**NAACCR Professional Development Steering Committee**

**Minutes**

**Thursday, June 23, 2022 8:30 am Pacific**

1. **Welcome, Roll Call –** Jim Hofferkamp; Carrie Bateman, Keri Miller, Mignon Dryden, Monique Hernandez, Angela Martin 
   1. **Approve minutes from the last meeting –** minutes were approved with changes
   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)**
   2. **Survey course and LMS (Angela Martin)**
   3. **MAP (Deirdre Rogers)**
   4. **Mentorship workgroup (Monique Hernandez)**
3. **New activities / Discussions**
   1. **R&R Website Updates (Keri Miller) –** Keri mentioned that they are working on updating the one last piece of our website. We are adding content about the exit interviews. We are also adding tips on one-on-one interviews, management training and leadership skills strategies and tips on how to create employing engagement and tips on emotional intelligence. Keri mentioned she needed the name of the person who does the updates on the website.

**Action Item:** Jim said he would provide her with Tyler Scott’s information.

* 1. **Discussion of Workplan Timelines (Carrie Bateman) –** Carrie asked for input from the group on the idea of setting specific timelines with our workplan and we would identify our next couple of activities and then for the rest of the items we would put a placeholder of next year, so we don’t feel like we are missing deadlines. Keri Miller said she can get behind that idea. Angela Martin reminded everyone that this is a 3-year timeline so she though it wise to have times in the future and it helps us to focus on certain things. As those are nearing completion, we can then focus on something else. Mignon Dryden agreed that it is reasonable to move things back a bit. Carrie asked if there were any objections and there were none.

**Action Item:** Andrea and Carrie will work on revising the workplan and timelines

* 1. **Upkeep (Jim Hofferkamp) –** Jim mentioned that the Upkeep TF has recruited two people from South Carolina two from Georgia and one from Missouri. Connie Boone pulled in a new register to participate, Robin Billet pulled in Lisa Connor and Lucinda Ham. We will work on a meeting date early July and we will have them pick a chair and go over the scope of the project. We will put together a timeline for completion and will send them off and have them report back monthly to the Professional Development Steering Committee.