

# Professional Development meeting minutes [2025]

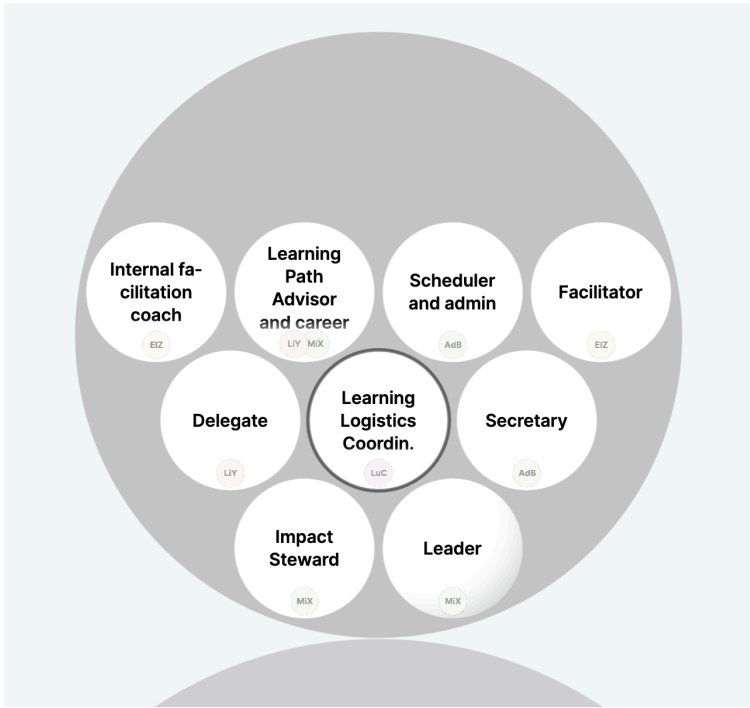
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## About this circle

<b>Aim(s)</b>	Supporting the ongoing learning, growth, and skill development of all members to strengthen both individual capacity and organizational resilience.
<b>Domain</b>	Professional development curriculum and policies
<b>Review term</b>	2026-05-12
<b>Department &amp; parent circle</b>	People Support ( <a href="#">link</a> )
<b>Sub-circles</b>	-
<b>Circle email address</b> <small>Want one? Change members?</small>	PD@example.com
<b>Circle Drive folder</b>	( <a href="#">link</a> )
<b>Objectives &amp; key results</b> <small>with review term</small>	<b>Objective:</b> Increase level of skill development across the organization. <b>Key result:</b> The team collectively completes 300 hours of documented professional development by Dec 31 2025.
<b>Other key links</b>	<ul style="list-style-type: none"><li>• <a href="#">Policy Manual</a>   <a href="#">Organizational diagram</a>   <a href="#">peerdom map</a></li></ul>

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## Members & roles



[see peerdom](#)

Circle roles and membership	Name, surname, email address <small>You can add Smart Chips with @</small>	Term <small>yyyy-mm-dd</small>
<b>Leader</b> (supports circle operations)	Michael	2025-11-30
<b>Delegate</b> (second voice in parent circle)	Lizzie	2025-11-30
<b>Facilitator</b> (facilitates meetings)	Elandriel	2025-11-30
<b>Secretary</b> (minute-taking and circle docs admin)	Adam	2026-02-28
<b>Member</b>	Luciano	/
<b>Leader/delegate from sub-circle</b> (linking role)	N/A	

Operational Roles <small>w/ links to the Op Role description in <a href="#">Peerdom</a> Role description template for drafts at File &gt; New &gt; From template gallery</small>	Name, surname, email address <small>You can add Smart Chips with @</small>	Term <small>yyyy-mm-dd</small>
Internal facilitation coach - <i>strengthen facilitation skills through coaching</i>	Elandriel	2026-11-30
Scheduler and admin - <i>calendars, sign-ups, and documentation</i>	Adam	2025-08-31
Learning Logistics Coordinator - <i>practical details of workshops</i>	Luciano	2026-07-31
Impact Steward - <i>Track participation, gather feedback</i>	Michael	2026-07-31
Learning Path Advisor and career coaching - <i>help individuals identify growth goals</i>	Lizzie, Michael	2025-09-30

