Meeting Minutes

Professional Development Committee

February 26, 2014

Tracey Jette’s Office Cowan Hall # 213 C

3:30pm

Type of Meeting: Professional Development Committee

Members: Lanny Wilke, Fred Smiley, Linda Osterman, Tracey Jette, Mark Seiffert, William Rugg

Members Present: Tracey Jette, Linda Osterman, Fred Smiley

Chairs: Lanny Wilke

Co-Chair: Tracey Jette

Minutes: Debra Bradley

1. Meeting was called to order at 3:30pm

2. Minutes were approved for February 12, 2014
   a. Fred made the motion to approve the minutes as they are
   b. Linda second the motion
   c. All approved

3. Funding Requests
   a. Steven Don – ConExpo/ConAg Conference in Las Vegas, NV
      i. All approved for the amount of $1055.00 via email on 02/21/2014
   b. Barbara Zuck – Montana Society of HR Management Conference in Bozeman, MT
      i. Fred made the motion for the table
      ii. Linda second the motion
      iii. Tracey called the question
         1. Barbara was approved for two previous funding requests that were funded in the amount of $900.00 each.
         2. Barbara sent an email letting the committee know that she spent only $641.96 for the conference in Denver, CO on the New Forces Shaping the Future Conference leaving her with $258.04 left.
iv. The funding was approved for $258.04 with a caveat that in the email that states the reason the committee approved the dollar amount.
c. Peter Hart – 24th Annual Art & Science of Health Promotion Conference in Colorado Springs, CO
   i. Fred made the motion for the table
   ii. Linda second the motion for the table
      1. Tracey explained to the committee that Peter was presenting a poster for the conference and that he is also working on presenting a journal after the presentation.
   iii. The funding was approved for $1800.00.

4. Debra brought forth two questions –
   a. When does the 2014-2015 budget come into effect – the first week of July
      i. There are possibly two funding request coming in to the committee that will be taking place in July
   b. The second question is how does the committee know if someone did or did not go on a funding requested conference? Any way to track that?
      i. The committee suggested to Debra that she send out an email to those that have been approved for funding to see if they went or not.
      ii. Also have the requesters send to Debra their Travel Expense Voucher for review and keep them in a separate file.
      iii. Also talk with Chris Wendland to get a print out of the index number charges.

5. Meeting adjourned at 3:45 with the next meeting being held on March 26, 2014 at 3:30p