|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **[Administrative Professionals Committee](https://www.gvsu.edu/ap)**  Professional Development | | | January 17, 2023  Virtual Zoom Meeting at 3:00 PM | | |
| *Members: Brianne Burke, Diane Miller, Hannah Schoenfeld (co-Chair), Natalie Trent & Mackenzie Prins (co-Chair)* | | | | | |
|  |  |  | | |  |
| **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 | |
| 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 | | |  | |
| 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 | | |  | |
| 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 | |
| Other items as deemed necessary | * Charged with “building and fostering community” | | | * Hannah and Mackenzie will acknowledge this at the next Executive Committee meeting | |
| Tasks for the next meeting | * Confirm Budget * Draft Newsletter * Draft RSVP email | | |  | |
|  |  | | |  | |
| **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 | | | | | |