

Professional Faculty Leadership Association
Meeting Notes
October 8, 2013

Attendees

Shelly Signs, Justin Fleming, Melissa Elmore, Dwanee Howard, Robin Bilyeu, Michelle Mahana, Emily Lafon, Shirley Chow, Thuy Tran

Approval of Minutes

- Meeting notes from the September 10, 2013 meeting were approved with spelling change.
- Dwanee motioned, Thuy seconded

Announcements

- Justin Fleming stepped down from Web Services Director position
- Shelly will check with Karren Cholewinski to see if she will split the duties of Web Services Director with Thuy

PFLA at University Days – a review (Shelly presented on Karren's behalf, Karren's notes below)

- "Get the Scoop about PFLA" was the repeated booth theme (next year we should probably link it to the University Day theme if possible).
- Very low tech, low maintenance booth this year.
- Membership Forms and PFLA flyers were distributed
- Gave away all the PFLA key chains and pens that were on hand
- Served Ice Cream Cones – purchased two boxes of small cones (112 cones/box), napkins & table covering from Cash & Carry (United Grocers) in Eugene (less than \$25)
- Purchased Ice Cream (Chocolate & Vanilla) through OSU Catering. Mike Meeker had thought the tub in the freezer was full but it was only a partial. Only charged PFLA for the chocolate tub (\$30) and they loaned the ice cream scoops and provided gloves. Tubs are 3 gallons.
 - Ran out of ice cream in 45 minutes
 - Had less than 25 cones left over
- The cones were a hit – recommend serving again. Next year, purchase 4 boxes of cones and 3-4 tubs of ice cream.
- Recommend if serving ice cream cones again, purchase through OSU Catering. Price was reasonable and they stored the ice cream in their freezer.
- Three people at table will be helpful – only two people at a time can scoop/serve cones unless booth space is doubled.
- Did not use PFLA vinyl banner (I will check with P&M to see if it is there as I do not have it.)
- Recommend as we "re-brand" our organization that we purchase a pull-up banner. It is easier to store, pack around, set-up, etc.
- The banner was not used because it couldn't be found
 - Someone may need to check with Printing and Mailing to see if they have it

Professional Development Report

- Nov 12th: Karin Magnusson from LBCC will be presenting on Generational Diversity in a High Performance Workplace in the Alumni Center
 - Emily will be in touch with Thuy for publicity
 - Registration needs to be set up for the event still

- Feb 2nd (tentatively): Jerry Bombardier (OSU Alumni) from Cascade Employers Association will be presenting on Increase Production Through Incentives in LaSells Stewart Center
 - Potential date change to accommodate more diverse schedules
- Expecting events to be around two hours long each (11:30am-1:30pm)

Treasurer Report

- The report was sent yesterday for everyone's review.
- The networking event costs will show up on next month's report

Marketing Report

- Art show flyer is done, now it needs to be distributed
 - Thuy will coordinate sending the flier out on the Inform listserv and PFLA's listserv and getting it onto our website
 - Shelly will ask AOP about sending it out on their listserv
 - Shelly has the dates AOP will be advertising on OSU Today, Thuy will get those from her and coordinate additional PFLA advertising on different dates.
 - May direct people to the PFLA site once it is posted, or direct them directly to the registration page
- Newsletter
 - Articles must be submitted to Thuy by October 11th
 - First newsletter will be posted on website and emailed to PFLA listserv on October 18th
 - Articles needed:
 - Shelly/Eva: information for new members & dues
 - Michelle: Winter Gala and Our Hero submissions
 - Emily: upcoming professional development activity
 - Thuy: Art Show
 - Deb: Networking events
 - Other Reminders
 - Feb 19th AOP/Triad/PFLA Meeting with President Ray
 - Professional Faculty Job Category and Compensation Program (Shelly will provide information on this topic)

Web Services Report

- No report

Membership Report

- Shelly will remind Eva to send out a reminder email for renewing members to pay dues
- Currently we have five paid members

Networking Events

- Went very well
- Next event will be in January

Our Hero

- No submissions have been received

PCOSW Update (Michelle)

- Had retreat 9/17 and formed new committees
 - Scholarship & Awards – which reviews and allocates award money
 - Speaker Series
 - Work/Life Balance
 - Mentoring & Career Advancement
 - Status of Women
 - Diversity & Inclusion subcommittee was dissolved

Mentoring Program (Dwane)

- Going to a mentoring conference to learn more about mentoring programs and ideas of creating something at OSU
- Support from CLA to attend, but want PFLA to develop and promote so it is being created by those wanting it and not mandated by upper administration to staff

Calendar Updates & Miscellaneous Announcements

- Shelly will be sending out the updated calendar
 - **Oct 29th-30th Training Days**
 - **Need assistance with set up, manning the booth, etc.**
 - Nov 12th: Professional Development Event
 - Nov 19th: PFLA Board Meeting moved due to Professional Development Event date
 - Nov 21st: Professional Meet & Mingle from the International Community
 - Shelly and Dwane will attend as our representatives
 - Dec 6th: Winter Gala
 - Michelle requested assistance, so Melissa and Shirley will be co-chairing with her
 - Feb 19th: AOP/Triad/PFLA Meeting
 - Brown bag lunch meeting with President Ray