

MEETING ACTION LIST TEMPLATE

Meeting Title: TCUUC Membership Meeting

Location: TCUUC

Date: 7/22/2016

Present: Jon Page, Mary Thayer, Betty O'Brien, Caitlynne Palmieri, Ann Nozawa, Regina Wood

| Agenda Item | Action required | Responsibility | Deadline |
|--|--|--|---|
| <p>Starters: Newcomer Greeters</p> <p>Greeting Cards</p> | <p>Newcomer Greeters for August: 8/7 Caitlynne;8/14 Regina; 8/21 Betty; 8/28 Mary</p> <p>Ann suggested a new category for people who are interested in TCUUC but not able to come due to things like illness. Put them on list and send card every six weeks.</p> <p>Greeting cards sent today: "Miss You" to the Cifellis</p> | <p>Committee Members</p> <p>Jon will keep list</p> <p>Signed by committee, Caitlynne to send</p> | <p>Check list each mtg,</p> |
| <p>Tracking of new visitors</p> <p>Minutes</p> <p>OLD/ON-GOING BUSINESS</p> <p>Directory</p> | <p>Follow-up with new visitors, make them feel welcome; 1st contact-Caitlynne; 2nd contact-email from Jon</p> <p>Approved with spelling changes</p> <p>List pledged members only. Can do pictures in the future. Ready to print. Will email to members and keep hard copies supply available</p> | <p>1st Contact-Caitlynne 2nd Contact-Jon</p> <p>Caitlynne-distribute</p> | <p>As needed</p> <p>By Sept. 1</p> |
| <p>Breeze</p> <p>Does our email need to be Cleaned up?</p> <p>Welcome Info Card</p> | <p>Membership Committee can tag committee members and use Breeze in sending out emails</p> <p>Caitlynne to check cleaning up email and reload if changes</p> <p>Changes made to include how people heard of TCUUC/ Caitlynne to add date when submitted</p> | <p>Committee members to review using Breeze</p> <p>Caitlynne</p> <p>Caitlynne</p> | <p>Discuss at next mtg</p> <p>Report next mtg.</p> <p>Done/add date by next meeting</p> |

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| <p>New People Meet & Greet</p> <p>Marketing Plan/Budget</p> | <p>August 10. Reviewed who to invite. Caitlynne to call people</p> <p>Direct Marketing: need to order the list in September to contact people in October. New Awakenings listing-need to Contact in Sept for October listings (every month after that for six months)</p> | <p>Caitlynne</p> <p>Caitlynne</p> | <p>Report next mtg.</p> <p>September</p> |
| <p>Newcomer and pathway to Membership pamphlets Subcommittee wrote</p> <p>Letter to New Minister re: Membership Pathway brochure</p> | <p>Committee members to review and contact Jon about any changes. Newcomer pamphlet most important now. Pathway pamphlet needs approval by new minister. Regina suggested using the same chalice and purpose statement that was decided upon in prior Committee meetings to make sure there is consistent message with our Marketing.</p> <p>Discussion. Also, whether to give new members a gift, make the joining different. more special</p> | <p>Committee members to review and let Jon know of changes</p> <p>Continue discussion</p> | <p>Report next mtg.</p> |
| <p>Request Worship Associates</p> <p>Pamphlets for when new Sanctuary opens</p> | <p>Committee to request that Worship Associates remind guest to Sign the information slip and drop it off at office door.</p> <p>Jon to talk with Dixie regarding which pamphlets to order. Discussion regarding where to display them. Some members did not want them in the lobby. Sanctuary?</p> | <p>Regina</p> <p>Jon to talk with Dixie</p> | <p>Report next meeting</p> <p>Report next meeting</p> |
| <p>Board information Request Update</p> <p>2016-2017 Goals</p> | <p>Detailed Annual Report for 2015-2016 was sent to Board members and they should review that (see attached). Fred is the liaison between Board and committee and that should help with better communications between the two. The Board and Committee should not be duplicating each other's efforts.</p> <p>Committee set goals for 2016-2017. Jon had additional goals. Discussion. Needs to continue.</p> | | |

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| Meeting time change | Committee voted to change meeting to once a month. Will be the 1 st Thursday of month at 2 pm. Next meeting: August 4. | Committee members | Monthly meetings |
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| NEXT MEETING | Location: TCUUC Date: 8/4/2016 | | |