## Backlog

Due Date	Priority	Description	Desired Outcome	Holder
asap	!!!	Prioritization in career coaching	Decision	Lizzie
soon	!!	More ideas for microcertifications	Exploration	Elandriel
June?	!!	Unlearning old patterns (support vs. surveillance)	Exploration	Elandriel
Next time	!	Impact survey report	Report	Michael
June	!!	Do we say no to third-party training offerings?	Decision	Luciano
	!	AI and tech in microcredits?	Decision	Lizzie
summer	!	Capacity in this circle	Exploration	Michael
Sept 2025	∅	Review of workflow	Decision	circle
Fall 2025	∅	Performance reviews for leader and facilitator	Report	circle

## Meetings

2025-05-14		
Time	Topic	
0:00	<b>Opening round - check-in</b> (no notes)	
0:05 (3)	<p><b>Attendance:</b> <b>Facilitator:</b> Elandriel, <b>Secretary:</b> Adam, <b>Leader:</b> Michael, <b>Delegate:</b> Lizzie</p> <p>→ <b>Other members:</b> Luciano</p> <p><b>Duration:</b> 60 minutes (does anyone need to leave early?) Luciano leaving early</p> <p><b>Minutes:</b> (anything needing attention?)</p> <ul style="list-style-type: none"> <li>Caught up and all good</li> </ul> <p><b>Information?</b> (announcements?)</p> <ul style="list-style-type: none"> <li>Lizzie on vacation next week</li> <li>Reminder: company retreat on June 20!</li> </ul> <p><b>Next meeting:</b> 2025-06-04 (no Lizzie)</p>	
0:08 (2)	<b>Consent to agenda</b>	D
0:10 (1)	<p><b>Action items accountability</b> (noted from previous meeting)</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Review brochure (Luciano)</li> <li><input type="checkbox"/> Check in with Bianca re SDE credits (Michael)</li> </ul>	R
0:11 (9)	<p><b>Organizational reports</b></p> <p><b>People Support (Michael)</b></p> <ul style="list-style-type: none"> <li>MC/GC asked People Support to talk about culture</li> <li>Legal Dept. is looking at contracts</li> </ul>	R

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### Operational role reports

- Internal facilitation coach (Elandriel)
  - Micro-certification for this circle; new module posted, ready to complete
- Scheduler and admin (Adam)
  - Retreat date picked
  - Fiscal year ends! Timesheets!
  - Learning stipends (see below)
- Learning Logistics Coordinator (Luciano)
  - Nothing new
- Impact Steward (Michael)
  - See backlog/next time for survey reports and onboarding metrics
- Learning Path Advisor and career coaching (Lizzie, Michael)
  - 5 new staff members career program completed
  - Feedback received

#### Questions:

- Micro-certifications rolled out so far?
  - Facilitation, direct instruction
  - In person, virtual learning
- Cost for micro-certifications
  - (see agenda)
- NVC training for microcredits; AI and tech

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| 0:20<br>(5) | <b>Lunch and learn (Lizzie)</b> <ul style="list-style-type: none"><li>● General feedback from staff: struggling to find capacity for learning</li><li>● Idea: lunch and learn; learning during lunch time, hoping to address the challenge</li></ul> | E |
|-------------|--|---|

#### Questions:

- none

#### Reactions:

- Great idea, this feedback has been given before
- Unclear whether food is free
- Low cost, not huge effort, seems helpful
- Familiar with the concept, builds community too!

