**PFLA Board Meeting Minutes**

**Monday, December 11, 2017**

**Strand Ag Hall Room 148**

**Action Items**

* Tracy will connect with Jen about giving website access to Victor and Erin Martin.
* Victor will create qualtrics survey for members to sign-up if they are interested in networking. It was recommended to send this out in January.
* Victor to create PFLA Facebook page.
* Jen will follow-up with people to work on newsletter.
* Jen will add/update on the website:
  + Membership page (Gretchen D. will reach out to see if she can help)
  + 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.

**Board reports**

**President**

*Status of table drape and mugs – Tracy*

Table drapes are ordered. Mug with one color chosen.

**Secretary**

*Approve minutes from November meetings - Bouquet*

Gretchen D. made a motion to approve meeting minutes, seconded by Victor.

**Treasurer**

*Monthly report – Edith*

There are more members and more money this month! Nov 1 8,940.39 and ending balance $10,400.69. The amount does not include a few more memberships that we have received. Our only expenses so far have been the room rental. Tracy will be submitting table drapes and mug costs to submit to Edith soon.

**Membership**

*Gretchen D.*

* 40 new members. 5 people who have not paid. 60 renewals.
* Check-in with Jen to how to link up membership list to the website.

A person who was at the Training Days has requested for her and her boss to meet with Tracy to talk about the benefits of PFLA.

**Website**

*Jen*

* 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.
* Jen to give access to the website to Victor V. and Erin Martin. Tracy will contact Jen to let her know.

**Professional Development**

* 2/21 workshop – JoAnne and Susan
* Brown Bag lunches – JoAnne and Susan

Thank you to the feedback for the workshop. Build upon what Larry was about in the Fall. Panel workshop called - Career Development Action Plan. Erick Dickie and Patrice Dragon. The last panelist would be someone from outside of OSU - perhaps a young professional involved in non-profit could provide a good perspective.

Survey - Save the date with a couple questions to send to members. Here are the themes for the panel. What are some specific things you’d like to see.

Brown bag - very successful brown bag with Charlene Alexander last week. Looking for recommendations for speaker on February.

Recommendation for brownbag speakers would be:

* Ed Feser;
* Kim Kirkland of Office of Equity and Inclusion;
* Cindy Sagers of Research - what services do they provide OSU and how can they us?
* Climate on campus - how we can support students.
* Ana Lu Fonseca - Outreach and engagement - Asst Director Diversity, Equity & Inclusion
* Faculty senate - John Dorbolo and Alex Giddleman is President-elect.

We are also looking for recommendations for a speaker to bring to campus for spring term. This would be the paid speaker for the year.

**New Business:**

*Winter Luncheon*

January 25, 2018. Dee from Faculty Staff Senate, 11:30 - 1:0pm.

*Table assignments for events*

We can assign people randomly to a table to spread people out and sit with people they do not know.

*Idea from Victor V.*

Networking - we can send out an email asking people to submit their names if they are interested in networking. Victor is happy to write this up and send it out to members in January. Create a qualtrics for people to fill out and call it a PFLA Coffee Networking/Connection.

*Victor will create PFLA Facebook page*.

**Activities/Events:**

*Our Hero – Gretchen C.*

Gretchen will

**Other items**

**Next meeting:** January 8