**ICC Membership Subcommittee Meeting**

**Proposed Minutes**

**January 10, 2025**

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

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

**Agenda:**

1. Review Charge - Previous charge met; no current charge.
2. Discussion
3. Adjourn

Quorum met at 10:28 am. Nicole called to order at 10:31 am. Three (3) voting members for quorum. Call to approve November minutes, Nicole motioned, Dina seconded and approved at 10:32 am.

Zoom format is a significant deterrent. There were 33 people in total at the meeting for 10 minutes otherwise there were 31 people tracked at the meeting. Nicole was told by many people that they will not attend again. Community is not involved because the platform deters natural interaction. Zero engagement with panelists, people left and came late. It feels like it is very restrictive. As ICC is being used more and more as an advisory board, there are many limitations to accessibility and interactions using this platform.

Dina did some research (for this role and other roles that she is a part of) and found that it is up to the Chair how participants are available on the screen. Written vague enough that it leaves the decision to the chair. Dina’s plan is to include non-voting members as panelists at the next Family, Equity & Engagement committee meeting.

Struggling with ICC involvement and how membership was asked about their participation. Dina has outreached herself personally to members and has seen increased engagement. Not making quorum at last couple of meetings. Clarification of subcommittee membership and participation. This setting is fed by the opportunity to talk through topics.

Nicole will be requesting a meeting with Kathleen to discuss outstanding membership issues.

Questions that came up:

1. Who tracks subcommittee attendance?
2. Accountability to attend and participate; and to notify if not going to be in attendance.
3. Orientation for new members – why were there members at the General Session that had not been orientated?
4. Learned 10 minutes before the General Session meeting that she would be presenting
5. What is the role of Membership Chair?
	1. Expectation that new members receive orientation prior to attending first meeting.
	2. Define what the expectation is for new members – all should have the same experience and be held to the same standards.
	3. Dina recommendation – Anyone new since November or who missed the November General Session meeting, must attend an orientation session.
6. ICC Handbook difficult to find – weirdly embedded within a paragraph; Word document is editable – why is are some documents in Word and some in PDF.
7. General concern about platform and ability to interact.
8. Q & A question: Panelists cannot cue a question; they can respond to questions.
9. Cannot agree or show support of conversation/topics
10. Possibility of using the White Board in meetings?

ECTA Center (https://ectacenter.org) website cites Johan de Besche and Helena Liedtke as MA ICC Cochairs. This needs to be updated.

This platform is greatly impacting membership. It is anxiety provoking trying to respond to what’s being discussed quickly enough for it to be meaningful and timely (regarding having to type in Q & A)

Proposed charge: streamline onboarding. Liz recommended using the tool that was developed to create the charge to finetune charge development. Mallorie shared the Charge Development Tool.

Dina recommended that a form be sent to members to confirm their membership and participation at the ICC. Creating a connection with those members who have not been in attendance would confirm their membership and possibly reengage them in the ICC. It would open the opportunity for others to take their roles to form a more complete body.

Kathleen will check with General Counsel about Zoom platform and tools that would make it more accessible, as well as clarification. Appointed members may be raised to panelist status and still be considered a non-voting member of said committee. Need to tweak the nuances of this new platform requirement.

Nicole motioned to adjourn 11:31 am; Dina seconded the motion. Meeting adjourned at 11:32 am.

Respectfully submitted by Kris Martone-Levine

ICC Committee Charge Development Tool

## Select Committee:

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| --- | --- |
| [ ] Service Quality Committee | [ ] Membership |
| [ ] Family, Equity and Engagement | [ ] Fiscal |

## Purpose:

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## Define the Charge of the Committee:

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## What does success look like in June 2026:

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## Skills we are looking for:

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