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| **[Administrative Professionals Committee](https://www.gvsu.edu/ap)**  Professional Development | | | December 13, 2022  Virtual 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 | * Meeting with Mantella | | |  | |
| AP Social Event (Executive Committee) | * Idea 1: Roundtables for networking * Idea 2: Social event with structured cards or speed dating (first) * Idea 3: Panel (second) * When: 4:00pm – 5:30pm in May * Where: Off-campus vs On-campus | | | * Hannah: Follow up with Kate S. and HR on our budget | |
| Review AP Bylaws | * *Tabled until next meeting* | | |  | |
| Discuss AP Newsletter Ideas | * *Tabled until next meeting* | | |  | |
| Other items as deemed necessary | * **Committee Charge**: Foster community among AP staff | | |  | |
| Tasks for the next meeting | * Recruit a member from Group 1 to join our committee! * **Group 1**: Alumni House, Recreation & Wellness, Athletic & Recreation Facilities, Service Building (Facilities), The Meadows | | |  | |
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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 | | | | | |