

MEETING ACTION LIST TEMPLATE

Meeting Title:TCUUC Membership Meeting

Location: TCUUC

Date: 6/23/2016

Present: Caitlynne Palmieri, Jon Page, Fred Demobwski, Betty OBrien, Ann Nozawa, Regina Wood

Agenda Item	Action required	Responsibility	Deadline
Minutes	<p>Committee will use this format for taking minutes. Each member will receive a copy at each meeting, and can take notes for themselves. The secretary, Regina, will keep notes for the official minutes.</p> <p>Minutes will go to: all committee members, Fred Dembowski, Chair of Finance and Caitlynne Palmiero. Caitlynne will keep a file at church office.</p>	Regina	Send minutes each month after the meeting
Overview of New Members	<p>Committee will review new comers each meeting. Caitlynne will bring spreadsheet with new comers for last 3 months at the next meeting. Then she will bring list of recent new comers to each meeting.</p> <p>Recent new members discssued at meeting: Heather Henderson, Jim Rogers</p>	Caitlynne	<p>Will bring list of new comers for last 3 months to next meeting.</p> <p>Will bring list of recent new comers to each meeting.</p>
<p>1) Welcome Cards</p> <p>2) Ideas for increasing membership</p>	<p>Redesigned by Caitlynne to include: How did you hear about us.</p> <p>Circle Suppers: Members invite people to discussion dinners at their house</p> <p>Demographic Similarities- Hooking new comers up to people of same demographics</p>	<p>Caitlynne-make changes to Welcome Card.</p> <p>Needs to be continue to be discussed</p>	When able.

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Subcommittee Meeting: Purpose: Develop New Visitor procedures;Membership Pathway	11-2:00 Weds. July 6	Jon, Anne, Caitlynne, Regina	July 6
Greeting Cards	Each meeting review who needs greeting cards. Today: Mr. Pitkin, Marcy Pitkin, Pat Trowbridge	All members signed cards. Caitlynne will mail them.	Will be sent after meeting
Marketing Plan	Fred said Committee has approx.. 3800 for marketing. Need Marketing Plan. Regina to put together information we have and present proposed plan next meeting.	Regina	Next meeting
Directory	Membership directory just for members. Print and send members a copy. Mailing list with which includes guests will be available to members of TCUUC committees, but guests will not be in Memberhip Directory	Caitlynne will create first draft of Membership Directory Caitlynne will mail directory to members when completed	Oct 1
Update Answering Machine	Will include: Sunday service time/casual attire/ address, welcoming congregation, website when available	Caitlynne	Next meeting
Testimonials for newsletter	Done	Caitlynne	Will appear in next newsletter
TCUUC Flyer	Low priority--postponed	n/a	n/a

