**PFLA Board Meeting Agenda**

**Monday, February 12, 2018**

**Strand Ag Hall Room 148**

**Action items**

* Gretchen C. to follow-up with Catering regarding the cost of food.
* Gretchen D. to compare member numbers from last year to this year’s.
* Gretchen C. to talk with Michelle about what has been done for the Karel Murphy awards in the past.

**Board reports**

**President - Tracy**

* President-Elect/President and other board positions for 2018-2019

**Secretary - Bouquet**

* Approve minutes from January meeting

Gretchen and Jenn approve minutes.

**Treasurer – Edith**

*Overall balance*

January 1, 2018 beginning balance $10,057.75

January 31, 2018 ending balance $9,577.05

*January winter luncheon*

Financial summary of the event:

71 attendees, 1 no-show. We had a couple people who could not attend but who got someone else to attend instead.

Income: $1080

Expenses: $1363

$1203 (catering)

$80 (event room/tech service charge) not included on the treasurer report because it hasn’t posted to our account yet.

Has never shared charge with any other organization. We came up short $283.

**Membership - Gretchen**

* Spring outreach

1 new member last week! 42 are new, 51 are renewals. 9 are associate and 84 are professional faculty.

Member recruitment ideas

* June or July ice cream social.
* Referral system - if you refer someone to PFLA, you receive something.
* September 11, 2018 - University day. Then tell people about an open house the Tuesday, Wednesday, Thursday after then.
* Raffle for free membership at University Day.

People generally do not attend happy hour or after-work events.

Gretchen D. did send an email to those who left PFLA but did not receive any real constructive feedback that could help us figure out future plans.

We could have a Qualtrics survey send out to general membership “What are some benefits from being part of PFLA?” “What are some things that could be improved?”, “What would you like to see for next year?”

**Web site – Jen/Erin**

When there are new members, Gretchen D. will send their name to Jen and Erin to put on website.

**Professional Development**

* 2/21 workshop – JoAnne

21 people registered. Sent invitation to those who attended luncheon.

* Brown Bag lunches – JoAnne

March 5 is Katie Linder on social media.

Robin on April 2 to talk about intergenerational communication.

Other ideas:

* Tours around campus, including Craft Center and Recreational Center.
* Do something on CAPS / mindfulness.

**New Business:**

* Victor – PFLA Matchup

20 more people.

* Winter Luncheon recap

Next time we can have something on the table where people can give feedback about the food.

Moving so many people through a one-sided buffet table ended up taking a very long time. We should have it at least double-lined.

Encourage everyone to get food once they arrive.

* Karel Murphy Award

Leadership service award that give out outstanding leadership and service throughout their career, both at OSU and other organizations in Corvallis. The person who wins the award gets $1,000. This is partner with Engineering.

We can do a plaque for this award. Then they get the check on University Day along with a certificate.

**Activities/Events:**

* Our Hero – Gretchen C.

Have not received any nominations yet. Nomination requests will be on OSU Today again.

**Other items**

**Next meeting:** February 12