

**Professional Development Committee
Meeting Minutes
November 7, 2007**

Meeting called to order at 3:05pm by Jillian Jones, the Chair of the PDC.

Member Attendance

Jillian Jones, Sabrina Williams, Kathy Garrison and Svetlana Soroka.

Meeting minutes

Agenda for the meeting was supported by all attended members of the committee.

1. Treasurer's report on PDC funds:

Requests for training and seminars for the time period 8/7/2007-9/11/2007 - \$3,902.00

Requests for training and seminars for the time period 9/18/2007-10/29/2007 - \$2,540.00.

2. Business:

Book Scholarship

Discussed change of requirements for applicants in applying for Book Scholarship. We will seek approval for changing paragraph on "Where can I attend..." from "Any school in University System of Georgia" to "Required to be enrolled into a degree program"

Brainstorming Session for the monthly seminars:

A seminar on 'Building your Financial Future' will take place on November 28th at 10:30 am in T112.

Possible seminar for January is 'How to organize your home and office' that will be presented by The Orderly Touch.

Beginning January 2008, the committee will start working on choosing the End of the Year Speaker.

Next meeting scheduled for December 5th at 3pm. Location will be announced.

Meeting adjourned at 3:35 pm