**PFLA Board Meeting Agenda**

**Monday, January 8, 2018**

**Strand Ag Hall Room 148**

**Action item**

* Tracy will send out bylaws to also put on website
* Jen:
  + Put on Google Drive the photo waiver sign-up form.
  + Update website to include meeting minutes and Bylaws.
  + Ask Erin Martin to co-lead on website updates.
* Tracy will send email out to members, potentially by Thursday, January 11 . Talk about the membership match-up, winter luncheon, brown bag lunches.
* Bouquet to create Google form for the match-up. Will ask for name, email, phone number, department. Send completed form to Victor for editing.
* Victor will provide wording for the membership match-up.
* Gretchen to ask Erin M. and Jen about where the nominations for *Our Hero* are going to that are submitted through the website.
* Edith to send email of a person who may be interested in newsletter to Jen.

**Board reports**

**President**

* Status of table drape and mugs – Tracy
* President-Elect/President and other board positions for 2018-2019

Drapes and mugs are ordered!

Email Tracy to nominate a person for the President-Elect position for 2018-2019.

**Secretary**

* Approve minutes from December meeting - Bouquet

Jen made a motion to approve meeting minutes, seconded by Michelle.

**Treasurer**

* Monthly report – Edith

2 members who have signed up but have not yet paid for membership. December was when we paid for drapes and mugs.

**Membership**

* Gretchen D.

92 members. 6 are associate. 41 are new. 51 are renewals.

**Website**

* Made updates to the website so the flow is better.
* Member list is now on the website and connected to the staff’s department profile.

**Professional Development**

* 2/21 workshop – JoAnne and Susan - more details about this workshop can be found [here](https://docs.google.com/document/d/1PLuo9IHTCcMOLltRZ0RgjHRmkKoK7tsxclEmH7wGUFg/edit).
  + Knowing how to evaluate shifting landscape in jobs; knowing what it is you are doing and why; find clarity in what you do; tools and resources for job resources.
  + Three main questions:
    - What opportunities and challenges do you face in today’s work environment? (10 minutes)
    - Have you created career development plans to help you achieve your personal and professional goal? If so, please share on aspect of the plan you believe is key to your success. (10 minutes)
    - How do you see individuals seeking clarity and support to help them fulfill their career development action planning? (10 minutes)
  + Next step is to create a poster announcing this event.
* Brown Bag lunches for February – JoAnne and Susan

Social media and how to be effective for Victor to potentially lead the brown bag lunch for February.

**New Business:**

* Victor – Facebook page and Handshake proposal/announcement

Facebook page is up! Would like to officially announce the launch. Gretchen will send verbage regarding membership.

“Handshake” - rename so it cannot be confusing with the Career Center’s program. Change to three people per quarter.

Bouquet to create Google form for this match-up. Will ask for name, email, phone number, department.

* Winter Luncheon – Michelle

This will be on January 25. Askin Dee to put fitness and incorporating this into the work/life balance topic. Have not received firm price quote from Catering.

Making Fitness Possible.

Tracy will send out email by Wednesday of this week.

**Activities/Events:**

* Our Hero – Gretchen C.

Not sure where the nominations are going to and will follow-up on this.

* Faculty/Staff Art Show – January 11 at La Sells Stewart Center

Co-sponsoring this event and will be going there to talk about PFLA.

**Other items**

**Next meeting:** February 12