Stratford Partnership for Youth & Families

Membership Committee Meeting
Wednesday, July 29, 2015
Birdseye Municipal Complex, Room 228
Minutes

In Attendance: Jocelyn Ault, Lucretia Duwel, Anna Gasinski, James Olsen, Mary Tiernan, Tammy Trojanowski

Call to Order
The meeting was called to order at 5:05 p.m.

Committee Responsibilities
As stated in the by-laws, the responsibility of the six Coalition members which comprise the Membership Committee is to; recruit, orient, and mentor new Coalition members, present the slate of officers comprising the Executive Committee to the Coalition in May for approval, and fill sector representative vacancies. The Membership Committee recommends a youth and adult co-chairs of the committee.

New Member Orientation
Upon arrival to a Coalition meeting, if there is a new individual, they will receive a welcome packet and a member of the Membership Committee will greet them and help engage the new member. The member will introduce themselves along with the vision, mission and current work of the Coalition. Engaging and having a follow-up conversation either by phone or email after the meeting will solidify new members' participation. Membership Committee member will exchange their interests and see how and where the new member can get involved.

Orientation Packet
Members recommended providing name tags for all members, which they could pick up at the start and leave at the end of the meetings. A sample packet was distributed and discussed. Current items in the "Welcome Packet" include:

- The YAFAB Support Card
- Coalition Meeting Schedule for 2015-16
- List of members, with possible contact information, and committees
- 2015-16 Coalition proposed budget
- Last 2 issues of the e-mail newsletter
- Medication Drop Box Flyer
- DFC Infographic

Committee members decided to add a personalized ½ page "survey" form, which can be used in the follow-up conversations. Questions could include: name, telephone number, e-mail address, what brought you to the Coalition meeting, and what are your hobbies/ interests. In addition, the committee determined it would be useful to add a Coalition Involvement graphic to

help new members understand that there are various ways to become engage in the Coalition's work. For example, explaining "core teams", which members get appointed by the Mayor and why, as well as, simply signing up for the e-mail newsletters. A second draft of the Welcome Packet will be reviewed at the next meeting. Additionally, Membership Committee discussed various groups to target for recruitment, such as the PTA Council, Council of Churches, seniors (who may have teenage grandchildren).

Adjournment
The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

James Olsen