

Overview of AP zoom meeting 4/9/2020

Hi folks I just wanted to summarize my take on the meeting and get any input you may have. Please send me any amendments to this summary so we have an accurate record. I would like to have another zoom meeting May 7. Is there a time that works better?

Awards- We are postponing these but as Mary Albrecht suggested we will send out an announcement to that effect. Then we can decide among a few options:

- Should we announce the winners prior to any presentation?
- Have a luncheon with awards in summer or fall?
- Combine a forum and awards reception in fall?

Forum- Although the forum is currently scheduled for May 14, and it is possible we may be back in some capacity; I think we should postpone this as well. Kim Weiber and others on the awards committee sounded positive about combining the forum and awards events in the fall.

Interest Poll- Kelley pointed out that it would be nice to have some feedback from AP staff about initiatives to pursue next year. Beth and I will work together to put together a short poll to be sent to AP staff. Please feel free to chime in. We'll try and have this ready by the beginning of May so we can get feedback from you all and get the poll out May 11-25. Beth has contacted Kathleen Vanderveen to see if we can get some preliminary results from the climate study. Please see the questions Beth has proposed at the end of this document.

Elections – Elections will be postponed until June 1-10 (approximately). I'll check on the dates the elections have been open in the past and look into setting them up.

Retreat- I'll schedule the retreat for the beginning of July- maybe the second week as soon as we hear about a summer session.

Finally I forgot to mention that I did ask Briette to start on the scholarship – so she is working on this for us.

It was good to (virtually) see you all! Please let me know if I missed anything above. Stay sane!

Survey Questions Draft: ...This a draft of five questions for consideration from Beth.

1. Does the AP Committee currently fulfill the mission statement? If no, why not?
2. Do you think the current AP Committee Group structure supports the group's mission statement? If no, what structural changes should be made?
3. Do you support the goal for the AP Committee to establish an Administrative Professional child/dependent endowed scholarship?
4. What should be the focus/goals of the AP Committee for 2020-2021?
5. Please share any additional information on how the AP Committee can better support staff.