

# Meeting Minutes for SCHC Membership Committee

## February 13, 2018

Attendees: Adriene, Liliana, Jen, Ryan, Atanu, Chris

Absent: Luc, Amanda, Tanisha, Michelle

Meeting chaired by A Bopp at 11:00 AM EST

### December Meeting Minutes

- Motion to approve the minutes ( Ryan/Chris )
- The motion carried by voice vote

### January Meeting Minutes

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

### February Agenda

- Motion to approve the agenda as written (Chris/Ryan)
- Amendments- None
- The motion carried by voice vote.

### Board Report (Atanu)

- BOD meeting was on 1/18: Nominating committee slate distributed. Vote by 3/2.
- Discussed working on the marketing aspect of where we need to go next in regards to the newsletter, website, social media, and search optimization. Update next meeting.
- Social media-proposed that the Spring poster presentation be have the option to be live on FB.

### Committee Reports:

#### 1. Sub-Committee Reports

- Awards – (Chris) – No update. **Action Item:** Chris will send a blurb to the Social Committee and for a Blast to remind members to nominate members for awards.
- Website – (Ryan) –Adriene sent updates to Ryan. Ryan updated website with past minutes and member contact info. Also, SCHC Store has been removed from the Membership Committee webpage. **Action Item:** Ryan to contact Lori to see if other pages or website pages contain the SCHC store, and confirm that it has been removed.
- Networking – (Adriene, Chris, Liliana) – Adriene obtained 3 restaurant reservations with shuttle service (Minimal fee required for 2). Restaurants are reasonably priced compared to location and past dinners. Discussion on shuttle service options led to the suggestion to ask the BOD for

monies to cover the shuttle fees. Additional discussion of requesting a Membership Committee budget came about so that we can ask for a general amount instead of individual requests. Also, 2/26 is the blast for the Networking dinners to be sent out to members.

**Action items:**

- Request a Membership Committee spending budget from the BOD – (Adriene contact Michelle)
- Work out details of shuttle – flexibility if numbers change (Adriene)
- Provide Networking Dinners Blast to committee for review, to be sent out to members on 2/26 (Adriene)
- Add local activities to Info sheet (did not mention in meeting-sent out meeting to sub-committee)
- Membership Initiative (Invite a Friend Incentive Program) – (Chris/Adriene) – Email to Lori with questions on details to see if there are any manual processes that we can control. New member list provided back. No SOP, plan for March meeting. **Action Item:** SOP write-up (Chris). Kick off info to be distributed prior and at the Spring Meeting (Adriene/Chris).
- New Member Support Initiative (NMSI) – (Dr. Luc/Lilliana) – Dr Luc provided a brief update via email. Dr Luc, Jen and Lori are coordinating the selection of the stickers to be used, and how to use them. Also, anonymous general feedback was passed along to our committee through Jen - this program should not be needed since reaching out to New Members is something that we (Members of SCHC) should be doing anyway. In response, this program is meant to provide help to new members to know to whom they can ask questions.

2. Additional Item –

- (Jen) Who will be attending the Spring Meeting? To date- Chris, Atanu, Liliana, Jen
- (Adriene) What other tasks need to be done to close out the SCHC Store?
  - i. Close out the account at Café Press. (**Action Item:** Ryan)
  - ii. Inform the Board (**Action Item:** Adriene/Michelle)

3. Membership Initiative Proposal B (Chris/Adriene) – In progress. The initial proposal addressed 3 scenarios and the wording was complicated. So, we are working on separating them out to provide a more clear description of the incentive details.

4. Motion to Adjourn: (Atanu /Chris)

- The motion carried by voice vote. Adjourned at 11:37am EST

**Next Meeting: Wednesday, March 7 @ 2-3PM EST**