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|-------------|---|---|
| 0:25<br>(5) | <b>Increase learning stipend (Luciano)</b> <p>Proposal: Increase the individual learning stipend from \$500/year to \$750/year.<br/>Term: 12 months</p> | D |
|-------------|---|---|

#### Questions:

- none

#### Reactions:

- Exciting and useful, good to find helpful, valuable courses
- Financials look good for it (balances out among people)
- Will be good for circle and org

Consent: yes

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- |             |  |   |
|-------------|--|---|
| 0:30<br>(5) | <b>Carrying over learning stipends (Michael)</b> <p>Request from finance: Stipend cannot be carried over into the new fiscal year.</p> | D |
|-------------|--|---|
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Rationale: easier to budget; motivates people to use.

Term: 3 years

Questions:

- Implications for finance?  
Right now, it's difficult for finance to do the transfer year to year; hard to estimate how much is used etc.

Reactions:

- Sounds good, we want people to use them after all
- Understandable
- Unclear the incentive to spend
- Deadline might incentivize to spend
- 3 years is long
- There is a limitation already on what kind of classes can be taken

Objections:

- Objection 1: people will spend at the end of the year on nonsense classes -> overspending
- Objection 2: courses not offered regularly require too much planning ahead
- Objection 3: People will use up their money (could be tracked better)

Ideas:

- shorten term;
- Request to have money moved over

Stipend cannot be carried over into the new fiscal year unless requested by \_\_\_, (see finance).

Rationale: easier to budget; motivates people to use.

Term: 1 year

Consent: yes

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0:40  
(10)

### **Add a buddy program (Elandriel)**

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Context: people have to do a bunch of re/unlearning and might benefit from having someone to talk it through. Also, our career coaches are over capacity. Could we piece together a prototype to try out?

**Dimensions:**

- Who is running and designing it?
- What kind of topics will buddies talk about?
- Mandatory? Optional?
- How long will the prototype go on for?
- How does this relate to other programs?
- Who will explain this to people?
- How frequently will they meet? Time commitment overall?
- Confidentiality

**Proposal ideas**

- Who is running and designing it?
  - Two people from this circle, do a selection
- What kind of topics will buddies talk about?
  - Nudge towards career questions
  - Leave up people
- Mandatory? Optional?
  - Should be optional
  - Make mandatory
- How long will the prototype go on for?
  - 6 months
- How does this relate to other programs?

- Evaluate near the end
- Who will explain this to people?
  - Info session (table) at retreat
  - Add to brochure
- How frequently will they meet? Time commitment overall?
  - Monthly get-together for info sharing
  - tbd
- Confidentiality
  - Program agreement with confidentiality agreements

**Adam and Elandriel will write up a proposal**

0:45 **Selection for Scouting Circle Helping Circle leader** D  
 (10) Decision from last time:

- Form a Scouting Circle to find programs/PD classes that would provide new perspectives.
- Aim: To discover, assess, and share promising professional development opportunities, tools, and programs that align with our evolving learning needs and organizational values.
- Domain: 0.1 FTE for 3 months (ca. 52h, so 3x17h)

Leader/convener (default from standard roles):

- Providing enough oversight of members and operations of the circle (tracking, checking in, following up; surfacing agenda items to remove blockages)
- Attending meetings of both the circle and parent circle; reporting from the parent circle to the circle
- Planning their home circle agenda (in collaboration, as defined)

Qualifications:

- future-focused
- proactive
- Organized (early agendas!)

→ consent

	Nomination	Change round
Lizzie	Adam	Lizzie
Adam	Lizzie	Lizzie
Michael	Elan	Elan
Elan	Elan	Lizzie
Luciano	Lizzie	Lizzie
Proposal + Term	Lizzie, 3 months	

**Consent: yes**

0:55 **Report (Michael)** R

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(5) Impact metrics and survey results

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0:55 **Backlog review** E  
(1) ● See there

0:56 **Closing round - check-out**  
(4) ● (no notes)

1:00

2025-04-23

2025-04-02

2025-03-12

2025-02-19

2025-01-29

2025-01-08