

Professional Development Committee

Mission Statement: To encourage Professional Development and Career Advancement for CEMA represented employees through professional development activities including seminars, workshops, and other events and by overseeing CEMA negotiated tuition and professional development reimbursement programs

Date | time 4/21/2023 12:00 PM | *Location* Zoom Meeting

<https://us02web.zoom.us/j/120665715?pwd=cDlZVld1WHhLV1dERU5CTWFFL2pCQT09>

Meeting called by Lawrence-Michael C. Arias

Type of meeting Monthly Meeting

CEMA BR Adam Cole/Zeb
Feldman/Lawrence
Su/Jonathan Brown

Note taker Lawrence-Michael

Timekeeper Lawrence-Michael

Attendees: LM, Dawna, Grace, Lawrence, Robin,
Alfredo, Jonathan, Teresa,

Please read/watch: N/A

Please bring N/A

Agenda Items

Topic	Presenter	Time allotted
✓ <ol style="list-style-type: none"> 1. Introductions/Catch Up/Session Assignment of duties 2. Possible Guests/potential committee members <ol style="list-style-type: none"> a. Grace Visperas 	Lawrence-Michael (LM)	5 Mins
✓ <ol style="list-style-type: none"> 3. Upcoming PD Events <ol style="list-style-type: none"> a. "What's the Tea with Jeff, James and Greta!" <ol style="list-style-type: none"> i. Meet the New County Executives <ol style="list-style-type: none"> 1. Keynote Speakers: Dr. Jeffrey V. Smith, James Williams and Greta Hansen ii. May 18th, 3:30 pm – 5:30 pm @Signia by Hilton (formerly SJ Fairmont) iii. Promotional Materials <ol style="list-style-type: none"> 1. Flyer 	LM	45 Mins

Committee Members: Lawrence-Michael C. Arias (Chair),

Teresa Chagoya, Alfredo Mateo, Dawna Mencimer, Dolores Morales, Vihar Patel, Robin Rivas-Romano

OE3 Business Rep: Adam Cole, Zeb Feldman, Lawrence Su, Jonathan Brown

Topic	Presenter	Time allotted
<ul style="list-style-type: none"> 2. Eventbrite Page 3. Signage iv. Venue Tour <ul style="list-style-type: none"> 1. True Tour Link of Regency Ballroom 1 v. Who is planning to attend? <ul style="list-style-type: none"> 1. LM, Dawna, Teresa, Lawrence, 2. Assign roles: <ul style="list-style-type: none"> a. MC <ul style="list-style-type: none"> i. LM b. Registration/Setup <ul style="list-style-type: none"> i. Dawna, ii. ??? c. Print out of Sign In sheets and Current Membership Roster <ul style="list-style-type: none"> i. Lawrence vi. Present Dr. Smith with something? <ul style="list-style-type: none"> 1. Bread supply/CEMA logo , maybe a rolling pin? <ul style="list-style-type: none"> a. Dawna & Teresa will research vii. LM to check on RSVP BY date, also check signage needs, ask about cocktail tables, Check with Zeb about OE3 Federal Credit Union, <ul style="list-style-type: none"> a. Need to monitor registrants and confirm they're members viii. Teresa to incorporate something from Wellness <ul style="list-style-type: none"> 1. Photo Booth ix. Send out Flyer b. Mid-Level Manager Summit <ul style="list-style-type: none"> i. May 23, 2023, 8:15 am – 5 pm ii. Resource Tables <ul style="list-style-type: none"> 1. 11:30 am– 12:30 pm 2. 2:30 pm – 3:30 pm iii. Dawna would be interested in volunteering iv. Send out Flyer by May 1st. 		
<ul style="list-style-type: none"> ✓ 4. Nonviolent Communication Discussion (possible future event) <ul style="list-style-type: none"> a. Eric Huang – NVC Expert <ul style="list-style-type: none"> i. Normally 3 hour presentation; \$5k speaker fee ii. 2 hour presentation (including Q&A) iii. 90 min Introduction 		

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✓	5. Updates <ul style="list-style-type: none"> a. CEMA b. Wellness 	Various	5 Mins
✓	6. Action Items <ul style="list-style-type: none"> a. Lawrence-Michael <ul style="list-style-type: none"> i. Follow up with Venue re: <ul style="list-style-type: none"> 1. switching out Livestream equipment for extra wireless mic, 2. Signage requirements, 3. Final count date so we can determine “RSVP BY” date ii. Follow up with Zeb re: sponsorship by OE3 Federal Credit Union iii. Monitor registrants for CEMA membership iv. Keep conversation going with Eric Huang for possible NVC event in fall 2023. b. Lawrence <ul style="list-style-type: none"> i. Finalize <ul style="list-style-type: none"> 1. Flyer 2. Eventbrite Page ii. Send out Flyer and publish Eventbrite page by 05/01/23 iii. Forward Current Membership Roster to LM to help monitor RSVPs iv. c. Teresa <ul style="list-style-type: none"> i. Incorporate Wellness Visibility for WTT event <ul style="list-style-type: none"> 1. Photo booth? 2. Giveaways? d. Dawna & Teresa <ul style="list-style-type: none"> i. Research “goodbye gift” for Dr. Smith e. Grace <ul style="list-style-type: none"> i. Inform LM on decision to join PD Committee! 	LM	5 Mins
✓	7. Adjourn by 1 pm	LM	0 Mins

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