events for all
- 5) Advocate opportunities with campus leaders

**Some randomish notes from the reminder of the meeting:****Our goals for 2012-13:**

Successful Professional Development events

Increase attendance at Networking Events

Shelly plans to propose a meeting of these groups: AOP, Triad, PFLA and OWN to explore possibilities.

Michelle brought up the President's Council on the Status of Women—Deb Walker and Karren Cholowski volunteered to be on that committee.