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| **Professional Development Committee**  **Meeting Agenda** |

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| Location: | Zoom: <https://fsw.zoom.us/j/87198908561> | | | | | | | | |
| Date: | October 6th,2023 | | | | | | | | |
|  | 2:00-3:30 pm | | | | | | | | |
|  | | Present | Excused | Absent |  | Present | Excused | Absent |
| Jason Calabrese | |  |  |  | Katie O’Connor |  |  |  |
| Robert Cappetta | |  |  |  | Brian O’Reilly |  |  |  |
| Brandi George | |  |  |  | Scott Ortolano |  |  |  |
| Ed Hooks | |  |  |  | Lenny Owens |  |  |  |
| Ivana Ilic | |  |  |  | Kelly Roy |  |  |  |
| Sindee Karpel | |  |  |  | Sandra Seifert |  |  |  |
| Monica Krupinski | |  |  |  | Angela Vitale |  |  |  |
| Raymond Lenius | |  |  |  |  |  |  |  |
| Lauren Madak | |  |  |  | Martin Tawil |  |  |  |
| Sabine Maetzke | |  |  |  | Martin McClinton |  |  |  |
| Sonji Nicholas | |  |  |  |  |  |  |  |
| Alexandra Nikishin | |  |  |  |  |  |  |  |

1. Call to Order: 2:00 pm.
   1. Approval of September minutes
2. Information Items
   1. Our list of annual goals from the last meeting was accepted and approved by the VPAA’s office.
      1. [Those objectives can be found here in a condensed form.](https://docs.google.com/document/d/1oGN4zIBUVsbN5zGMDPYnb_Qa_DQkXwCj/edit?usp=sharing&ouid=100077796543470655544&rtpof=true&sd=true)
   2. Update on TDX Application process
   3. Acquiring a card in the new Portal system
   4. Discuss potential PD Committee-sponsored PD Friday sessions for the spring
      1. January 26th, 1 to 1:45 p.m.
         * “How Do You Give Back?”
      2. February 23rd, 1 to 1:45 p.m.
         * Curriculum Vitae Workshop and Review
      3. March 22nd, 1 to 1:45 p.m.?
         * 1. Conference Conversations?
   5. Review late travel applications approved after our September meeting
3. Action/Discussion Items
   1. Review Ancillary Funds Application form
      1. [Click here to review the Ancillary Funds Application Form](https://forms.gle/aoHykkLwKskUjEUa6)
   2. Should we create a newsletter subcommittee?
   3. Update the PD Committee Charge.
      1. [**The suggested revisions to the form can be found here**](https://docs.google.com/document/d/1hFNYMRvHnlCx-Wzmipi8YvZyMmTLTV3_/edit?usp=sharing&ouid=100077796543470655544&rtpof=true&sd=true)
4. CTLE Updates
5. Open Discussion/New Business
6. Adjournment: