

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

Attendees

Shelly Signs, Emily Lafon, Melissa Elmore, Dwanee Howard, Robin Bilyeu, Michelle Mahana, Thuy Tran

Approval of Minutes

- February Minutes approved with no changes.

Treasurer Report

- The Treasurer's Report was emailed out to the board prior to the meeting and includes all expenses except the \$1500 given to the OSU Event Planners Tradeshow (because we have not received an invoice for this amount)

Web Report

- Patty Jackson (classified employee) is interested in assisting with the web
- Discussed and approved extending an "Assistant to the Web Director" position to Patty, since she cannot hold a formal board position as a classified employee
- Michelle will check with Karren about coordinating the meeting with Patty

Marketing Report

- Newsletter materials were not submitted on time, so it will be sent out sometime next week
- **Newsletter items need to be submitted ASAP**
  - No Our Hero award, so it will not be included
  - Shelly will send Thuy the updated History document to include
  - Elections information can also be included, which Shelly will provide
  - Deb will send May networking event information
  - Information regarding the Karel J. Murphy Award process will be provided
    - Note nominations are due 4/1 and **an email needs to be sent ASAP**

Professional Development Report

- **Emily is sending out an email to Professional Faculty to clarify the portion of the event that is PFLA specific and invite attendees.**
- April 8, 2014 at the Event Planner's Trade Show, Dave Rabiner is doing an afternoon session (1:30pm-3:00pm) on "Leadership 2014: Influence Without Authority". There is no cost for this session, but we are encouraging registration to track attendees.
- In addition, and separate from our session, the Event Planner's Trade Show is going on that day, where Dave is doing a keynote and they are providing lunch. This portion of the day does cost \$25 and is a separate registration.

Networking Event (Deb sent some information via email)

- March Networking event at the Brewhouse went well
  - Approximately 15 people attended, mostly PFLA
- May Networking event at Fernwood Circle (Corvallis Guest House)
  - Includes short tour of the facility, glass of wine and a little food. We will bring the wine.

### Spring Gala

- Thursday, May 15<sup>th</sup>, 5:00pm – 6:30pm at the Quad (using tent left over from Shelly's event)
- Still finalizing what to name the event to be inviting to all genders
- General discussion was on doing an even with stations that included: a microbrew, a wine, and hors d'oeuvres from each region of Oregon. Possibly having a map where people can tag which region they enjoyed the most.
- Committee will look into costs/options of food and beverage; whether or not to have a cash bar, if it is possible to compensate some of the wine tasting, etc.
- Need 4-6 people to set up for the event, Melissa volunteered so far

### New Business

- Filmed video clip for Beth Ray
- Need to re-evaluate the meeting with President Ray
  - Only two PFLA members attended
- Shelly met with Dave Blake, and will meet with Dan Edge (Faculty Senate President) next, to review how the title of "Professional Faculty" is viewed and whether it appropriately represents the actual level of administrative duties being done by this position-type
- March 19<sup>th</sup> is the Mentoring Lunch that Dwane is coordinating
  - Milam 319A from 11:30 AM – 1:30 PM
  - 19 RSVPs so far
  - Food: taco bar
- Continue to encourage organizational involvement, membership is trending downward for many of the professional organizations on campus, so promote not just PFLA but all organizations
  - AOP only has about 32 members

Meeting Adjourned.