**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 ForresterZoom Attendees: Cook, Jamie, Dixon, Brenda, Dirks, Stephanie, Forrester, Alexa, Foster, Ann, Harris, Jessica, Harrison, Jill, Napoli, Megan, Sakanashi, Tammy, Schott, Ann, Young, PatriciaApproval of Meeting Minutes from 11.07.24 Meeting – approved as isSpring 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
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