**ICC Membership Subcommittee Meeting**

**Minutes**

**6.14.2024**

In attendance: Nicole Constantino (v), Colleen O’Brien (v), Dina Tedeschi (v), Mallorie Brown, Kathleen Amaral, Kris Martone-Levine; voting members absent: None. The meeting was held virtually.

Agenda:

1. Review Charge
2. Discussion
3. Adjourn

Quorum met at 10:00 am. Nicole called to order at 10:00 am. Three (3) voting members for quorum. Call to approve May minutes, Nicole motioned, Dina seconded and all approved.

Review Orientation slides

* Consider adding glossary to deck
* Discussion of ICC House and Strategic Plan
* Consider adding Strategic Plan slide to deck
* Add Required Duties <of ICC> (slide 4)
* Slide 5
  + Add Core Functions <of ICC>
  + Capitalize Council
  + Add -ing to third bullet - Gathering
  + Last bullet should be moved down a space and be its own statement: Informed by these functions, the Council sets and reviews annual priorities.
* Slide 6
  + Consider a different term than “stakeholder”
* Slide 8
  + Remove “at the annual retreat” from top left box
  + Family, Equity<, and> Engagement Committee – add <, and>
  + Consider changing (& to and) throughout
* Slide 9
  + Change bylaws to handbook
  + Add period to first sentence
  + Clarify 2nd sentence in handbook
  + Talking points: reminder to read the handbook; staggering terms between co-chairs; re-election to terms
  + Simplifying slides: these are the responsibilities of the Co-Chairs
  + Spacing on slide
  + Consider: Columns (Role/Responsibility) or Co-Chairs are:
    - Elected by appointed members
    - Serve 2-year term
    - One must be a parent whose child has received EI services in past 9 years
    - One must be a provider from the EI system or partnering agency
* Slide 10
  + First sentence needs a period
  + EI Division representative(s)
* Slide 11
  + Separate 2nd sentence to own bullet
  + Are expected to
  + Tighten up tenses (i.e. consistency in verbs)
* Slide 12
  + “Stakeholders”
  + First line is a statement; should not be a bullet and add a period
  + Bullet remaining statements, “Interested Stakeholders are:”

Nicole will send a Doodle poll to determine a July meeting. Consider creating calendar for next fiscal year

Nicole motioned to adjourn 11:02am; Dina seconded the motion. Meeting adjourned at 11:02am.

Respectfully submitted by Kris Martone-Levine