**COAP Executive Board**

Thursday, December 14, 2017

2:30-4 p.m.

Horrabin 60/ QC 2203

**Approval of minutes from November Meeting**

**Financial Report**

**Liaison Report - Matt Bierman**

**New Employees**

**November**

JACOB RICHARD BUHS Morgan Hall 107 Univ Tech - User Support Serv

**Old Business**

1. Executive board update
   1. Still in need of VP and Advancement and Public Services rep
   2. Plan for next year board positions
2. Professional Development
   1. Professional Development Day - December 1st - Dustin and Audrey presented
3. COAP Employee Spotlight
   1. Lisa Melz-Jennings - up on Beyond the Belltower
4. Proposed By-Law changes
   1. Delayed email with google group switch - wait till new year to send out
5. COAP Member Survey (on team drive)
   1. Google form
   2. Distribution timeline - now or after break?
6. Mentor event ideas
   1. Turn Spring forum into a mentor/networking activity

**New Business**

1. BOT Meeting - Friday, 12/15, COAP report submitted
2. Professional Development Scholarship
   1. Due January 31st, email went out this week
3. Spring forum with President Thomas
   1. April 26th at 10 AM

**Area Reports**

**COAP Meetings**

January 11 (Audrey CODEC), February 8, March 8 (QC?), April 12, May 10