**Key Contacts Subcommittee meeting**

2018 August 15

Present: Tommy Brown (co-chair), Bridget Kamsler, Matthew Gorzalski, William Fliss, Scott Schwartz, Karen Spicher (co-chair; recording), Tamar Zeffren

**New co-chairs for 2018/2019**

Matt explained the usual procedure for appointing co-chairs:

Co-chairs should on the Membership Committee.

Alternatively, volunteers who are not on the Membership Committee may be chosen via SAA’s committee volunteer form.

Next year there will be 3 co-chairs:

Karen Spicher, not on the Membership Committee, was asked by Matt Gorzalski to continue as senior co-chair. This will be Karen’s final year.

Bridget Kamsler, not on the Membership Committee, was recruited by Tommy Brown.

Tamar Zeffren, on the Membership Committee, was assigned by Matt.

**Annual report**

Tommy distributed and reviewed the 2018 annual report.

Updates on vacancies:

Patrice Kane is replacing Bridget Kamsler as District 2 representative.

Alicia Detelich is looking for replacements for Massachusetts and Rhode Island.

Tommy will contact Marty Firestein to determine whether he will continue as District 5 representative. William Fliss is a key contact in District 5, and is willing to also take over as district representative, if needed.

Tommy will verify the status of the following district representatives and key contacts:

Carrie Schwier

Peter Shrake

Deborah Whalen

**Other business**

International members:

Scott Schwartz acts as key contact for international members.

Scott noted that there the number of international members has been declining.

Karen will make sure that international members are included in new member lists sent to the district representative for Canada, who will forward these to Scott,

Post conference planning:

Tommy will set up google site access for Tamar and Bridget.

Karen will schedule a conference call with Tamar and Bridget to plan for the coming year.