**AP development meeting 1/23/24**

Began at 3pm and included; Hannah Schoenfeld, Paul Cullen, Natalie Trent, Trenton Beamon, Liz Chase, Ben Rhodes

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| **Topic/Issue** | **Discussion/Notes** | | **Follow-Up/Action Required** | |
| Welcome Letter | * Good overall letter, but needs some personal touch and some fun additions | | * Items that discuss or support “belonging” * Fun pictures or fun facts. * Hannah update by the next meeting | |
| AP development flyer | * Paul created and Emailed. Great, clean, informative and easy to read/interact | | * Hannah is printing and sending to Jason on the Exec Committee | |
| Further updates  -AP social  -AP development session | * Professional development information and website. Liz chase has worked on some development of the content. | | * At some point review the information and as a group discuss the layout and information (thinking in person meeting over the summer to go over all the details) * Johanna & Hannah meet to discuss the Excel 101 AP Prof. Dev Event | |
| AP executive updates | * Dan had a list of questions, submitted, but unanswered and they were going to have her answer them and give feedback/answers to the committee | | * Hannah reached out to Jason and is anticipating responses this week | |
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3:00pm: - Hellos and introductions

3:02pm - conversation about the “welcome Letter” being more personal. Adding something about belonging and fun fact as well as pictures from AP events.

3:06pm - talk about how each department is coordinating its own new employees

HR is considering up orientation cohorts/mentors that support new AP staff. There is no dedicated person within department at this time. Talent management search in progress which will work with this action item. Still having assigned people in departments may be helpful.

3:11pm - PFD that Paul created

3:12pm - Liz Chase working on professional development resource. List from Anne Zalud. We are redoing to update and make nicer. She is also working on the website as well.

3:15pm - Update on the professional development. Zoom meeting likely, but could be a computer lab for excel training. May be March 8th which is a Friday, but during workday so less concern

3:17pm - AP social gathering update; Jolly Pumpkin and Fertelli’s have both refunded and they are within our budget. Jolly pumpkin has a small back space and Fertelli’s would shut down completely. We discussed price point difference and the arrangements. Also talked about the difference in interactions and Jolly pumpkin seemed like the correct vibe. Decided that Jolly pumpkin would be the direction we would go.

3:24pm – talked about scheduling a larger 24-25 planning meeting . May be around 2 hours, but all of us together in-person focusing on the upcoming year.

3:27pm – HR is going to be doing demos on some of the professional development tools and resources. Could use some support with reviewing and opinion on the mentoring products. Demoing at the end of February and into March.

3:30pm – discussed the Executive meeting with the president. Wondering about the unanswered information.

**Next Meeting: February 6, 2024**