**NAACCR Professional Development Steering Committee**

MINUTES

**Thursday, September 28, 2023**

1. **Welcome, Roll Call** – the meeting was attended by Angela Martin, Connie Boone, Mignon Dryden, Keri Miller, Carrie Bateman, Jim Hofferkamp, Monique Hernandez

**Excused:** Andrea Sipin-Baliwas

* 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

1. **New activities / Discussions** 
   1. **Mentorship Work Group**

A large work group meeting will take place tomorrow (9/29). The focus will be on the recruitment of mentors, specifically for directors and managers as well as education and training experts. A roundtable will be held in December featuring registry directors and managers. There will be a panel for new registry directors also.

* 1. **Status of Upkeep TF for Survey Course Angela Martin**
     1. **Ongoing discussions/considerations**

Angela updated the group that this was discussed at the in-person meeting and is being considered for the NAACCR Annual Meeting, but details have not been determined yet. She will update the group as things progress.

* 1. **Review SMP and Workplan Carrie Bateman**
     1. **Make changes as necessary to align with Strategic Initiatives**

The current goals and objectives were reviewed for any suggested changes or removal. Need to update for 2024 – 2027. Some current objectives could be enhanced for the next three years to build on what has already been accomplished. Goal 1 Objective 3 regarding collaboration with other steering committees, Monique pointed out that promoting is not as much of a priority with the new Communications approach. Goal 2 was reworked to not include development and was replaced with coordinate. The objective was simplified with the suggestions from the group. More detail could be added to the workplan. Goal 2 Objective 1 was reworded. The NAACCR Board Initiatives were reviewed for PDSC goals needing to be included.

* 1. **Meeting schedule changes for the holidays Carrie Bateman**

The November meeting is on Thanksgiving. In the past we have had one meeting for November and December at the beginning of December.

**Actions**

* Regular November and December meetings are cancelled.
* Angela will send out a poll for the last week of November and first two weeks of December for availability.