**AP development meeting 10/08/2024**

Began at 3pm and included; Paul Cullen, Johanna Swanson, Ben Rhodes, Liz Chase, Megan Farmer, Hunter Bridwell, Steph Balaskas, Jeremy Paul

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| **Topic/Issue** | **Discussion/Notes** | | **Follow-Up/Action Required** | |
| Introductions | * + Roundtable introductions with new committee members   + New members are: Hunter Bridwell, Megan Farmer, Renee Malkowski | |  | |
| AP Prof Development sessions | * **Session 1: Conflict Resolution - Navigating difficult discussions with grace, empathy and confidence.”**This will be a panel discussion on the topics of conflict resolution and civil discourse.   + Date is October 22nd at 3:30pm – 4:30pm   + Panelist include: Kristen Evans, Ben Witt, Melissa Baker-Boosamra, Lisa Perhamus, Elisa Ortega-Schultz.   + Marketing for this will be through campus * **Session 2: Clifton Strengths (Natalie and Jeremy)–** This will be discussion on the personality program Clifton strengths. This will be hosted in November on the Allendale campus. * **Session 3:** **Productive Meetings Workshop (Paul):** Planned for mid-February * **Session 4:** **Project management (Ben, Paul, Liz)** | | * Marketing for session 1. AP newsletter already sent. Suggestion for Paul to follow up with AP executive committee for 1 large email promoting this zoom event (session 1) as well as the topics to be covered in the future. * Update Workday site to show only Zoom meeting * Registration and execution of Session 1 * Session 2 reserve room space as it was decided that there should be 2 simultaneous sessions. One of these will be for beginners, one for advanced topics | |
| AP social | * Discussed the Social event for May and the location shall be in Allendale as it was FT this last year. Suggestions were:   + Main Street Pub   + Meadows   + Trail point   + Westside social   + Uccello’s | | * + **Need to figure out budget for this event prior to contacting the restaurants.** | |
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**AP DEVELOPMENT TEAM MEETING MINUTES**

3:00pm: Hellos and introductions

* **New Members:** With several new members of the group, introductions
* **RECAP of previous meeting:** Recap for the AP executive committee; AP newsletter will be delivered every six weeks now. The AP survey is now closed, and the survey data was gathered by the AP executive committee. They would like the results to be published at the end of November. Our committee used this information when developing the AP development committee meetings. Next Executive AP meeting is November 6th.

3:05pm: Information on Session #1

* **Session 1: Conflict Resolution - Navigating difficult discussion with grace, empathy and confidence.”**This will be a panel discussion on the topics of conflict resolution and civil discourse.
  1. Date is October 22nd at 3:30pm – 4:30pm
  2. Panelist include: Kristen Evans, Ben Witt, Melissa Baker-Boosamra, Lisa Perhamus, Elisa Ortega-Schultz.
  3. Marketing for this will be through campus wide email to AP; Paul can check on AP executive committee sending out an email to the campus. Talked about having a larger AP development email that posts the events.
  4. If larger than 100 people may need to request IT to enlarge the Zoom limits.
* **Session 2:Clifton Strengths –** This will be discussion on the personality program Clifton strengths. This will be hosted in November on the Allendale campus.
  1. Jermey and Natalie will be hosting this as they are both Clifton strength certified. They did met and discussed the date and information**.**
  2. It will be a 90-minute time frame either form 2:30 - 4:00pm or 2:00 – 3:30pm. We discussed what we felt was the best time frame for this and it was agreed that
  3. Another conversation was in regards to splitting the groups up and offering a “beginning session” parallel to an “advanced Clifton strengths” session.
* **Session 2:** **Productive Meetings Workshop (Paul):** Planned for mid-February, Paul is coordinating with Seidman and awaiting confirmation from Erica Murphy on graduate training. The location conversation in Grand Rapids, but no additional information at this time,
* **Session 4:** **Project management (Ben, Paul, Liz)** Contact will be through Seidman. Reach out to the chair of management. Jane Beringer may be a good contact and Paul will reach out to her. We have some time as we will host this in March or April.

3:31pm: AP social

* AP social will be in Allendale this spring.
* Possible locations: Street Pub, Meadows, or Trailpoint
* Discussion about a budget and how much of a budget that we have.  Paul will check with Tori or HR who holds the budget amounts for this committee
* Talk about ordering apps for the event and then everyone buys there own drinks. Maybe if we are at trail point then use the food trucks.

3:38pm: Executive committee meeting on the 16th. Jeremy will be attending via zoom for this event. Next meeting is during the conflict resolution panel so we will decline the meeting and move it to the 29th of October at the normal time. At this meeting we will review the conflict panel as well as prepare for the Clifton strengths. Next meeting will be the week before Thanksgiving as the first meeting in November will be during the Clifton strengths session. All were in agreement with this change in timing for the next meetings.

**3:44 pm Conclusion**

**Next Meeting: October 29th 3:00pm**