

PFLA Board Meeting
Monday, Nov. 7, 2011

October minutes were approved. Gwen Wolfram will post the minutes to the website. Shirley Chow gave the Treasurer's report and all board members have received a copy.

Membership update: The web form on the website is not functioning, so Donetta has not received member information from anyone who signed up via the webpage. Gwen is looking into the problem with the form, meanwhile all membership submissions need to be on the paper form and mailed to Donetta.

(How many members do we have at present?—I missed this piece of information)

Michelle Mahana and Donetta Sheffold will get information from the AOP bylaws and make sure that the PFLA bylaws use the correct language regarding membership in the organization.

Professional Development:

Melissa Elmore reported on the Nov. 3 Professional Development program:

- Total of 70 registrations for this event
- Five no-shows (all paid)
- 2 walk-ins
- 12 new members

Melissa sent an evaluation form and received feedback from attendees.

April 2012 will be the next Professional Development meeting. Melissa will send out the list of presenters she has again to the rest of the board and will look for the availability of matching funds from the Provost's Office to help us support the meeting. Location for meeting to be determined.

Winter Gala, Dec. 1 from 11:30am – 1pm

Gwen Wolfram reported that plans are set for the Winter Gala on Thursday, Dec. 1 in the Women's Building. Gwen will send the evite information to Judy Bankson. Shelly Signs will take event flyers to Triad. Marketing will be via OSU Today. Triad will assist with the cost for music for the event. Gwen will make arrangements with either the OSU women's a capella group Devine, or Laura Zaerr, harpist. Triad contribution will be no more than \$100.

RSVP's for event will be via a BSG online survey or to Janet Elkhom. Luncheon cost will be \$12 per person and guests/spouses are welcome.

Board members are asked to provide an item for the Silent Auction. In the past popular auction items have been wreaths, poinsettias, gift baskets, holiday themed items... only request is no used items please.

Auction items to Michelle by 11 am on Dec. 1 at the very latest.

President's report:

Michelle let the board know that two new employee sessions are planned by HR for Nov. 16 and 18. PFLA has been asked to provide someone to be part of a short panel discussion at both sessions. She asked for volunteers.

PFLA is invited to take part in the OSU President's Block of seats for men's or women's basketball games.

Michelle will pick dates and we plan to offer some of the tickets at the Winter Gala as door prizes.

Michelle suggested a "winter board retreat" to discuss membership and management of membership details. The board decided to make the January board meeting longer to allow extra time for discussion.

Next meeting: Dec. 5, 12 – 1pm in Kerr.

Respectfully submitted,
Deb Weitzman