

Meeting Minutes for Membership Committee

April 5, 2017

Attendees: Adriene, Ryan, Mary, Chris, Dr. Luc, Atanu, Jen, Lilliana

Absent: Rick, Brian

Introduction of new attendees –

- Amanda Berry
- Lilliana Ramirez
- Brian Kernohan

Board Report – (Chris/Jen) –

- New Orleans conference set up did not have tables.
- Proposed locations for upcoming Spring Meetings: Orlando 2018, Las Vegas 2019.
- Many committees need new leadership. Media, Membership (Co-chair),
- Jennifer – new App used in New Orleans. Issues with meeting room assignments for breakout rooms. (Good for working toward Green friendly meeting by utilizing the APP)
- BOD Sub Committee (Jen/Ryan) - marketing publicity group- proposal to work with marketing group to look at SCHC processes, recruitment etc

Committee Reports:

1. Sub-Committee Reports

- Awards – (Chris) -
- Website – (Ryan)
- Networking – (Adriene/Atanu) – Feedback from the conference attendees Lunch list no available
- Membership Initiatives Proposal – (Adriene/ Dr. Luc/Chris)
 - i. Annex B work meeting is scheduled this week, tentatively to be resubmitted to the BOD this month.
- Mentoring – (Dr. Luc) – Mentorship Program Survey – Update
 - i. ACTION ITEM: (Dr. Luc) Committee will put together initial program ideas to be presented to the BOD. Establish a subcommittee to work on a program proposal.

Sharon Byer –Chairperson of Resources Committee – Consulting cannot be done for helping others, but she has ideas that are in common with the Mentorship Program. Dr Luc to reach out to her.

2. Additional Items

- Conference highlights –
 - Ryan Membership committee meeting
 - Suggestion that someone still stand at registration table to help with any questions for lunches.
 - Mentorship program – expectation as a mentee outside of meeting or just within meeting. Post on website who are the mentors are

-Store – blind eye, not promoting enough. Cheap item to be given to attendees, new members, etc. thanks awards, dinners, renew in January (5% off at store).

Jen - 100 people over contracted number, new app use went over well for first time, Lifetime Award- Michelle really surprised.

Lilliana- Good meeting, a lot of people,

- Task Leads -
 - i. Membership Initiative Annex A – Invite a Friend Task Lead: **Chris**
 - ii. Business Process for handling Awards – Ann Thompson suggests that we put together a business process on handling Award applications. Approved process can then be added to the Memberships Committee’s SOPs. Task Lead: **Chris**
 - iii. Café Press Account – Establish a review process of the activity so that at the end of 2017 a decision can be made on keeping Café Press Account. Task Lead: **Ryan**
- Walk Ons - None

3. Motion to Adjourn: Dr. Luc, 2nd Ryan. Unanimous