

# 2023-10-11 Meeting Agenda / Notes / Minutes

Date: 2023-10-11

Google Meet Link: <https://meet.google.com/enn-prwx-sqb>

## Goals

- Organize the operations of the Membership Committee; Scheduling Hosts for Open Houses and New Membership Orientation events

## Discussion items

Time	Item	Who	Notes
	Role call		<ul style="list-style-type: none"><li>• Attendees:<ul style="list-style-type: none"><li>◦</li></ul></li></ul>
	Any changes to last months Agenda / Notes?		<ul style="list-style-type: none"><li>• Comments / Corrections:</li></ul>
	October BOD Meeting		<ul style="list-style-type: none"><li>• Will need to provide an update to matrix by October 18th to submit to Secretary for inclusion in Meeting Agenda</li></ul>
	November Member Meeting		<ul style="list-style-type: none"><li>• Will need to provide an update to matrix by October 29th to submit to President for inclusion in Meeting Agenda</li></ul>
	Open House Hosts/Tour Guides		<ul style="list-style-type: none"><li>• Open House Hosts<ul style="list-style-type: none"><li>◦ Leesburg: Ken, Jen, Jesse, Mark<ul style="list-style-type: none"><li>▪ October 5th,</li><li>▪ October 12th,</li><li>▪ October 19th,</li><li>▪ October 26th,</li><li>▪ November 2nd,</li><li>▪ November 9th (not yet on calendar)</li></ul></li><li>◦ Purcellville: Stosh &amp; Keith<ul style="list-style-type: none"><li>▪ October 3rd</li><li>▪ October 10th</li><li>▪ October 17th</li><li>▪ October 24th</li><li>▪ October 31st</li><li>▪ November 7th</li></ul></li></ul></li></ul>
	New Member Orientation		<ul style="list-style-type: none"><li>• October 23rd: Host: Mark &amp; Jennifer</li><li>• November 6th: Host: Jennifer &amp; Dawn</li><li>• November 20th: Host: Dawn &amp; Jennifer</li><li>• December 4th:</li><li>• December 18th:</li></ul>
	Email monitoring		<ul style="list-style-type: none"><li>• Mark will handle email into <a href="mailto:info@makersmiths.org">info@makersmiths.org</a></li><li>• Jen will handle new member onboarding</li></ul>
	NMO Slides		<ul style="list-style-type: none"><li>• Current NMO Slidedeck is to be kept in Shared drives/Membership/New Member Orientation Slide Deck Files</li><li>• Please consider Updating link on Member Only Content on Makersmiths web site</li><li>• Mobile link to January slide deck?</li></ul>
	General Discussion and/or Suggestions		<ul style="list-style-type: none"><li>• Sync of WaiverForever, Wild Apricot, Slack, August roles. (Remove any that shouldn't be on roles)</li><li>• Streamline on-boarding to send Slack invite, auto-schedule NMO and Welcome Letter, schedule volunteer hours and check if a minor.</li><li>• Revert to Contact Us form on Makersmiths web site. Currently just shows email address . . .</li><li>• Need to document who admins are for WildApricot, Slack, August, WaiverForever, Arlo and any other operational software or apps</li><li>• Need to document what on-boarding process is and what off-boarding process is</li></ul>

	Schedule Next Meeting		<ul style="list-style-type: none"><li>Next Membership Committee date: <b>Wednesday, November 8th, 2023 at 7PM.</b></li></ul>
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Members (per members listed in Slack #membership-committee channel):

Becky McCoy, Ben DeVore, Brenda Egeland, Bucky Fields, Cody Johnson, Dawn Martin, Evin Grano, Jay McGee, Jen Barlev, Jennifer Chu, Jesse Maloney (BOD), John Dubelko (Officer), Jonathan White (BOD), Lukas Burgher, Maggie Toth, Mark Millsap, Mellissa Kowalski (Newsletter), Mike Metheny, Nate Jaenichen, Peat Biby, Scott Silvers (BOD), Adam 'Squirr!' McClintock, Stosh Kowalski, Keith Sampson, Wyatt Banks

Action items

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- ☐