**ICC Membership Subcommittee Meeting**

**Minutes**

**March 7, 2025**

**Charge:** The Membership Committee’s charge is to develop a member recruitment and engagement plan and conduct a membership gap analysis.

**Voting Members In attendance:** Nicole Constantino (v), Dina Tedeschi (v), Mallorie Brown (v)

**Voting Members Absent:** Colleen O’Brien (v)

**DPH Staff:** Kathleen Amaral, Kris Martone-Levine

**Public Attendees:** None

The meeting was held virtually.

**Agenda:**

1. Review Charge - <Capture language for new charge from Steering Committee meeting above>
2. Discussion
3. Adjourn

Quorum met at 10:34 am. Nicole motioned to call meeting to order at 10:34 am; Dina seconded. Three (3) voting members for quorum. Discussion about zoom Webinar platform and requirements. Difficulty with having authentic conversations without all people being in the room. This platform doesn’t add to relationship building and not having a chat, emoticons or people on the screen makes it more difficult to read the room. At steering yesterday, Nicole proposed developing a more succinct way to track committee members attending and who is eligible as a voting member and who is not. Who is a panelist, who is an attendee, who responds to Q& A? Transcript picks up all comments. Call to create protocols to better navigate this process on this platform. People attending from the public may feel hesitant to introduce themselves because they become part of the minutes. Should we be announcing who’s in the audience? Need clarification. Knowing who is in the audience helps inform some of the conversation. Public members add a level of informing the work.

Call to approve January minutes, Nicole asked for any changes and motioned to approved, Mallorie seconded, and minutes were approved at 10:55 am. Unanimously approved.

The ICC Handbook reviewed, and questions came up about missing information about committee meetings. Nicole is working on making sure handbook aligns with process/system as it is. Governing document to provide guidance on navigating the ICC. ICC Handbook was approved on December 7, 2023. Will need to adjust language in handbook and the Strategic Planning Pillars; and align materials. The ICC Handbook that was approved and the one that is on the mass.gov website are not the same. Some homework will be done to identify the accurate ICC handbook. December 18, 2023, ICC member succession planning plan was reviewed on September 13, 2024, meeting. Amendments will need to be made to align with the process.

Nicole shared her thoughts about providing guidance for committees.

ICC Subcommittee Title:

Chair/ Co-Chair Full Name:

Chair/ Co-Chair Full Name:

Appointed Voting Members for the Subcommittee:

1. \_

2. \_

3. \_

4. \_

5. \_

6. \_

Questions that need clarification:

· What is the criteria to be a voting subcommittee member?

· What is the expectation for frequency of attendance?

· What is the criteria to be a panelist?

Nicole motioned to adjourn 11:29 am; Dina seconded the motion. Meeting adjourned at 11:29 am.

Respectfully submitted by Kris Martone-Levine