**NAACCR Professional Development Steering Committee**

MINUTES

**Thursday, June 21, 2023**

1. **Welcome, Roll Call** – the meeting was attended by Angela Martin, Andrea Sipin-Baliwas, Sarah Burton, Deidre Rogers, Melissa Riddle, Monique Hernandez, Kevin Ward, Carrie Bateman, Jim Hofferkamp, Jennifer Hafterson (guest), Trevia Brooks (guest)
	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. **PDSC Introduction Andrea/Carrie**

Andrea and Carrie reviewed a presentation given at the NAACCR Meet & Greet that included the steering committee’s goals, current activities, and future plans.

* 1. **Board Updates Andrea/Carrie**

Carrie shared with the group one of the Board Strategic Initiatives is Informatics. She elaborated on how PDSC plans to address the need through training materials and recruitment. Andrea discussed the new Data Dictionary online system, which will go live July 10th, created by IMS with input from the task force that outlined specifications. There is a video presentation at the NAACCR exhibit booth upstairs. She thanked Monique and Kevin for being the NAACCR Board Liaisons and keeping the group informed of topics discussed at meetings.

* 1. **Recruitment & Retention Updates Carrie**

Carrie informed the group that they are on the final draft of the Retention Toolkit. Future plans are to add additional job descriptions and roles. Currently it is very CTR focused. A NAACCR Talk on telecommuting is being discussed.

* 1. **Mentorship Updates Monique/Andrea/Sarah**

Monique shared there was a good showing at the launch of the Mentorship Program. A Q&A panel was done with those who have benefited from being or having a mentor. There was also a gathering this morning at breakfast to discuss mentorship and we now have 8 mentors and 18 mentees. Angela updated the group on the current number of forms submitted is 42. Carrie added they received a suggestion of forming small groups with those that are interested in mentoring to have a variety of perspectives. She added the NAACCR Coffee Talks also serve as an informal group for discussing questions. We also may want to approach the mentors to see if they will take on more than one mentee. Monique added we do want to be respectful of the mentor’s availability as well. Sarah discussed the work being done in the Matching Group and the criteria that will be used. All communications will still go through NAACCR staff first.

1. **Member Ambassador Program Updates Deirdre**

Members are still coming forward to get involved. One of the areas being looked at is how to get in touch with registry managers/directors to encourage staff to get involved in NAACCR.

**Actions**

* Let the Member Ambassador Program know if any new committees have been formed and are active.