

## MEETING ACTION LIST TEMPLATE

**Meeting Title:** TCUUC Membership Meeting

**Location:** TCUU

**Date:** 8/4/2016

**Present:** Jon Page, Caitlynne Palmieri, Ann Nowaka, Betty O'Brien, Regina Wood

Agenda Item	Action required	Responsibility	Deadline
<b>STARTERS:</b> <b>Visitor Packets</b>	Have packets for this month. Need name labels  Will check packets at monthly meetings	Jon to replenish Caitlynne print labels Committee	As needed As needed
<b>Greeters this month:</b> <b>Greeting cards:</b>	8/7 Ann 8/14 Regina 8/21 Betty 8/28 Mary "Thinking of you"-Linda & Dan Schuee; Mary Meyers "Miss You"-Vi	Caitlynne	After mtg.
<b>Visitor Tracking base</b>	Reviewed. Blum, Selvaggios. Send Welcome card	Caitlynne	After mtg.
<b>Pastoral Care Committee</b>	Foxes and Pastoral CC have agreed to take on sending Greeting cards. Membership will do until they take over	PCC to take over sending greeting cards	TBA
<b>OLD BUSINESS:</b> <b>Minutes</b>	Approved	N/A	N/A
<b>1) Update on Membership Dir/ Membership Data Base</b>	Jon provided Database. Reviewed members/guests on list to clarify who are members. Possible some people may think they are members, but not. Jon-will check with Foxes. Regina-will talk w/Karla. Committee to contact B. Fugazzoto when she returns. Caitlynne-check with Mary Meyers and Clark. M. Jost -need to know more about his status. Members in Directory -members who pledge.	Jon, Regina, Caitlynne Contact members named	Report next meeting
<b>2) Marketing Plan</b>	a) Update, Direct Mail/Zip Codes (see next item) b) Update, Awakenings (see next item) c) Question, Chamber of Commerce-Fred	Fred-needs to determine If was worth cost	Report to Committee
<b>3) Budget Worksheet</b>	4600 Budget -. Natural Awakenings-Regina to contact; Direct Mailing- Jon and Caitlynne-will bulk mail \$.14; will also bulk mail for postcards	Regina-Oct-March Events New Awakenings Jon and Caitlynne-do bulk mailings for Direct Mail	Start Sept. for Oct  Oct-March

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4) Acceptance of "New Visitor Pamphlet"	Committee members read through pamphlet together and made changes. Will be printed with the new changes. At this time, we are using TCUUC, but Board still working on what should be our official congregation title.	Jon/Caitlynne-get pamphlet printed	Report next meeting
Literature for Visitor Packets/ Church Display	Dixie said we have \$250 in budget for literature. Jon submitted order list for Literature for Committee Approval: Visitor Packet Total: 92 Church Display Total: 104 Total order: \$240 <b>FUNDS APPROVED BY THE COMMITTEE</b>	Jon/Caitlynne-order pamphlets	Report next meeting
New Meet and Greet	\$50 approved for August 10 meet and greet. Movie and pizza. for kids. Caitlynne, Jon and Ann to attend. Six people invited, possibly more. Caitlynne to call people and will supply beverages. Ann to lead the discussion with adults	Ann-lead discussion Caitlynne-call participants, purchase beverages	August 10
	Regina to find out if WAs will remind guests at Sunday Service when guest are acknowledged to fill in Welcome information so they can receive information from TCUUC	Regina-bring up at next WA meeting	Report next meeting
Other Information:	Committee recommends using statement on our original postcard for literature. Also, Jon suggested using new chalice, and will look into how we might use the top of our Chalice Sculpture .	Jon	Report next meeting
Next Meeting:	Thursday, Sept. 5, 2:00pm at TCUUC		