

Membership Committee Meeting Minutes
August 23, 2011
Chicago, Illinois

In attendance:

- Adriana Cuervo (Chair)
- Rachel Vagts (Vice Chair)
- Liz Scott (Vice Chair-Elect)
- Salvador Barragan
- Gordon Daines
- Renna Tuten
- Teresa Mora
- Larissa Woo

Guests/Ex Officio:

- Terry Baxter (Chair, Diversity Committee; Incoming Council Liaison)
- Brian Doyle (SAA Staff)
- Bergis Jules (Incoming Chair, Diversity Committee)
- Brenda Lawson (Outgoing Council Liaison)
- James Roth (Former chair)
- Scott Schwartz (Former chair)

Cuervo called the meeting to order at 2:04 pm.

Old Business

Cuervo reviewed the committee charge, incoming appointed members, and existing standing subcommittees. The Mentoring Program Subcommittee has a vacancy for co-chair, which must be filled by a member of the committee. Teresa Mora was appointed co-chair (with Lisa Carter) of the Mentoring Program Subcommittee.

Cuervo presented the 2010 Membership Committee Report, which included:

- Summary of proceedings from 2010 Membership Committee meeting in Washington, DC
- Summary of the committee's review of and recommendations regarding institutional member benefits
- Key Contact Program report (Rachel Vagts)
- Mentoring Program report (Teresa Yoder and Lisa Carter)
- Career Center report (Renna Tuten)

The group reviewed committee-sponsored events taking place at the 2011 Annual Meeting:

- New Member & First-Timer Orientation (Wednesday, 7:45 pm)
- Key Contact Breakfast (Friday, 7:00 am)
- Networking Café/Career Center
 - Mentor-Protégé Meet and Greet (Thursday, 9:30 am)

New Business

Key Contact Program Re-Alignment

Vagts presented an overview of the Key Contact Program, its history, and functions. A survey of Key Contact District Representatives was conducted in June and July 2011 to poll subcommittee members about the desired objectives of the program and what adjustments to procedures, if any, should be implemented to enhance and sustain program performance. Ideas presented during discussion included:

- Send periodic reports to KCs on *all* members in their state/region so that they know who's in their area.
- Develop a KC information/orientation packet that provides general and comprehensive information about the Society and a "cheat sheet" to answer frequently asked questions.
- Provide financial incentives for recruiting new members?
- Select members in good standing at random and periodically contact those members to ask, "How are things going?"

Motion to revise description of the Key Contact Program, according to the draft prepared by Vagts.

Moved: Mora

Second: Cuervo

PASSED UNANIMOUSLY.

Meeting adjourned at 4:25 pm.