**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!)
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| 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
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| 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!
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| 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**