**NAACCR Professional Development Steering Committee**

**MINUTES**

**Thursday, September 26, 8:30 am Pacific/11:30 am Eastern**

1. **Welcome, Roll Call** – the meeting was attended by Mignon Dryden, Angela Martin, Angela Meisner, Deirdre Rogers, Stephanie Hill, Heather Stuart-Panko, Jim Hofferkamp, Carrie Bateman, Lynn Giljahn, Wendy Aldinger, and Lori Swain.
2. **Approval of minutes** from 8/25/19 – the minutes were approved.
3. **Survey Course and LMS Update** No new information regarding the survey course. Angela Martin showed the group the webinar series on the Learning Management System and how to look up the webinars and explained the process. Recordings will be available after the webinar has taken place. Angela Martin is waiting for information from Dennis and Andrea to complete the Data IT resources.
4. **Update on NPCR Education Project** Quarterly presentations to the education training coordinators of NPCR are complete. Results from an assessment that was sent to the ETCs should be ready next week. Jim will share with this group for input after he reviews the results with NPCR. Year 2 will consist of 6 presentations and begin in December.
5. **Final Review/Approve Telecommuting Draft Document** Lynn hopes to have this complete by the end of October for this committee’s review. Jim added when best practices documents are finalized, a webinar will be created to go along with it, the document will be posted to the NAACCR website and a Listserv will be sent announcing the availability of these materials.
6. **Update on R&R – Final Review Sept. Call** Send Stephanie any feedback to incorporate. A good portion is ready for approval although there are additional tools envisioned for the future. Stephanie asked for volunteers to take over the lead on this project. Trasheena was suggested as a possible candidate and Stephanie will reach out to her. Carrie offered to participate on this project. Stephanie will schedule a meeting with her group to discuss how to package the tools with the summary document for posting and how to move forward. Angela will forward the recording of the August meeting to Stephanie.
7. **How to Get Involved in NAACCR Workgroup – Update/Ask?** Angela Meisner discussed with the board about the Meet and Great at next year’s annual conference. Board members and chairs will help advise others how to get involved in NAACCR. This idea will first be presented to the Program Committee for inclusion in the conference schedule. Contact Angela Meisner with any ideas.
8. **Other – Salary Survey?** Gary Levin of FL brought this topic to this committee as he was aware of the 2017 NCRA salary survey but would like to have a more current one and to be central registry specific. Salary information can become outdated very quickly and we may want to consider keeping this survey current. Lori will see if just the central registry data can be extracted from a previous NCRA survey. It would be ideal if government vs. university could be identified.
9. **Other – Annual Meeting Hackathon** Angela Martin clarified this group will be involved in the planning of the Hackathon. She has gathered a group that will have their first meeting on Friday. Anyone interested can contact her if they are interested in helping.
10. **The next meeting is October 24, 2019.he next meeting is October 24, 2019.**