**Professional Development Committee**

**Meeting Minutes**

**Thursday, October 3, 2024**

**Present:** Jamie Cook; Stephanie Dirks, Alexa Forrester, Ann Foster, Jessica Harris, Jill Harrison, Megan Napoli, Theresa Richmond, Tammy Sakanashi, Ann Schott, Patsy Young.

**Absent:** N/A

**Note-taker:** Megan Napoli

Minutes from 09.19.24 meeting: Approved

1. Confirm Tri-Chair Appointments
* Alexa Forrester, Stephanie Dirks, Theresa Richmond; Tammy Sakanashi (will serve in Theresa’s absence beginning 2025)
1. Review Feedback from Fall PDA
* A recommendation was made to turn survey responses into positive feedback to share with the corresponding workshop presenters.
1. Spring PDA Planning
* Brenda will send out call for proposals and include a 10/18/24 submission deadline. Will extend submission deadline depending on the quantity of workshop submissions.
* Theresa will discuss with the VP on behalf of PDC to request AA support.
* PDC updated the PDA Support Duties document found in Teams.
* Create guidance for presenting etiquette for presenters’ reference.
* Brenda will order the Tauzer Lecture recipient (K. Frindell) plaque in December 2024.

**Next Meeting:** October 17, 2024 (Facilitator: Stephanie Dirks)