**NAACCR Professional Development Steering Committee**

MINUTES

**Thursday, January 27, 2022**

1. **Welcome, Roll Call** – the meeting was attended by Carrie Bateman, Angela Martin, Deirdre Rogers, Jim Hofferkamp, Andrea Sipin-Baliwas, Mignon Dryden, Monique Hernandez, Keri Miller, Jeremy Laws
	1. **Approve minutes from the last meeting**
	2. **Meeting ground rules reminder:**
		1. Tell us your name and registry before each comment
		2. Silence equals agreement
2. **Ongoing activities – Updates from workgroups (written updates via email)**
	1. **R&R workgroup (Keri Miller)**
* The Retention and Recruitment Committee has a tentative date of May 23rd for a NAACCR Talk webinar covering job satisfaction, rewards, benefits, employee and corporate branding, opportunity for growth, commute time, workplace culture, barriers to becoming a CTR and compensation.
* Carrie updated the group the salary survey is currently on hold per the Board.

**ACTION** Angela Martin will discuss the proposed topic with Stephanie to see if it would interest the participants of the NAACCR Coffee Talks.

**ACTION** Monique will check with the Board on the status of the salary survey.

1. **New activities/Discussions**
	1. **Mentorship Program (Monique Hernandez)**
		1. **Update from RDU meeting**

Andrea, Monique, Carrie and Angela Meisner shared the mentorship program idea with the RDU committee. RDU and Professional Development have similar SMPs regarding mentorship. RDU said they have a specific area of focus in mentorship specific to research and data use. They are happy to collaborate with efforts we may pursue but would not take the lead. Angela Meisner will look at those involved with the MAP program that may be able to chair or participate in this effort. Monique offered to co-lead the group.

**ACTION** Andrea will flush out the key takeaways from their meeting with RDU to serve as a starting point in developing the new Mentorship WG.

**ACTION** Monique will begin working on a charter for the Mentorship WG when she receives the key takeaway document from Andrea.

**ACTION** Monique will draft a blurb for the Communications committee to advertise the development of a Mentorship WG and need for participants.

**ACTION** Monique will contact the chairs of the RDU and request they inform their members of the need for participants to be involved in the Mentorship WG.

* + 1. **Discuss conference activities for the Mentorship Program**

Would like to plan an activity around mentorship for the NAACCR Annual Conference. This could also serve as a recruitment tool for members of the new work group. Mignon felt something during the conference but longer than a 15-minute break. Gather questions during meet or before, then break off according to subject matter interests, what do they have questions about. Connect people with similar registries, i.e., size, funding, etc. Angela Martin suggested using the time the steering committee would meet. This can be during the conference to avoid additional hotel stay. If the conference is virtual will there be available time.

**ACTION** Angela Martin will send an email to Charlie regarding what steps to take in setting up a meeting at the NAACCR Annual Conference. Possibly a virtual bulletin board for questions.