**Membership Committee Meeting Notes**  
**October 6, 2013 – Salt Lake City, UT**

**Present:** Sherrie Jensen (Chair); Jennifer Joslin; Michele Tinkerton (representing Carolyn Cawthon, Region 4); Heather Doyle (outgoing ex-officio for Diversity); David Marchesani (Past Chair); Stephanie Fernandez (Communication & Membership Chair, Region 1); Amy Korthank (ELP, Region 6); Lisa Laughter (Member Career Services); Adam Duberstein (incoming Diversity Chair); Terry Musser (Administrative Division Rep); Paula Dollarhide (Region 2); Judy Weyrauch (NACADA EO); and Bev Martin (NACADA EO)

Sherrie presented new agenda after having attended the Division meeting.

**Review Committee as a whole – conversation overview**

- Stakeholders – all members
- ID subgroups – connection to Diversity, Member Career Services (looking for a new name)
- Noticed goals for year generally come from Charlie/Executive office
- Has to do with connecting members, ID who/what they are/why; things to use to offer NACADA services to new members
- International members a subgroup; how do international members get recognized as members
- What do we provide – provide as much information as possible to stakeholders
- What recognized for – visibility

**Finish draft copy of proposed guidebook for how international organizations can connect to NACADA**

- Goal - Finish by January, 2014
- Amy (Chair), Dave, Sherrie, Stephanie, and Heather will work to finish the guidebook
- Canada as part of NACADA – how does Canada fit in with “international” since their provinces are included in only four regions

**Continue to work on mentor program for graduate students**

- Expand mentor program to include new NACADA members as half are new to advising
- Locate potential mentor student members
- ID mentors who would volunteer to share information and welcome
- Put together a simple online orientation to NACADA (establish a subcommittee)

**Partnerships with Other Committees**

- Member Career Services – help people to get into or transition to; review resumes; how to partner with
- Diversity, Member Career, international allied members; make it a comfortable and friendly process

**Survey**

- Collect information for an article about why to be a member of NACADA
- Top 10 reasons why people join NACADA
- Share information, why people join, stay and not leave

**Region 1 Graduate Student Initiative**

- Region 1 is putting together list of graduate schools with masters/doctorate programs
- Encourage graduates to come to regional conferences
- Janice Albright/Stephanie Fernandez will be Region 1 Membership Committee Representatives and will chair subcommittee; tap Rodney, Paula, and Lisa, too.
Last question was what NACADA goals are relevant to committee goals and outcomes
- Discussion of vision, mission, strategic goals
- Each goal to have one outcome
- Determine one thing to accomplish this year and how to access it
- Mentor program – online orientation involves graduate students, new or potential new members
- Guidebook – should be worded for any potential allied. Want them to feel part of NACADA but want them to have their own identify.
- The big picture – what to do as membership committee

What is our desired outcome for next year
- Provide information to potential and new members within the association
- How to assess – benchmark – what provided; later provide this, this, this
- Member online orientation
  - ID specific mentors
  - Put together short online orientation list
  - Ask Research Committee to consider us as one of their survey projects
  - Who do we want to obtain this information from

Last Item is to obtain Membership Committee Members
- Gaps we need to have filled
- Recommend someone to replace themselves
  - Region 1 – need to replace Janis Albright
  - Region 2 – OK (Paula Dollarhide)
  - Region 3 – OK (Pamela Stephens)
  - Region 4 - OK (Carolyn Cawthon)
  - Region 5 – need to replace Brian Hinterscher
  - Canadian rep – Jo Stewart
  - Region 6 – OK (Amy Korthank)
  - Region 7 – need to replace Abby Coffin – Amy Korthank will go to Region meeting to recruit
  - Region 8 – need to replace Tammi Saffell
  - Region 9 – need to replace Jeanette Wong – Sherrie will go to Region meeting to recruit
  - Region 10 – OK (Sherrie Jensen, Chair)

Schedule
- Subcommittee meetings in two weeks
- Amy will sent out specific invites to arrange a date
- Stephanie F. will do same in two weeks
- Sherrie will send out invitation two weeks after first meeting to finalize
- We can set up Adobe Connect Rooms
- Bev will talk to Michele in EO about setting Adobe room up for meetings