

Membership Committee Meeting
Monday, December 2, 2014
3:00 PM-4:30 PM
All Chicago: 651 W Washington, Ste. 504

Minutes

Attendees: Richard Rowe, Connie Bacon, Larry Smith, Julieta Perez, Carly Jones, Joel Mitchell, Arturo Bendixen

Guests: Lisa Mayse-Lillig

1. Welcome & Introductions
 - a. Richard welcomed everyone and called for introductions
2. Overview of Responsibilities of Committee
 - a. Develop an Outreach Plan
 - i. Arturo described charter intent regarding outreach for members and discussed membership as a new concept for CoC
 - ii. Richard read the charter guidance on the Membership Committee's scope of work & responsibilities
 - iii. It was agreed that the February 4th All CoC Meeting will be used as a recruitment event to encourage new and renewed membership
 - iv. Potential Sources to Promote All CoC Meeting
 1. Reach out to entities/people we already know and identify gaps
 2. First outreach task will be to identify existing contact lists/list serves for target stakeholder communities
 - a. Lisa will create a Google Docs spreadsheet that will be completed by each
 - b. Lisa will send a template work plan to committee
 3. Need boiler plate letter before the holidays
 - a. Richard and Connie will draft a lived experience portion of the letter and send to Carly Jones by 12/10/14
 - b. Carly will complete the boiler plate letter outline by 12/12/14 and send to committee
 - c. Boiler plate letter will be completed for distribution on 1/5/15
 4. Flyer and agenda review
 - a. Lisa will send the existing All CoC Meeting flyer and agenda to the committee
 - b. Establish & Review Dues Structure
 - i. Lisa will research and send membership dues structure templates to committee before next meeting
 - Establish & Review Membership Process/Application
 - i. Lisa will research and send membership application templates to committee before next meeting
 - c. Convene Ad-Hoc Nominating Committee
 - i. Slate Board of Director and Committee Nominations
 1. TBD at later meeting
 - ii. Make Recommendations for a Slating Process to Board
 1. TBD at later meeting
3. Identify Priorities

- a. See Responsibilities Above
 - i. Lisa to send a work plan template to committee for discussion at next meeting.
 - b. All CoC Meeting
 - i. Lisa to the All CoC Meeting Committee to attend next Membership Committee Meeting, as it was agreed the groups should be merged to plan the All CoC Meeting with a focus on member recruitment
4. Review of Roster
- a. Members and Alternates
 - i. Members were encouraged to select alternates and notify Lisa of their selection
 - ii. Richard to request Brandon reach out to PGM (at large)
 - iii. JM to do outreach to fill Public Agency Slot
 - iv. RR to reach out to Pam Ward (State Agency)
 - v. Connie to reach out to Dan Hula (key stakeholder)
 - b. Select Recruitment Leads
 - i. See 4a.
 - c. Selection of Officers
 - i. Postponed until next meeting to vote, Richard to reach out to Brandon to see if he is interested in being co-chair of the committee.

Next Meeting

- d. Lisa to send Doodle to schedule the next meeting the week of January 5, 2015