Meeting minutes for the New Member Orientation Committee

08/14/2019

Attendees: Jessee

September Training

* makes snacks mandatory and include it in the description and posts from here on out, budget $5

Status of membership cards

* Jessee is lagging

Training Slides

* + Things done to slides:
		- Update Membership (John)
		- Added floor plane to Leesburg (Jessee)
		- Treasurer is misspelled
		- the new camera setup (Purcellville is up and Leesburg is in the works)
		- See something, say something
		- when you walk into a room for the first time, please take note of all safety equipment and fire extinguishers
	+ Next training will be

T-shirts

 Lets do inventory at the June meeting, the inventory below is from March

|  |  |  |  |
| --- | --- | --- | --- |
|  | Old Inventory  | Ordered | Total |
| S | 1 | 2 | 3 |
| M | 6 | 2 | 8 |
| L | 6 | 5 | 11 |
| XL | 7 | 10 | 17 |
| 2XL | 21 |  | 21 |
| 3XL | 3 | 2 | 5 |

Name badges

* Jessee is behind, and needs to work with Jen. Try and set up a good day before end of meeting
* Jenn will back up Jessee now
* We thought up some changes to the way associates and full members are shown on the badges. The suggestion was vertical and horizontal for different levels.
* Add an additional line of they are a steward and/or a board member

Thumbdrives

* John will research getting them and report at next meeting.

Ideas

* Tape measure
* mini plastic calipers
* ruler key-chains
* just plain keychains
* Gift Cards

 Jessee has card stock. No she doesn't.

Things to do if we have more committee members

* Add pics to profiles (talk to Maggie)
* Give out badges at the next Member Meetings, which would require them to show up and get an idea of what the meetings are like
* Update training slides
* Welcome package for members that just joined
* Surveys on new member interests (Diane has started doing this, talk with scheduling comittee)

Finances

Budget $200 was requested and approved by the board in July

We spent $170 on T-shirts in July 2019

 Lanyards

 Ink for printer

 RFID Card Stock

 Gift Card Stock

Food

Next committee meeting will be Sept 11th at 7PM in MS-L (Mark M. will be running it)