**SAA Key Contacts Sub-Committee Meeting**

**August 19, 2015, 2:30-3:30**

**Renaissance Cleveland Hotel (Headquarters Hotel), Cleveland, OH**

**AGENDA**

**Welcome and Introductions**

**Review of Annual Meeting Sponsored Events**

New Member/ First Timer Attendee Orientation/Coffee (Thursday, 8:00-8:45am)

Location: TBA

    Career Center (Wednesday to Saturday)

    Mentoring Program Meet and Greet (Thursday, 10:30-11 AM)

Location: The Networking Café

**Discussion Points**

2014-2015 Activities

* FAQ revisions approved
* Key Contacts description revised and approved
* Website additions: Key contacts statistics
* Roster Map revision

Volunteer Needs

* Waiting to hear back on term renewals for 2 District 11 contacts
* Kansas
* South Dakota

Business for 2015-2016

* Evaluate our welcome email with SAA’s
* Work with the Lone Arrangers RT to develop a list of lone arrangers in various regions to be distributed as a resource to the group. *(idea from last year’s meeting)*
* Do a “follow-up” check-in with new members 6 months or a year after they first join was suggested in an effort to elicit responses to welcome messages. *(idea from last year’s meeting)*