**NAACCR Professional Development Steering Committee**

MINUTES

**Thursday, May 25, 2023**

1. **Welcome, Roll Call** – the meeting was attended by Angela Martin, Andrea Sipin-Baliwas, Keri Miller, Deirdre Rogers, Melissa Riddle, Monique Hernandez, Kevin Ward, Carrie Bateman, Mignon Dryden, Jim Hofferkamp, 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. **New activities / Discussions** 
   1. **Board Updates (On Hold will add to next month’s agenda) Andrea/Carrie**

Several good ideas on what to do but waiting on what the prioritization areas are. Updates to come in June.

* + 1. **Communication Restructuring**
       1. **Proposed Idea for Steering Committee Collaboration – Liaisons**
    2. **Strategic Initiatives**
       1. **Prioritizing Workplan Tasks**
  1. **Metrics Update Andrea/Carrie**
     1. **Share template of current metrics and future plans**
     2. Angela shared the draft template she is working on and gave an overview of the layout. On hold is the metric: Assess quantitative and qualitative engagement of members through MAP and Mentorship. We will know more about the metrics after it is launched.

* 1. **Mentorship update Monique/Andrea**
     1. **Virtual launch and conference activities**Mentorship will officially be launched next month with a round table. The importance of mentorship will be shared by others with their experience. The form that Angela and Tyler created will also be shared during the round table. The results of the form submission will be reviewed to help formalize the structure of the process. Further efforts to advertise the Mentorship Program will be made at the NAACCR Conference in June. The Mentorship Work Group brainstormed how we could make the breakfast, interactive. The responses from the round table will help guide how we want to approach breakfast. We will be using a QR code that will be active for a month that leads to the form. Angela shared several forms of those interested in being a mentee or mentor have been submitted. The next Mentorship Work Group meeting will prioritize publicizing the virtual launch, form, and conference activities. The task force is being mindful of mentors time so as not to overburden volunteers and how we can go about limiting their commitment.

**Actions**

* Angela will post the draft of the metrics template on the SHARE site for the group to review.
* Angela will check to see if a NAACCR Talk has been done on the new Death Clearance Manual.
* If you or someone you know would like to be a mentor, please have them submit a form.
* Angela will email the group members the link to the form.
* Work plan task updates (summary of where a group is at, including projects) will be due June 1.