

## MEETING ACTION LIST TEMPLATE

**Meeting Title: TCUUC Membership Meeting**

**Location: TCUUC**

**Date: 10/13/16**

Agenda Item	Action required	Responsibility	Deadline
<p><b>Present:</b></p> <p><b>Special Guest:</b></p> <p><b>Welcome Center Furnishing And Practice</b></p>	<p>Jon Page, Betty O'Brien, Viola Fairweather, Anne Nowaka, Pat Trowbridge, Mary Thayer, Caitlynn Palmieri, Regina Wood</p> <p>Dixie Gray</p> <p><b>General info:</b> Narthex may have TVs for announcements, two benches, two large plants, table and picture of David J. Craig. No food, water in sanctuary.</p> <p><b>Discussed where to put supplies for Services/UU information. Committee decided following needed:</b></p>		
	<p>(1) <b>Portable Counter with Inner Shelves;</b> stored near restrooms until needed; able to roll out to Narthex; \$212</p> <p>(2) <b>Wall Hangers</b> for all the brochures, made of Plexiglas with wood trim</p> <p>(3) <b>Name Tags:</b> Dixie to research what to put them on</p> <p>Other ideas: Portable coffee cart; portable book store</p>	<p>Committee recommending to Board to purchase Portable Counter and Wall hanger. Jon will contact Board.</p> <p>Dixie to research and get back with Committee</p>	Report next meeting
<p><b>Chalice Lighting Check In Approval of 9/1 Minutes</b></p> <p><b>Prospective Members:</b></p>	<p>Discussed prospective members: Phillip Vander Mode; Heather Henderson; Deanna Wilds; Karen Frank; Dana Fikelson; Sally Darrah; Harvey and Nancy Ulano; Christopher Dotson, Lee Griner-starting Trans support group and May be interested in joining;</p>		

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<p><b>Meeting with Rev. Johnson</b></p> <p><b>Welcome Packets:</b></p>	<p>Miss You card send to Barbara F.; Card to Bertie Carbia, who has dementia.</p> <p>(see attached summary from Jon)</p> <p>Revised Welcome Packets, Visitors to fill out welcome form when they come in; Greeters to stay for Social hour (see revised welcome form)</p>	Caitlynne to send	
<p><b>Glad You Came Cards &amp; Phone Calls</b></p> <p><b>Greeters/Visitor Greeters:</b></p>	<p>Membership Committee relieved of sending Glad You Came cards and phone calls to new visitors. Rev. Johnson and Caitlynne will be doing this</p> <p>10/16 Visitor Greeter: Betty O'Brien            10/23 Greeter: Ray Burdett; Visitor Greeter: Caitlynne            10/30 Greeter: (ask) Gail Deaver; Visitor Greeter: Regina            11/6 Greeter: M. Gregory; Visitor Greeter: Jon Page. 3pm  <u>Service Board's responsibility to assign greeters.</u></p>	<p>Vi to ask Gail</p> <p>Vi to talk to Board</p>	
<p><b>Service Attendance:</b></p> <p><b>Goals &amp; Strategy:</b></p>	<p>Can Worship Associates do this? WA meeting Sunday</p> <p>Learning Social Media interest. Schedule a meeting.</p> <p>New Goals and Strategies reviewed. (See attached).</p>	<p>Vi to talk with WAs at Meeting</p> <p>Caitlynne to check with IT person</p> <p>None</p>	<p>Report next meeting</p>
<p><b>Chamber of Commerce:</b></p>	<p>Committee has concerns regarding ethical issues and poor results (few members) of being a CofC member. Will make Board aware of concerns, and that committee does not want dues out of its budget. Board to decide on whether to continue membership.</p>	<p>Caitlynne to send letter to Board from committee</p>	<p>Report next meeting</p>

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<b>Handouts from Jon:</b>	10/6 Meeting with Rev. Johnson and Membership Committee Revised Welcome form FY 2016 Annual Budget for Membership Committee Copy of Welcome to the Neighborhood for mail-out Copy of Welcome Visitors Pamphlet Prayer for Community September Committee Minutes Letter from President Chamber of Commerce emails Goals and Strategies 2016-2017	If you did not receive these and want a copy, contact or Jon or Regina	As needed
	Humunist.com article Inside Your Congregation Article		
<b>NEXT MEETING</b>	<b>Location: No date yet</b> <span style="margin-left: 150px;"><b>Timings: ..... am/pm to.....am/pm</b></span> <span style="margin-left: 50px;"><b>Date:</b></span>		