



**MEMBERSHIP COMMITTEE MEETING MINUTES**  
**July 31, 2014**

**Members Present**

April Lopez (chair)  
Sandra Smith

**Members Absent**

Robert Jacobs

**Others Attending**

Mike Clark  
Thomas Johnson

**\*Teleconference\***

Linda Landry  
David Forderer

**1. CALL TO ORDER/ESTABLISHMENT OF QUORUM**

April Lopez, Chairperson, called the meeting to order at 1:00 p.m. A quorum was established.

**2. WELCOME AND INTRODUCTIONS**

Everyone present introduced themselves.

**3. PUBLIC COMMENT**

There was no public comment

**4. APPROVAL OF JUNE 19, 2014 MINUTES**

It was moved/seconded (Landry/Lopez) and carried to approve the June 19, 2014 Membership Committee minutes as presented. The only two members present at June 19 meeting were April, Mike, and Linda.

**5. SCDD BYLAWS & DESCRIPTION OF MEMBERSHIP COMMITTEE DUTIES**

**Committee Members reviewed the SCDD BYLAWS and the Description of Membership Committee Duties, contained in the packet of materials**

handed out. There was also a brief discussion on who makes up Council Membership and the appointment process in general.

It was also mentioned that the Membership Committee develop a system that coordinates and facilitates appointments with the Governor's Office. There was also a discussion on how to gain public input regarding possible nominees and appointments. It was mentioned that the Membership Committee could utilize social media (like Facebook or Twitter) to facilitate this process. It was also suggested that prospective applicants send a copy of their application to SCDD. For this, it was emphasized that the Membership Committee has direct contact with the Governor's Office.

Sandra Smith emphasized that the Membership Committee should meet more often than quarterly in order to gather as much information as possible, and to invigorate the recruiting process. Sandra also suggested the development of a recruiting flyer that specifically caters to each Regional Advisory Board. Moreover, recruiting flyers should incorporate as much diversity as possible.

In short, a description of Membership Committee duties was summarized verbatim from the BYLAWS. This document can be accessed at:

<http://www.scdd.ca.gov/res/docs/BYLAWS%20Revised%20May%2029%202014.pdf>

## **6. UPDATE ON CURRENT STATE COUNCIL APPOINTMENTS, MEMBERS, AND VACANCIES**

Members discussed current vacancies and how the Membership Committee can facilitate the process for new appointments and acquire the status on applicants currently held up for review in the Governor's Office.

7. **COUNCIL RECRUITING FLYER**

It was moved/seconded (Lopez/Smith) and carried to approve that Staff develop a recruiting document for review and input at the next Executive Committee Meeting.

8. **NEXT MEETING DATES**

The next Membership Committee Meeting was scheduled for September 8, 2014 from 12:00pm to 3:00pm

9. **ADJOURNMENT**

The meeting was adjourned at 2:20pm.