

Member Services Meeting Agenda

January 10th, 12:00pm-1:00pm

[Click Here to Join Zoom Meeting](#)

Group Norms:

- Start and end on time
- Follow agenda
- Respect confidentiality

[Click To View Member Services Strategic Goals](#)

ROLES:

Facilitator- Danielle

Timekeeper- Jessica

Notetaker- Mary

In Attendance- Danielle, Mary, Jess

Agenda Topic:	Today's Goal	Time:	Determinations/Notes:	Person(s) Responsible:
Welcome and Introductions	Say hello; identify roles	12-12:05		
Welcome Letter (Goals B, C)	Review Welcome Letter	12:05 - 12:15	Take a look at the draft Welcome Letter that Danielle put together for new members. Are there things we should add? Take away? Change?	Danielle will plug this into Wild Apricot

Peer Consultation Groups (Goals A, C)	Updates from Danielle on the geographic distribution of current membership and planning next steps	12:15 - 12:30	Review Danielle's info regarding where our members live/work. Mary - confirmation of our ability to set up Zooms? Next steps? Pilot one area or try one meeting in each? Should one of us be there for the first meeting of each group? How will we publicize?	Danielle will directly email those folks that are in the Lewiston area - which is going to be our pilot program
Awards Subcommittee (Goal C)	Awards update	12:30 - 12:40	Any update on awards?	
Set Next Meeting(s)		12:40 - 12:45	Full committee: Awards: Communications:	
Adjourn		12:45		
LOOKING AHEAD...				
Upcoming Meetings			Next meeting - February 28th at noon.	
Parking Lot			--Brochure --Social media presence --Formal communication plan	