**AP development meeting 1/9**

Began at 3pm and included; Hannah Schoenfeld, Paul Cullen, Johanna Swanson, Ben Rhodes, Jeremy Paul

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| **Topic/Issue** | **Discussion/Notes** | | **Follow-Up/Action Required** | |
| Social Event | * + AP Networking Event in Grand Rapids   + Fratelli’s is looking like a promising location, they would close and offer pizza, salad, and breadsticks. They think that our budget would work just fine.   + Still want to get ahold of Broadleaf Brewing too   + Event would be help on Thursday, May 2 from 3-5pm | | * Hannah needs to check the budget | |
| Professional Development Event | * + Excel 101 training   + Tentatively Thursday, February 29 in the afternoon | | * Johanna is reaching out to Joe to see if he is available | |
| Continue to update the PD website | * Discussed several additional resources to be added | | * Hannah send a list to Liz for updating | |
| Document for New Staff Orientation | * Discussed creating a handout for the AP Executive Committee to bring to the HR new staff orientation, including our professional development summary, some professional development opportunities, and a QR code to the professional development website | | * Would someone be willing to create a draft of a handout for us to review? Mostly just an overview of professional development at GVSU for new staff. | |
| Email for new staff | * Discussed creating a welcoming email for new staff, including links to the PD website and HR, pictures from social events, and a nice welcome message for new staff | | * Would someone be willing to create a draft of an email? I created a draft a long time ago, but I think it could use some work. See below. * Hannah will reach out to Dan V about how often the AP committee receives a list of new employees to be contacted. | |
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Good afternoon,

My name is Hannah Schoenfeld and I am the chair of the AP Professional Development Committee. We are so excited that you have joined the GVSU community and hope you are settling in after a few months in your new role. I wanted to let you know about a few upcoming opportunities to get connected. The AP Professional Development Committee is hosting a Professional Development Session on February XX, 2023. More details can be found on Sprout. We will also be hosting our second annual AP Staff Social in early May 2024! It was a huge hit last year and was a great time to meet other AP staff from across the university. Stay tuned for an email about the AP Social.

I also wanted to share a link to the [Human Resources Professional Development webpage](https://www.gvsu.edu/hro/professional-development-440.htm). This webpage provides details on professional development opportunities, mentorship opportunities, and resources for staff. \*\*\*Will also link to the AP PD Committee website once we have more resources available.

If you have any questions or would like to connect about ways to get involved, please do not hesitate to reach out. I hope to meet you at one of our upcoming events soon!