

**Present:** Stephanie Dirks, Anne Donegan, Alexa Forrester, Jessica Harris, Jill Harrison, Sarah Hopkins, Ann Mansfield, Tammy Sakanashi, Ann Schott and Patsy Young.

**Absent:** Casandra Hillman, and Osiris Zuberi.

**Note-taker:** Brenda Dixon

Minutes from October 19, 2023 meeting: Approved as is

1. Spring 2024 PDA Day
  - Review of workshop proposals: 38 proposals submitted so far. Will most likely receive a few more. Committee members shared a few that they are aware of that have not yet been submitted. Compared the list to what was requested in the Call for Proposals, good mix. Will wait until next meeting for final approval.
2. Review of Committee Function
  - Discussed having consistency in all places that the committee function is listed. Reviewed and proposed edits on the agenda.
3. Professional Development Web Page
  - Committee reviewed, discussed and made edits to the current PD web pages. Committee will continue to review and will bring suggested changes to the next meeting.
4. Professional Development Funding
  - Continuing to find out what funds are available for professional development. Sarah will check with R. Holcomb and Gene. Some discussion about Cornerstone and Flex Tracking. Comment that it is intrusive and that Flex should be locally controlled. Maybe continue to discuss in January.

**Next Meeting:** November 16, 2023 (Facilitator: Stephanie Dirks)

Meeting Follow up:

- Approval of proposed workshops