Professional Faculty Leadership Association
Meeting Notes
May 14, 2014

Attendees
Shelly Signs, Michelle Mahana, Karren Cholewinski, Dwanee Howard, Robin Bilyeu, Thuy Tran, Deb Weitzman, Melissa Elmore, Shirley Chow

Approve minutes – Robin
  • Shelly made motion, Thuy seconded, minutes approved
  • Note: March meeting minutes were never approved

Treasurer report – Dwanee
  • Sent before the meeting and are only missing a few expenditures (i.e. Our Hero mugs)

Marketing - Thuy
  • Since we will not need any additional marketing or newsletters this year, **Thuy will send original templates and materials to Shelly for storage/archive**, to have available in future.

Web – Karren
  • Made some updates, Our Hero is now posted

Membership – Karren
  • Current membership is around 80
  • Dwanee suggested sending personal invitations to people that have come to our events but are not members, inviting them to join

Professional Development – Emily
  • No updates

Spring Gala/A Little Taste of Oregon – Michelle, Melissa, Robin
  • May 15, 2014 @ 5:30pm
  • 61 people RSVP’ed and we will have 12 extra glasses, so up to 12 walk-ins will be accepted
  • **Karren may have some membership forms to leave at the registration table since there are a number of attendees that are not PFLA members**
  • **Melissa is bringing the cash box and name tags**
  • **Set Up Team meeting at 4pm: Michelle, Melissa, Shelly (and her staff), Robin, Karren, & Cindy Alexis**
    - Have map layout to use
    - Mostly need to assist Shelly’s team with conversion of space and moving their materials to make the transition quick
  • **Take Down Team: Melissa, Dwanee (and husband)**
    - Should not be a lot to do

Networking – Deb
  • June 19, 2014 5pm at Fernwood Circle
  • **Appetizers will be there, Deb is checking on whether those will be provided**
• Dwanee bringing wine
• This will be an invitation only event, with us, AOP, Triad, and their guests (not advertised in OSU Today)

Our Hero – Shelly/Michelle
• Mugs have been delivered and look great to give out!
• Reviewed three submissions and made selection
• Presentation will be the first week of June, Michelle will let us know once it’s scheduled

Karel J. Murphy Award – Michelle
• College of Engineering has committed to funding the award
• Michelle will solicit nominations (OSU Today), which will be due by June 6th to allow time to review and notify recipient by the end of June
• Karren will also update our website to include information on the award
• Nominations will be reviewed by 2 PFLA members and one representative from College of Engineering (which is the traditional committee composition)

Elections
• Currently 33 people voted
• Karren will tally votes and have someone confirm before making the announcement at the Little Taste of Oregon Event

New business?
• Reminder to check the PCOSW President & Provost Lecture Series on mentoring, information was emailed out earlier this week.
• Discuss retreat after election results are in
• Next board meeting: June 10th