**AP development meeting 11/28**

Began at 3pm and included; Hannah Schoenfeld, Paul Cullen, Diane Miller, Johanna Swanson, Ben Rhodes

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| **Topic/Issue** | **Discussion/Notes** | | **Follow-Up/Action Required** | |
| Review of the AP Professional Development Event 11/14 | * Speaker, Dr. Anthony Spencer * Location, Pere Marquette Room * Discussed Attendance.   + 50 people signed up, 28 attended | | * Think of creative marketing strategies to increase attendance and show rate – discussed personal approach | |
| Discussed survey | * Qualtrics Survey   + 100% relevant   + 1 “no” on “was it good networking | | * Only 12 people responded to survey, 2 being on the team. Discussion about how to engage survey results. Giveaway? (bens idea adding to document) | |
| Survey - The 2 PD topics that had the most checks were | 1. **Best Practices with Project Management** 2. **Team Building and Team Dynamics** 3. **Third place:** How to evaluate and retain employees   Other suggestions were creating power point and Excel 101 | |  | |
| Discussed social Events for spring | * Family Event VS Adult event * As PD was in Allendale, Social event in Spring needs to be Grand Rapids location.  1. Discussed budget, if available Spring event on campus in Laker Club or at Trail point for low cost | | * Hannah is following up with some of the locations in regards to size, costs, time requirement and availability. | |
| Locations for events | * Family   + [Clique Lanes](https://cliquelanes.com/) catered by [Condado](https://condadotacos.com/) * Adult   + [Knoop](https://www.canopygrandrapidsrestaurants.com/knoop/)   + [New Holland](https://www.newhollandbrew.com/location/grand-rapids/)   + [Buffalo Traders Lounge](https://www.buffalotraderslounge.com/)   + [Long Road Distillery](https://longroaddistillers.com/) and maybe [Less traveled](https://longroaddistillers.com/less-traveled/)   + [Eastern killes Distillery](https://easternkille.com/) (Ben added in notes)   + [Brewery Vivant](https://breweryvivant.com/)   + [Hotel Mertens rooftop](https://www.mertensgr.com/rooftop) | | * Need to decide which to pursue, date, and time | |
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