The meeting was called to order at 3:00 p.m.

Reata welcomed our guest, Cathy Butler from University Relations. Cathy will be doing a story in the Dialog about the Professional Staff Assembly. She may contact members of the steering committee for more information as her story develops.

**Officer Reports**

- **President- Reata Strickland**
  - Reata attended the memorial service for Mark Foster over the break.
  - The university is holding a memorial service at Denny Chimes today at 4:00.
  - Reata shared the memorial for Mark Foster that will be played at the beginning of the January general meeting and information about the PSA scholarship with Dr. Bonner and Dr. Gilbert.
  - Kendra Daily has stepped down from the PSA, including her chair position with the Staff Life committee.
  - Beth Motherwell has stepped down as the PSA representative for the Student Health Standing Committee. Kat Gillian has assumed this position.
  - Since Kat Gillian has assumed the position as PSA representative for the Student Health Standing Committee, her position on the International Student Standing Committee was vacated. Yolandia Eubanks is now the PSA representative for the International Student Standing Committee.
  - Daphne Wright in Auxiliary Services has requested to join the PSA. The steering committee unanimously approved appointing Daphne Wright to the PSA.

- **President-Elect- Tom McLeod**
  - There general assembly meeting for January will be held in 133 Lloyd Hall. The PSA will be back in 205 Gorgas Library for the February meeting.

- **Past President- Jill Beville**
  - No report.

- **Secretary- Kristina Hopton-Jones**
  - No report.

- **Treasurer- John Chambers**
  - The PSA raised $1,555 for the Brewer Porch holiday project. Brewer Porch has received the funds to purchase cards for the students. John typed up a record (see attached) of how the process works for next year's fund raiser.

- **Parliamentarian- David Brown**
  - No report.

- **Historian- Randy Mecredy**
  - No report.

**Committee Reports**

- **Nominations and Elections- Tony Daily**
Reata has asked for Tony to provide an update on the Nominations and Elections progress.

Assembly Operations- David Brown
- David Brown has agreed to coordinate the next AO meeting to elect a new chair.
- David will wrap-up the bylaw change process that was started at the beginning of the year.

Communications & Public Relations- Allan Guenther
- The C&PR committee is waiting on some final information for the stories on Nominations & Elections, and Service & Outreach to include in the January issue of the PSA newsletter.
- The newsletter will include a story about Mark Foster.
- The tentative delivery date of the January issue is January 21.

Professional Development- Sonya Dunkin
- The Web for Dummies program will be held February 22 in the new Nursing building.
- Donald Malone is finalizing the website for the Web for Dummies program. It will include a registration site and documents that can be downloaded by the participants. This site will hopefully be up next week.
- The Outstanding Professional Award planning is on track, and Dr. Gilbert has approved the budget.

Service and Outreach- Ralph Clayton / Mary Thornton
- $1,555 was received for the Brewer Porch project. The funds were delivered this week.
  - Ralph had a drawing (with the help of Tom McLeod) for the 4 prizes for PSA members who donated more than $25 to the Brewer Porch project.
- 50 coats were delivered to TES.
- Mary and Ralph will submit a recap of these projects to Reata so that she can share with Dr. Gilbert, Dr. Bonner, newsletter, and Cathy Butler-Burnette for the Dialog story.

Staff Life- Tom McLeod
- The committee will meet next month and they will select a new chair to replace Kendra Daily.

Technology-
- No report.

Web- Donald Malone
- Donald is finalizing the website for the Web for Dummies.

New Business

- Gayle Howell has accepted a nomination for Secretary for the PSA for next year.
- The Scholarship Ad hoc committee has suggested naming the scholarship the Mark Foster Professional Scholarship. Reata shared this with Dr. Bonner and she said she would fund the scholarship so that the PSA could begin awarding the scholarship. The PSA has 5 years to raise $25,000 to endow the scholarship. Dr. Gilbert suggested the PSA utilize the UA scholarship selection committee to help administer the scholarship.

Old Business

Announcements

- The next Steering Committee Meeting will be Thursday, February 10 at 3:00 Lloyd Hall.
- The PSA General Meeting will be held in 133 Lloyd Hall on Thursday, January 20 at 3:00.

Adjourn 4:00