**ICC Membership Subcommittee Meeting**

**Minutes**

**5.10.2024**

In attendance: Nicole Constantino (v), Colleen O’Brien (v), Dina Tedeschi (v), 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 10:04 am. Nicole called to order at 10:04 am. Three (3) voting members for quorum. Call to approve January, February, and March minutes, Nicole motioned, Dina and Colleen seconded and all approved.

Discussion regarding ICC Membership subcommittee meetings moving forward for FY25 and FY 26. Considering moving meetings to better time to accommodate schedules.

Identifying provider ICC co-chair; would Chris Hunt want to renew? Nicole will reach out to Emily to identify the process to document in ICC Handbook. Goal to better understand nomination process for leadership roles. Behind on process for identifying co-chairs for new fiscal year. Discussion should happen in the last meeting prior to new year. Years past, the ICC Steering Committee created the ICC General Session agendas.

Cyclically the meetings should specifically address rotating business.

Feb/March – time to have conversation about leadership roles for ICC and subcommittees.

Steering Considerations

* Leadership for ICC terms?
* Leadership for subcommittees?
* Terms for subcommittee chairs?

Example: 1st meeting – focus on chairs, terms, engaging membership to be active, membership language to document practice.

DPH guidelines should include cyclical business. Steering retreat to plan for the year, in addition to the General Session retreat.

Calendar of events on website that is printable, with cyclical business and action items indicated in agendas.

Subcommittee meeting reminders to voting members include information about upcoming meetings which includes links to minutes, agenda, acronyms, etc. Kris to forward ICC Family, Equity & Engagement email from Dina to those present. Consider creating a template to be included in the ICC Membership Handbook.

What are we presenting at Steering? Share updates. Kathleen will update slides and share with Membership prior to Steering meeting.

Updates to website coming for next fiscal year. Update the ICC Handbook with changes based on strategic plan (new subcommittee names). Create slides with “current information” and “proposed information” for Steering and General Session meetings.

Communication between and from subcommittees should happen at Steering meetings and be filtered through to General Session meetings.

DPH staff left at 11:03am. Motion to adjourn made X, X seconded. The meeting adjourned at X am.

Respectfully submitted by Kris Martone-Levine