

Professional Development Committee

MEETING MINUTES

Thursday, January 23, 2020

VIA ZOOM or CALL IN

[Zoom recording](#)

- A. Welcome & Introductions
- B. Sun Devil Rewards Code
- C. Lunch and Learn Series
 - 1. Current Year
 - Moving Sustainability session from March 14 to March 24th, same room. Tempe BBQ is on March 14th. Jessica Cole volunteered to introduce the presenter.
 - Sending out Aventri reminder emails is working. January lunch & learn had 15 attending in the room, and 72 on Zoom.
 - 2. Next Year's Dates- room has been confirmed

Tuesday, August 18, 2020	CPCOM 120
Tuesday, September 15, 2020	CPCOM 120
Tuesday, October 20, 2020	CPCOM 120
Tuesday, November 17, 2020	CPCOM 120
Tuesday, January 19, 2021	CPCOM 120
Tuesday, February 16, 2021	CPCOM 120
Tuesday, March 16, 2021	CPCOM 120
Tuesday, April 20, 2021	CPCOM 120
Tuesday, May 18, 2021	CPCOM 120

- 3. Future topic ideas:
 - Outlook, Slack.
 - Linda will ask Jeremy in IT for Outlook presentation. Jessica Cole offered to ask people she knows as well if needed.
 - Dave Ramsey- Natalie Estrada volunteered to look into a speaker who has been trained in Dave Ramsey's method. Perhaps a series of continued sessions for each step.
 - How to run an effective meeting- Marcus Jones, event coordinator. Jennifer M will reach out to him.
 - Jessica Cole recommended The Secrets of Making & Giving a Great Presentation by Rebecca Mallen, Kelly MacCleary, Brandi Caruthers
 - Linda asking Emily from MidFirst Bank, new topics
 - We can ask to pay for speakers. We can also charge small fee for attendance.

- We cannot endorse any specific company, or make people feel like they have to buy anything from anyone or program.
- Linda sharing “eliminating loose papers/printing” with sustainability speaker
- WP Carey speaker- Jennifer M. offered to host the lunch & learn there

D. Speakers Data Base

1. Compile lists of speakers and Topics
2. Use Lunch and Learn and Professional Development Conference
3. Put in a logical order, and a working document going forward. Used as a go-to list to check for future presenters, or presenters that we should not use again.
4. When we meet in March, we will look at this list.
5. Vanessa Pablo volunteered to compile the list. Steve will share info with Vanessa.

E. Aventri Training – getting more people to learn program

1. Email Steve if you’re interested in learning more
2. Steve plans to have a training during one of our meetings.
3. Attendance increased at lunch & learns because of its use.

F. Survey – create a questionnaire for a survey of SC members

1. Linda has Qualtrics access.
2. Will send to past attendees of the conference, lunch & learns, and all staff council members. Share with those in your offices/departments.
3. Short survey. For example: Is there a topic you’ve seen in the past that you really liked? Would you like to see more of this type of session? Technology or organizational? Should we offer lunch & learns in the summer?
4. Sarah Prosory volunteered to draft questions.
5. Will discuss these at March meeting
6. Questions will steer us in the right direction so we are better prepared for next year.

G. Meeting Schedule

Thursday, March 12, 2020	12 pm to 1 pm
Thursday, April 23, 2020	12 pm to 1 pm
Thursday, May 14, 2020	12 pm to 1 pm
Thursday, June 11, 2020	12 pm to 1 pm

H. Old Business (see future topic ideas for lunch & learns)

I. New Business

1. Be thinking about:
 - What is a good goal for this committee?
 - What is the mission of the committee?
 - What is the purpose of this committee, and why would they be on it?

J. Adjournment