**NAACCR Professional Development Steering Committee**

MINUTES

**Thursday, April 27, 2023**

1. **Welcome, Roll Call** – the meeting was attended by Angela Martin, Andrea Sipin-Baliwas, Keri Miller, Deidre Rogers, Melissa Riddle, Monique Hernandez, Kevin Ward, Carrie Bateman, Connie Boone, Mignon Dryden, Jim Hofferkamp, Cheryl Radon Norman
	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. **New activities / Discussions**
	1. **Summary of NAACCR Board/Chair In person Meeting Andrea/Carrie**
		1. **Review Strategic Initiative Ideas**

Andrea presented the Strategic Initiative Action Steps document that was given to each Steering Committee to fill out. She gave an overview of the task which is to describe what activities under our committee will contribute to those strategic initiatives. Carrie shared her effort to identify categories this group is and/or will be doing. These have been provided to the Board and they will provide recommendations on what should be prioritized in the next month.

* + 1. **Proposed Idea for Steering Committee Collaboration – Liaisons**How can we improve communications across the steering committees? How do we know when to contact another Steering Committee for collaboration? Carrie proposed liaisons could sit on the different SC and report back to us if they learn of an area this SC could be collaborating on. Kevin updated the group that the Board discussed having a Communication Liaison on every SC. More to come from the Board on communication decisions, including the NAACCR Hub, as things are still being finalized.
		2. **Potential Workplan Tasks**
	1. **Upkeep TF – Charter Review, Next Steps Connie Boon**

The Upkeep Task Force is on track to have everything completed by June 1, 2023. All but 2 chapters have been completed. Once the updates are complete the group will disband. When future updates are needed, a new task force will be created.

* 1. **Updated LMS System**

Angela Martin gave an overview of the new look of the LMS website. The way the metrics are tracked will remain the same.