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| **[Administrative Professionals Committee](https://www.gvsu.edu/ap)** Professional Development | January 17, 2023Virtual Zoom Meeting at 3:00 PM |
| *Members: Brianne Burke, Diane Miller, Hannah Schoenfeld (co-Chair), Natalie Trent & Mackenzie Prins (co-Chair)* |
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| **Topic/Issue** | **Discussion/Notes** | **Follow-Up/Action Required** |
| Review tasks/updates from the previous meeting | * Budget for AP Social
 | * Meeting with Mychal Coleman on 2/1 at 1:00pm
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| AP Executive Meeting | * Hall-Jones: Downtown communities for first-year students: need more GEN ED’s, students were not staying downtown, heading to Allendale to eat, engage, and take classes (12-15 students)
* Hall-Jones: Trying to get students re-engaged in student organizations (sophomores and juniors were impacted by the pandemic causing a huge gap)
* Aikens: Annual giving and digital strategy programs using a multi-channel approach, highly personalized messages, and data to drive donations
* Aikens: Send student stories to Shannon Dale
* Aikens: Match university needs to donor interests, scholarships and student support are always high priorities
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| AP Social Event Continued | * Will revisit once we know the budget
* “Community and Belonging,” “Community and Interpersonal Connections,” “Community and Campus Involvement”
* Farmhouse in May 2023 (May 4th or 11th or 18th)
* Will want to RSVP to confirm count
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| PD Budget Ideas | * Will look into pricing for local areas in Allendale & Grand Rapids to come up with a budget range
* Want flexible space with no food and beverage minimum
* Come up with 1-2 years of budgetary needs
* Look into fundraiser opportunities for future events?
 | * $1,500 per event for year one, but increase $500 for year two
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| Other items as deemed necessary | * Charged with “building and fostering community”
 | * Hannah and Mackenzie will acknowledge this at the next Executive Committee meeting
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| Tasks for the next meeting | * Confirm Budget
* Draft Newsletter
* Draft RSVP email
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| **Next Meeting(s):** ~~November 8 at 3:00~~, ~~December 13 at 3:00~~, ~~January 17 at 3:00~~, February 14th at 3:00, March 14th at 3:00 PM |