

**Professional Faculty Leadership Association
Meeting Notes
February 12, 2014**

Attendees

Shelly Signs, Karren Cholewinski, Emily Lafon, Deb Weitzman, Melissa Elmore, and Dwanee Howard

Approval of Minutes

- January Minutes approved.

Professional Development Report

- Glen Fahs from Cascade Employers Association was a good speaker. It was suggested that we email an evaluation to the attendees.
- **Melissa will email Emily the evaluation template that we used last year to be sent out to those that attended the event.**
- **Deb will make a .pdf of the packet used in the presentation and will email out to the board.**
- The budget for the event has not been finalized. The JV's are still pending but are in process. The last session this year is Dave Rabiner who will be speaking at the Event Planner's Trade Show on April 8th. PFLA can attend both the morning session and the special PFLA session following lunch. We will need to provide the speaker with a basic idea for his topic.

PFLA Our History

- The History Doc was approved. The document will be included in the April Newsletter and Posted on the website.

Treasurer Report

- The Treasurer's Report was emailed out to the board on 2/10. We are in a strong position financially.

Marketing Report

- Newsletter is due to Thuy on March 7th for publication on March 14th
- News items to include:
 - Our History
 - Professional Develop (past & future)
 - Our Hero award **Shelly will solicit requests for Our Hero award recipients in OSU Today.**
 - Spring Gala Information
 - Notice of Elections

Calendar of Events

- Shelly passed out an updated calendar
- **Shelly will send out a reminder to all PFLA membership for the upcoming networking event (March 4th) and Ed Ray's event joint lunch with Triad & AOP (February 19th)**
- **Dwanee offered to donate a Beaver Store gift card for the networking event**
- The board discussed the success of the winter gala event that was moved to January due to snow in December. It was suggested that we move the winter gala to January on an ongoing basis and the board approved the move.

- **Shelly is going to check availability of using the tent in the quad on May 18th for the spring gala.**

Membership Report

- Karren provided a list of the current PFLA membership – we currently have 77 members.
- There are some members who were members last year but did not renew. It was suggested that we reach out to those prior members and welcome them back for next year.
- Some departments are no longer paying for PFLA memberships.

New Business – Mentoring Program

- Dwanee shared her experience attending the annual international conference put on by the [University of New Mexico Mentoring Institute](#). This was a full week program that attracts 3000 attendees with a mix of people from higher education and private industry.
- Mentoring is building personal relationships not coaching or advising.
- The question is how to implement – a formal program can take up to 5 years to implement.
- How can PFLA implement? It was agreed that we need to continue the conversation.

Elections

- Someone needs to chair the election committee
- Positions are as follows:
 - President - Karren Cholewinski
 - President Elect – Open (possibly Deb)
 - Treasurer – Dwanee Howard
 - Secretary – Robin Bilyeu (**Shelly to confirm**)
 - Marketing Director – Thuy Tran (**Shelly to confirm**)
 - Membership Director – Open
 - Web Services Director – Open
 - Professional Development Director – Open
 - Networking Development Director – Open or Deb? – This could be a new position or a temporary position
- There was discussion about combining some of the positions and/or adding additional positions. It was suggested that we create a Networking Development Director position and/or a communications position. The web Services Director could be combined with a communication position and the Treasurer position could be combined with the Membership Director position.
- Due to time it was decided to continue the conversation at the next meeting.

Meeting Adjourned.