**COAP Executive Board**

Thursday, November 9, 2017

2:30-4 p.m.

Horrabin 60/ QC 2203

**Approval of minutes from October open forum and meeting -** *Minutes in COAP Team Drive*

**Financial Report**

**Liaison Report - Matt Bierman**

**New Employees**

**October**

SHIKITA MONET EDWARDS Admissions - Regional

KATHRYNE LYNNE GORSUCH Admissions

DAVID C. PATTON Institute for Rural Affairs

SHAWN M. WOCHNER Admissions - Regional

**Old Business**

1. Executive board update
   1. Still in need of VP and Advancement and Public Services rep
2. Professional Development Scholarship
   1. Lisa received her funding, Sarah was unable to attend her conference
3. COAP Employee Spotlight
   1. Have Lisa Melz-Jennings, going up this week after a Wordpress issue
4. Mentor event ideas

**New Business**

1. Review of Open Forum
2. Professional Development opportunities
   1. Professional Development Day - December 1st
   2. LinkedIn Workshop - Dec 6th, 10-11 in Library
3. Proposed By-Law changes (copies distributed)
   1. Exec Board approval, then to general membership
   2. Add members mid-year or wait to enact?
4. COAP Member Survey (on team drive)
   1. Keep in google form or do Qualtrix
   2. Distribution timeline

**COAP Meetings**

December 14, January 11 (Audrey CODEC), February 8, March 8 (QC?), April 12, May 10