Professional Council  
Wednesday, September 3rd  
Reid 415

- Approval of Aug 27th Minutes – All Minutes approved

- PC Position Reports:
  o Chair – Liz - None
  o Chair-Elect – Abbey -None
  o Secretary – Jenn –N/A
  o Treasurer – Lisa - None
  o Website – Sean – Updates have been done to website – schedule and membership
  o Professional Development – Brian – Update on University Council Meeting – Talked about new residence hall being built and ADA information via Brenda York.
  o Membership Liaison – Jonathan - None
  o Logistics – Karen – Will be getting updated meeting areas for our guest speaker dates.
  o Archivist – Donna - None

New Business:

- PC Representative nominate or elect PC Representative Liaisons: Liz  
  Conversation about how to best represent and appoint our PC reps. Decision to gather input when needed and have Chair position appoint person through conversations and input from PC Committee.

- PC Representatives Handout: Liz  
  All members given their assigned liaison – will go out and contact, introduce themselves, and gather any information needed for further meetings.

- Years of Service Awards Ceremony: Sean and Liz – YOS – date has been moved – Moved to Friday, October 10th from 1-4pm. Looking for volunteers to help. Please let us know if you are available.

- Guest Rooms for PC Meetings: Karen

Old Business:

- Firefly Award – When do we send out announcement –  
  o Announcement Posts: PC List Serv: Liz / MSU News: Sean
  o Timeline review
  Reviewed all materials – Archivists and Logistic positions are in charge of getting information out. Karen Steele and Donna Negaard.

Other: