

## **PFLA Board Meeting Minutes**

Jan. 6, 2011

Present: Donetta Sheffold, Michele Mahana, Shelly Signs, Deb Walker, Angela Haney, Karren Cholewinski, Janet Ekholm, Gwen Wolfram, and Melissa Elmore

**Minutes:** Gwen had submitted changes for the December minutes. The minutes were approved with these changes.

**Treasurer's report:** Shirley has emailed all board members the current PFLA account information, based on charges posted in Banner. The document does not reflect the \$500 that will be provided from the Professional Faculty/Instructor Development fund. Based on these figures it was determined that we have attained our goal to maintain a healthy balance in the account. Yea!

**Membership:** Donetta reported that we now have 45 members.

**Professional Development:** Melissa presented a draft list of options. Donetta shared a list of internal suggestions that came from new members (Leadership opportunities and program development, Anglo Gomez, OSURA, Campus Recycling on their new programs, Todd Simmons or Steve Clark, IS ) The suggested dates are April 10 or 17, depending on what other activities are happening on campus at that time.

The importance of having a budget was raised and so a sub-committee of Shirley, Melissa and Deb Walker was determined to explore 1) historical analysis of membership and attendance, 2) average past event budgets, 3) figure in partnerships including partnership attendees, and venue rental 4) reflect on member/non-member price and 5) projection for future sessions while keeping a "healthy balance" in the account. In developing the suggested budget a cap of \$40 has been placed for non-members with the understanding that the cost for members is less. The sub-committee is to report back to the board before the next board meeting as Melissa needs this information to continue with April planning.

**Winter Gala:** TRIAD has been contacted and will be sending a check for \$75, for their portion of the Winter Gala entertainment.

**Spring Gala:** Janet and Angela are organizing the spring gala. The date is June 7. The VUE has been reserved at a cost of \$250. It was suggested to check with with local florists and nurseries for donations of décor. Campus motor pool will be contacted to see if shuttle vans can be made available again.

All board members are responsible for finding artwork for the auction. Janet will be the tracker of all artworks donated.

**Newsletter:** We missed our deadline for December, so please send submissions to Judy by January 16. These should include Professional Development, Our HERO, a call for nominations, spring gala and Networking at the Hilton Garden Inn. It is the intention to have this newsletter distributed in early February.

**Our Hero:** Nominate for Our Hero! Nominations go to past president Angela.

An elections committee was established. Members are Deb Walker and Janet Ekholm

Reminder: Jan. 17, 2012 is the Joint Brown Bag Lunch meeting with President Ray. All PFLA board members are encouraged to attend.

Respectfully submitted,  
Shelly Signs