

**Professional Faculty Leadership Association  
Meeting Notes  
November 19, 2013**

Attendees

Shelly Signs, Robin Bilyeu, Michelle Mahana, Emily Lafon

Approval of Minutes

- Did not have quorum, so we will need to review them at the next meeting

Announcements & Follow-ups From Last Meeting

- Karren Cholewinski agreed to assist Thuy with the duties of Web Services Director since the position is vacant
- Michelle & Shelly are going through the PFLA history and will be going through archives during the holiday break for more information
- Eva Martushev is no longer with the university, so the position of Membership Director is also vacant
- Michelle will update board listserv
- **Remember to take photos at our events!!!**

Professional Development Report

- Nov 12<sup>th</sup>: Karin Magnusson from LBCC presented on Generational Diversity in a High Performance Workplace in the Alumni Center
  - 70 attendees were charged, whether they were present or not, one person was going to pay at the door and never arrived so Emily will contact them regarding payment
  - **No photos were taken, if anyone did take photos, please let us know!**
- Feb 3<sup>rd</sup>, 11:30am – 1:30pm: Jerry Bombardier (OSU Alumni) from Cascade Employers Association will be presenting on Increase Production Through Incentives in LaSells Stewart Center
  - Once Gala is complete, the webpage can be updated to advertise

Treasurer Report

- The report was sent prior to the meeting for everyone's review
  - It does not include catering costs for the Professional Development Workshop or the membership dues received

Marketing Report

- Newsletter looked great
  - Next one is scheduled to post January 14<sup>th</sup>, articles are due January 7<sup>th</sup>

Web Services Report

- No report
- Michelle will ask Karen to add information regarding the Winter Gala

Membership Report

- Emily will work with Dwanee to generate a list of potential members, based on who attended the Professional Development Workshop

- Karen is currently the person receiving membership applications, so she will have the list of current members
- The listserv will need to be updated to agree with the current year's membership

#### Networking Events

- Next one is January 16, 2014 at the Brewhouse, the contact person is Jeff Clawson

#### Our Hero

- Mark Staben was the recipient for October. He was very appreciative for the award and the presentation went well.
- Nominations are needed for this month

#### Mentoring Program (Dwane)

- No Update

#### Winter Gala

- December 6<sup>th</sup>, invitations from PFLA and AOP have been sent out, Shelly will forward to Triad to send out
- Supplies: Shelly has a cash box to use and tubs for the AOP drawing
- Menu: reviewed and sounds delicious!
- Entertainment: uncertain how we can pay Choir Ensemble, may need to pay them as individual students and have taxes taken out. Checking with Dwane.
- Advertisement: will place ad in OSU Today
  - Educational moment regarding how to set up bitly and how to use hyperlinks intuitively
- **Will send the board an email for auction items**
- Need volunteers to help with check-in desk and clean-up

#### Calendar Updates & Miscellaneous Announcements

- Dec 6<sup>th</sup>: Winter Gala
- Jan 7<sup>th</sup>: Articles for Newsletter Due
- Jan 14<sup>th</sup>: Newsletter Published
- Jan 16<sup>th</sup>: Brewhouse Networking Event
- Feb 3<sup>rd</sup>: Professional Development Workshop
- Feb 19<sup>th</sup>: AOP/Triad/PFLA Meeting
  - Brown bag lunch meeting with President Ray