**PFLA Board Meeting Agenda**

 **Monday, November 13, 2017**

 **Strand Ag Hall Room 148**

**Action Items**

* Edith and Gretchen D. will meet to match membership to budget.
* Jen will follow-up with people to work on newsletter.
* Jen will add/update on the website:
	+ Membership page
	+ Board member page
	+ Add a calendar showing all the events we will have, then individual page for each topic that is linked from the calendar.
	+ January 25th is the winter luncheon.
* Jen will send the names of people who said they were interested in helping out to see if they could with Professional Development subcommittee.
* For next brownbags, be sure to frame the session so people know they have the first 15 minutes to network and chat before the scheduled speaker.

**Meeting Minutes 11/13/17**

Gretchen D. put a motion on the floor and seconded by Jen to approve meeting minutes for 9/11 and 10/16.

**Budget report**

Currently the budget reflects only checks and cash payments. Any payments through index are still being processed. Beginning budget is $8,502.01, and since October, 2017 is $8,940.32.

Edith and Gretchen will meet to match membership to budget.

**Membership**

84 members - 38 are new, 46 are renewals. Gretchen D. will send an email to those who have not renewed to let them know they are going to be removed soon from PFLA listserv and will also ask why they did not renew. 8 are associate and 76 are professional faculty.

3 that paid $10 and 1 that paid for membership. We did not track who were the 3 that paid for the talk. Edith will follow-up with Gretchen C. to see if she knew who those 3 are.

Jen will create a membership page.

Idea: Spring term membership discount. Perhaps we can have an open house where the membership fee would be reduced during that time.

**Jen will add/update:**

* Membership page
* Board member page
* Add a calendar showing all the events we will have, then individual page for each topic that is linked from the calendar.
* January 25th is the winter luncheon.

**Professional Development:**

* Larry’s talk: 43 showed up. Get list of attendees from Gretchen C.
* Have the first talk that we do in the Fall be a speaker with name recognition.
* Would be nice to have a survey sent out to attendees for feedback. What is their takeaway?
* 2/21 - tools and experiences to see the possibilities of how to chart your career. What are some concrete takeaways through workshops that you did or connections you have made that helped you create your path? Focus on resources, tools to use.
	+ Bouquet suggests Chrysanthemum Hayes as one of the panelists.
	+ Speak to those who are in a position that are already happy with and so are not necessarily looking for a different position but we could still talk about how to develop themselves when they are already content.
* Spring workshop - getting suggestions from members for topics and speakers. How did this panel work, and what would you like to see for Spring term?
* OSU 150 - 8 people attended.
* Utilize people to help make flyers or posters for the programming.
* Jen will send the names of people who said they were interested in helping out to see if they could with Professional Development subcommittee.
* Change the brown bags to take place on Tuesday or Wednesday?
* Letting attendees know that we have time for people to network at the beginning.

**New business**

* PFLA Winter Luncheon will be January 25 at LaSells. Dee from Faculty and Staff Fitness will come talk about how to beat the winter doldrums and also to bring us information about the new grown up Winter Formal that is happening this year.
* Our Hero notices will run once this week and again the week after Thanksgiving in OSU Today.
* United Academics - teaching and faculty unionization - [info here](https://docs.google.com/document/d/1fDSAV9Cgti1XRIka3btiqZVJx9p1R5bFMDQu5d6wsQE/edit?usp=sharing).
* Jen will follow-up with people to work on newsletter.
* JoAnne and Tracy did Training Days. 50 people registered and 25 attended.

**Meeting Agenda**

**Board reports**

**Secretary**

* Approve minutes from September and October meetings - Bouquet

**Treasurer**

* Monthly report – Edith

**Membership**

* Gretchen D.

**Web site**

* Jen

**Professional Development**

* 10/25 Fall workshop recap – Susan
* 2/21 workshop – JoAnne and Susan
* Brown Bag lunches – JoAnne and Susan

**New Business:**

* Recap of faculty forum/United Academics
* Winter Luncheon
* Newsletter – did we get the person/position finalized? How do we submit items?
* We need to order PFLA mugs

**Activities/Events:**

* Our Hero – Gretchen C.
* Training Days recap – JoAnne and Tracy

**Other items**

**Next meeting:** December 11