Membership Committee Meeting

April 13, 2016

Members present: Sandy Ogburn, Chair, Barry Washington, Sandra Hicks

Called to order by Sandy at 11:20

1. No new applications.
2. Please remember Teresa Staley as she recovers from illness.
3. Only other business is developing a mentorship plan: Sandy shared some introductory information with members she found on the internet from Robert Half that may be used in the introduction of a plan. Sandra and Barry agreed to use this as a guideline. After the introduction paragraph, the following will be the mentors responsibility:
4. In the two weeks after a new members first meeting, the mentor will contact the member two times, with the first time being by phone and then by either text or emails.
5. The mentor will contact the new member at least one time every week for the first two months.
6. Some suggestions to cover during mentor-mentee sessions:
	1. Importance of attendance at Thursday training and Friday quarterly meetings.
	2. Explanation of all conferences: NCIL, APRIL etc.
	3. Explanations of all forms including reimbursement and conference attendance applications.
	4. Policy of what your responsibilities are when you return from a conference.

Sandy will send an email to members to ask what would have been the most help when they first joined to gather more information about what to include.

With no further business, the meeting was adjourned by Sandy at 11:53

Respectfully submitted by Sandy Ogburn