**PROFESSIONAL DEVELOPMENT COMMITTEE**

**Meeting Minutes**



Thursday, November 21st, 2024, 1:30pm – 3:00pm

**Zoom** [**https://santarosa-edu.zoom.us/j/89027983347**](https://santarosa-edu.zoom.us/j/89027983347)

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| Notetaker: Ann Schott; Facilitator: Alexa Forrester  Zoom Attendees: Cook, Jamie, Dixon, Brenda, Dirks, Stephanie, Forrester, Alexa, Foster, Ann, Harris, Jessica, Harrison, Jill, Napoli, Megan, Sakanashi, Tammy, Schott, Ann, Young, Patricia  Approval of Meeting Minutes from 11.07.24 Meeting – approved as is  Spring PDA Planning   * E-mail communications have been sent * Discuss any responses for questions from presenters   + Brenda shared the image and poster received from Jesse (graphic design)   + Brenda contacted Jessie to credit Donna Larsen for the background painting * Maintain workshop schedule * Student employee to add modality and identify pathways for workshops and add to schedule * Group worked on session preference to spreadsheet * Brenda contacting Javier/Sarah regarding use of Lindley * Brenda ordering the Tauzer Plaque from Halls (vendor) * To save money, breakfast will not be offered. Coffee/Tea/Water available in lobby of Lindley; Lunch provided. Brenda contacting Pacific Dinning * Patsy contacting Media Services & MarCom for photographer   Next Meeting Agenda Items:   1. Meeting Date: December 7th, 2024 2. Facilitator: Stephanie 3. Notetaker: TBD |