

Professional Faculty Leadership Association Board Meeting

June 8, 2011

Attendees: Melissa Elmore, Angela Haney, Cheryl Lyons, Michelle Mahana, Donetta Sheffold, Shelly Signs and Alice Tucker.

Cancelled Spring Event

- *Thank you card for The Vue with Gift Certificate for Heather*

We have a thank you card for Heather with a \$25.00 gift certificate. The relationship is good and dandy.

- *Apologies to OSU Catering & Motor Pool?*

Angela apologized to Jason and OSU Catering.

University Day Expo – Membership Drive / Group Exposure

- Expo Booth Discussion and Assignment of Duties

The decision was made to save this as an agenda item for the retreat when we have a new board in place. But, as a reminder we have a lot of key rings left over from last year and some PFLA pens.

Karel J. Murphy Award

A clock needs to be purchased and engraved. It was suggested that the PFLA board can take the winner out to lunch after the winner has been recognized. It was also recommended that the winner's work unit could be involved in some recognition activity.

- Action Item: Melissa will be the contact person for the award and will contact Vickie Nunnemaker about how to purchase the clock, how to get the clock engraved, and if she has someone she wants us to work with. Etc. **Email out to Vickie – waiting for a response. Angela forwarded information regarding Karel J. Murphy Award. I will review with Vickie.**

PFLA Networking– Hilton (end of June/July) – New Board Welcome?

It was suggested that PFLA have another networking event at the Hilton Garden Inn after the retreat to include the new board members. Alice said she would add the information about the networking event in the next newsletter. The tentative date is August 4th. It was decided not to invite TRIAD to this event. We will use this event as a welcome to our new board.

Donetta has created a mail merge of those people who became members this year and we can send out notification about the August 4th event.

- Action Item: Shelly will contact the Hilton Garden Inn to see if we can hold our summer networking event on August 4th. (completed & confirmed)

Election Chair & Committee Cheryl Lyons – Election Chair

Cheryl graciously accepted to chair the election committee. Janet Ekholm is enthusiastic but not able to commit to a board position. It was suggested that we put her on the spring fling committee since she is an artist. Justin from motor pool would be an option. Michelle has a potential web person in her office. Alice suggested Gwen Wolfram for the Web position. The ballots should go out by June 15th so we can have the new board in place by July 1st.

Potential Board members:

Past President – Angela (confirmed)

Current President – Michelle (confirmed)

President elect – Shelly (confirmed)

Secretary – Deb Weitzman (potential – Angela will check with her)

Professional Development – Melissa (confirmed)

Treasurer – Laurie (Cheryl will ask Laurie about continuing on for Treasurer. Laurie declined).

Michelle to ask Deb Rarick if she would run for Treasurer.

Web Services Director – Gwen Wolfram (potential – She is trying to decide)

Publicity/Marketing – Judy Bankson (potential - Cheryl will check with her)

Membership – Donetta (confirmed)

- Action Item: Angela will get the current Position Descriptions out to all board members so they can forward on to potential board members Completed

July Retreat

Date: July 20, 2011

Location: 3826 Firwood Circle SE, Albany, OR (directions to be forthcoming)

Agenda Ideas

Introduction of new board members, brief coverage of duties, discussion regarding PFLA involvement, participation, and impact. Transfer and review of information obtained from this year's experiences. Suggestions and information exchange from present board to new board members regarding the mission and details of existing commitments for the organization and/or any appropriation of funds.

- Action Item: Angela and Donetta will work together on board books for the new board members and update position descriptions for all members.

Misc.

It is important to continue to hold the board meetings monthly even if we decide not to have PFLA meetings. Cheryl suggested that the monthly meetings going away or we do a better job marketing the meetings