**ICC Membership Subcommittee Meeting**

**Minutes**

**2.9.2024**

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

Agenda:

1. Review Charge
2. Discussion
3. Adjourn

Quorum met at 10:01 am. Nicole called to order at 10:06 am. Three (3) voting members for quorum.

The official charge was approved at the ICC General Session meeting on February 8, 2024. Four people attended the ICC Subcommittee breakout session and are interested in being new members of the Membership committee.

An action item that came from the breakout session was to consider making an easy quick slide to be shared at every meeting with information for voting members and attendees in attendance at the meeting. Nicole, Colleen, and Dina created the slide content to be reviewed at the next Steering Committee for approval, and to be used at the next General Session meeting.

Slide (see below)

Nicole reviewed notes from the ICC Membership Subcommittee breakout session at the General Session meeting.

Dina is not listed as an official Membership committee member and needs to be added.

Discussed logistics of who is on which subcommittee and what should be on the website; the phone 617-624-5442 is still set to Eve Wilder, and the ICC website is missing the ICC Handbook.

The meeting adjourned at 10:30 am.

Respectfully submitted by Kris Martone-Levine

Opening and Closing Slide for ICC General Meetings

Propose this to be the opening slide as people enter the Zoom meeting, as well as the slide for the break to remind those who may have come to the meeting late of their roles and responsibilities. This was a recommendation from the Membership breakout room on 2/8/24.

Voting Members:

· Cameras need to be on throughout the meeting but minimally during roll call and voting

· Please note Here for roll call and for voting, the responses are: Yes, No, Abstain

· Please use the raise hand feature for any questions

Non-voting attendees:

· Cameras are encouraged to be on

· For any motions, only Voting Members can vote

· Please use the raise hand feature for any questions- YES! You can ask any questions!

· Have further questions about ICC, reach out to the ICC Membership Co-chairs: Colleen O’Brien: colleen.mobrien@bhninc.org  or Nicole Constantino: nconstantino@meetingstreet.org