

2023-11-08 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		• Attendees: ◦ No attendees besides the Chairperson
	Any changes to last months Agenda / Notes?		• Comments / Corrections:
	Open House Hosts/Tour Guides		• Open House Hosts ◦ Leesburg: ◦ Purcellville:
	New Member Orientation		
	Email monitoring		
	NMO Slides		• Current NMO Slidedeck is to be kept in Shared drives/Membership/New Member Orientation Slide Deck Files • Please consider Updating link on Member Only Content on Makersmiths web site
	General Discussion and/or Suggestions		• Sync of WaiverForever, Wild Apricot, Slack, August roles. (Remove any that shouldn't be on roles) • Streamline on-boarding to send Slack invite, auto-schedule NMO and Welcome Letter, schedule volunteer hours and check if a minor. • Revert to Contact Us form on Makersmiths web site. Currently just shows email address . . . • Need to document who admins are for WildApricot, Slack, August, WaiverForever, Arlo and any other operational software or apps • Need to document what on-boarding process is and what off-boarding process is
	Schedule Next Meeting		• Next Membership Committee date: Thursday, December 14th, 2023 at 7PM.

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 'Squirrel' McClintock, Stosh Kowalski, Keith Sampson, Wyatt Banks

Action items

- ☐
- ☐
- ☐
- ☐