

**Professional Faculty Leadership Association  
Meeting Notes  
May 14, 2014**

Attendees

Shelly Signs, Michelle Mahana, Karren Cholewinski, Dwanee Howard, Robin Bilyeu, Thuy Tran, Deb Weitzman, Melissa Elmore, Shirley Chow

Approve minutes – Robin

- Shelly made motion, Thuy seconded, minutes approved
- **Note: March meeting minutes were never approved**

Treasurer report – Dwanee

- Sent before the meeting and are only missing a few expenditures (i.e. Our Hero mugs)

Marketing - Thuy

- Since we will not need any additional marketing or newsletters this year, **Thuy will send original templates and materials to Shelly for storage/archive**, to have available in future.

Web – Karren

- Made some updates, Our Hero is now posted

Membership – Karren

- Current membership is around 80
- Dwanee suggested sending personal invitations to people that have come to our events but are not members, inviting them to join

Professional Development – Emily

- No updates

Spring Gala/A Little Taste of Oregon – Michelle, Melissa, Robin

- May 15, 2014 @ 5:30pm
- 61 people RSVP'ed and we will have 12 extra glasses, so up to 12 walk-ins will be accepted
- **Karren may have some membership forms to leave at the registration table since there are a number of attendees that are not PFLA members**
- **Melissa is bringing the cash box and name tags**
- **Set Up Team meeting at 4pm: Michelle, Melissa, Shelly (and her staff), Robin, Karren, & Cindy Alexis**
  - Have map layout to use
  - Mostly need to assist Shelly's team with conversion of space and moving their materials to make the transition quick
- **Take Down Team: Melissa, Dwanee (and husband)**
  - Should not be a lot to do

Networking –Deb

- June 19, 2014 5pm at Fernwood Circle
- **Appetizers will be there, Deb is checking on whether those will be provided**

- Dwanee bringing wine
- This will be an invitation only event, with us, AOP, Triad, and their guests (not advertised in OSU Today)

#### Our Hero – Shelly/Michelle

- Mugs have been delivered and look great to give out!
- Reviewed three submissions and made selection
- Presentation will be the first week of June, Michelle will let us know once it's scheduled

#### Karel J. Murphy Award – Michelle

- College of Engineering has committed to funding the award
- **Michelle will solicit nominations (OSU Today)**, which will be due by June 6<sup>th</sup> to allow time to review and notify recipient by the end of June
- **Karren will also update our website to include information on the award**
- Nominations will be reviewed by 2 PFLA members and one representative from College of Engineering (which is the traditional committee composition)

#### Elections

- Currently 33 people voted
- **Karren will tally votes and have someone confirm before making the announcement at the Little Taste of Oregon Event**

#### New business?

- Reminder to check the PCOSW President & Provost Lecture Series on mentoring, information was emailed out earlier this week.
- Discuss retreat after election results are in
- Next board meeting: June 10<sup>th</sup>