**AP development meeting 2/6/24**

Began at 3pm and included; Hannah Schoenfeld, Paul Cullen, Johanna Swanson, Trenton Beamon, Mayra Amaro-Alvarez, Jeremy Paul

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| **Topic/Issue** | **Discussion/Notes** | | **Follow-Up/Action Required** | |
| Welcome Letter (pending) & PD Flyer (Done!) | * Good overall letter, but needs some personal touch and some fun additions * Paul created and Emailed. Great, clean, informative and easy to read/interact | | * Welcome Letter: Waiting on lists from HR – this is slightly delayed due to Workday * Flyer: Paul printed and sent to Jason (YAY!) | |
| In-Person Future Planning Meeting | * Looking at late June/July at the Meadows (great suggestion, Mayra!) for an in-person committee meeting focused on future planning | | * Paul is going to reach out to the Meadows for more info/for open dates | |
| AP Social | * Jolly Pumpkin, GR – Thursday, May 2 3-5PM | | * Hannah review menu – if someone is good at planning/would like to review budget & food options with me, please let me know! | |
| AP Professional Development Session (Excel 101) | * Session posted on Sprout: Friday, March 1 2-3PM Pew Campus, DEV 205A * <https://www.gvsu.edu/sprout/class-detail.htm?classId=C4500139-B9BD-0540-66DDEFB5333DC46A> | | * Hannah sending request to AP Exec Committee to send email out to AP staff * All: Please invite your coworkers to the training/spread the word | |
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**Next Meeting: February 20, 2024**