

Meeting Minutes for SCHC Membership Committee

November 1, 2017

Attendees: Adriene, Atanu, Michelle, Luc, Chris, Troy

Absent: Ryan, Amanda, Liliana, Jen, Tanisha

Quorum was established. The meeting was chaired by A. Bopp

November Agenda

- Motion to approve the agenda as written (Chris/Luc)
- The motion carried by voice vote

September Meeting Minutes

- Motion to approve the minutes as written (Luc/Atanu)
- The motion carried by voice vote

Atanu Motion to accept the Sept 26 Meeting Minutes as written: (/Troy)

- Discussion: review of meeting minutes by Adriene. Added that Troy will be leading the Networking Sub-Committee and was provided with historical information and documents.
- The motion carried by voice vote (5- Yes; 1-abstain)

Introduction of New Members:

- Troy Azzivitto
- Amanda Berry

Board Report – (Michelle/Atanu)

- Changes to Heritage Committee: Sharon Breyer is the new Co-Chair.
- Resources Committee was sunsetted.
- Financial record keeping and reports are now being caught up to date.
- APP metrics were reviewed: high usage due to only means of communication of presentations meeting information.
- Investigating new alliances that can be made (e.g. OSHA)
- Marketing proposal suggests reworking social media, website, and newsletter.

- LUC- added that the New Member Support Initiative was approved by the board in Sept 25 Meeting.

Committee Reports:

1. Sub-Committee Reports

- Awards – (Chris) –No update.

- Website – (Ryan) – No update.
- Networking – (Troy) – Received information from Adriene and Michelle and will review.
- Membership Initiative (Invite a Friend Incentive Program) – (Chris/Adriene) – IN PROGRESS - Chris sent web committee promo code request. Electronic application may need to be updated. Research on how to keep track of who has used the promo code in progress. Web streaming for OSHA members is a current promo code use and the process can be used for comparison. (Adriene) Promotional document being worked on for distribution to social media, email blasts, newsletter and website.
- New Member Support Initiative (NMSI) – (Dr. Luc) – IN PROGRESS - Approved at the Fall Board Meeting. Next step
 - Review our committee SOP to see if we have the flexibility to purchase the stickers (or coordinate with Lori) without additional BOD approval.
 - If not in the SOP, we will send an email to Ann, CC Lori and Michelle, asking how they would like us to proceed with purchasing the stickers for this program.

Action Item: Adriene will review SOP for flexible spending amounts if any; update Luc.
- Café Press Account (Ryan) – No update.

2. Additional Items

- Discuss, if needed, meeting notes from Membership Committee meeting at the Fall Conference.
- Marketing group findings update – (Chris) A proposal has been presented to the review committee and there will be rework done to Social Media, Website, and newsletter. Chris will review of the proposal for an after plan possibly provided by the marketing group.

3. Membership Initiative Proposal B (Chris/Adriene) – IN PROGRESS -

Action Item: Chris/Adriene will review proposal and Initiative B again to review synergies before refining.

4. Motion to Adjourn: Luc /Chris – Voice Vote – 2:47 p.m. ET