

Minutes for Membership Committee

13-July-2016

Committee Reports:

1. Introductions – New Liaison Chris Ruphard
 - With SCHC since 2005, BOD for over 1.5 years
 - Program Committee Liaison most of his time
 - Now with new company in Dallas; still doing SDS, Labels, distribution
2. Board Report and Committee Action Items – Chris
 - 2 new people added to BOD. One is Atanu Das and Beth B.
 - Elizabeth D is taking over Liaison for Program
3. Sub-Committee Reports
 - Membership – Adriene/Terrae
 - i. Catch up Chris as to what we do
 1. Lunch/dinners, awards, created/maintain membership status options, renewal emails, SCHC store, membership webpage with awards info, and contact with new and lapsed members.
 - ii. Initiatives from Eric - Discussion and Decisions
 1. Use some of them for increasing membership
 2. Group them? Who decides and tracks?
 3. Terrae, Chris and Paula need to discuss and plan
 4. Tabled again – Back at Aug
 - Mentoring – Dr. Luc
 - i. Email ready to go? – Yes, linked with a Survey Monkey questionnaire.
 - ii. Send to Members of our committee.
 - iii. All members are expected to respond so we can see how the email/survey work.
 - iv. Include Mary Dunlap (email: mary.dunlap@gsmsds.com)
 - Awards – Terrae/Paula/Chris –
 - i. Lifetime Achievement – Denese Deeds – Updated nomination form received.
 1. Chris will send back to the Board for review. Paula will send.
 - ii. Nomination paperwork needs to be a form. Anyone familiar with Adobe?
 1. Use Form Wizard?
 2. Adobe – make it editable? Looking for drop down menus for what awards, provide examples or details. Pull info from the actual awards' descriptions. Need to watch deadlines and possibly edit them.
 - iii. Distinguished Members – Jen's idea (see email)
 1. Outlined the idea to committee.
 2. Need a plan for how to do
 - a. Use Membership email (membership@schc.org)
 - b. Need permission from Board to send an email to try to track down previous Lifetime Achievement winners. Chris will ask.
 - Website – Ryan
 - i. May be behind on posting meeting minutes. Paula will send all to him.

- Networking – Adriene
 - i. Networking Lunches – final decision for fall meeting?
 1. There is a time crunch to make this work.
 2. Staffing remotely is difficult and/or with only 2-3 people there.
 3. People are more interested in information of where to go.
 4. Revisit the idea of putting an insert into the conference materials with maps/locations and use rolling slides to promote.
 - a. Motion from Adriene to use insert rather than the standard networking lunches option as done in the past. Dr. Luc – 2nd. Passed with voice vote.
 5. This may need to go to the Board for updating and/or approval. Paula will send background info to Chris.
 - ii. Dinners – fall meeting
 1. Tentative reservations in place – Mexican, Italian, Seafood.
 2. Flyer is all set and will be sent once confirmed.
 3. When completed will send to President and Lori
- Additional Items
 - i. Standard Practices –
 1. Discussion with Ann – possibly split committee?
 - a. Ask our committee to consider and be ready to discuss at August meeting.
 2. How to list lunches and awards – See above

Members in Attendance: Adriene, Rick, Dr. Luc, Chris, Ryan, Terrae, Paula

Motion to close: Dr. Luc

2nd: Ryan

All in favor: passed voice vote