**ICC Membership Subcommittee Meeting**

**Minutes**

**11.1.2024**

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.

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

Agenda:

1. Review Charge
2. Discussion
3. Adjourn

Quorum met at 10:33 am. Nicole called to order at 10:33 am. Three (3) voting members for quorum. Call to approve October minutes, Nicole motioned, Dina seconded and approved.

ICC Orientation approved at Steering and added to agenda for November 14, General Session meeting.

Charge has been met.

Plan to move forward for orientating new members to ICC. Formalizing the process for mini orientation (1) Kathleen to review with new member prior to their first meeting, (2) invite new member to ICC Membership meeting to review ICC Orientation. Both options are viable. Handbook should be added to the chat feature at the next ICC General Session meeting. Serves the purpose of providing the handbook to all members and follow up with PDF version via email. After November 14, 2024, new members will attend ICC Membership meeting for the ICC Orientation; if ICC Membership meeting timing isn’t available prior to meeting, Kathleen will review ICC Orientation with new member.

Next/new charge for ICC Membership.

* Should we be looking at the diversity of membership?
* Is there an opportunity to support the Service Quality subcommittee?
* How can we support other committees?
* Consider a doodle poll to determine the need for refresher?

Where do we go from here?

No December ICC Membership meeting.

Dina and Lori to convene to discuss next ICC meeting.

Nicole shared that Meeting Street’s Danielle Thibodeau is the MA Ambassador for Learn the Signs/Act Early – CDC multilingual materials and tools (birth to 5 years old), with materials that are culturally responsive. <https://www.cdc.gov/ncbddd/actearly/index.html> Updated and evidence based. Consider inviting Danielle to January 9 General Session meeting to present Learn the Signs/Act Early at ICC General Session meeting.

Nicole motioned to adjourn 11:01am; Dina seconded the motion. Meeting adjourned at 11:01am.

Respectfully submitted by Kris Martone-Levine