|  |  |
| --- | --- |
| **[Administrative Professionals Committee](https://www.gvsu.edu/ap)** Professional Development | December 13, 2022Virtual 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 | * 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
 |  |
|  |  |  |
| **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 |