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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: