**NAACCR Professional Development Steering Committee**

MINUTES

**Thursday, January 26, 2023**

1. **Welcome, Roll Call** – the meeting was attended by Angela Martin, Jim Hofferkamp, Carrie Bateman, Deirdre Rogers, Melissa Riddle, Monique Hernandez, Mignon Dryden, Keri Miller
	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
2. New activities / Discussions Andrea/Carrie
	1. **Discussion of “NAACCR 101” (Wednesday, June 21) – Hosted by PDSC and/or MAP**
		1. **Overview (NAACCR video)**
		2. **Steering Committee “Pitches”**
		3. **MAP Introduction**
		4. **Mentorship Introduction**
		5. **Q&A**

Angela Martin gave background on how the “NAACCR 101” session at the annual conference came to our attention. We discussed the suggested agenda. It was requested that time frame for each section would be beneficial to help with planning. There was discussion about if a Task Force was needed to coordinate. Carrie Bateman and Angela Martin volunteered to help coordinate. Angela Martin also volunteered to be the host if we do not find a host for the session.

* 1. **Steering Committee Response to Board Strategic Initiatives Request**

The group reviewed activities already being done that contribute to the initiatives.

* Expanding Volunteer Recruitment is being contributed already through MAP and Mentorship. Ways the steering committee is already addressing these:
	+ Ongoing placement of members
	+ NAACCR 101 (Planned
	+ Information at the NAACCR Booth for the Annual Conference
	+ Meet and Greet Breakfast with the Mentorship Group
		- Monique is meeting with an intern to discuss additional activities during the meeting and will email Carrie what they come up with.
	+ Timeframe is already underway and plan to accelerate in 2023, including working with other Steering Committees such as RDU. Monique feels they could work more with Communications Steering Committee in the near future.
	+ Additional resources needed:
		- Engaging annual meeting planning committee
		- Technical support with the website
* Expanding Training opportunities
	+ NAACCR Talks
	+ LMS
	+ Mentorship Program
	+ Webinar Series
	+ Recruitment and Retention Workgroup – Growing Your Own CTR
	+ Specific Roles
		- Supporting efforts of the workgroups and task forces in these areas
	+ Timeframe is already underway and plan to accelerate in 2023
	+ Additional resources needed:
		- Technical support for LMS
		- Staff and technical support for Mentorship Workgroup efforts
* Understanding Informatics
	+ Start in 2024-2027 Work Plan
	+ Resources needed to be determined
* Added comment: We feel we can play a role in addressing Diversity, Equity, and Inclusion, supporting policy and advocacy efforts as well. Need more information and guidance from NAACCR/the Board on these efforts before better understanding how we can incorporate these initiatives into our steering committee work plan.
	+ Monique believes the intern could help in this area. Especially recruiting from higher learning institutions about to enter the workforce.