



MEMBERSHIP COMMITTEE MEETING MINUTES
January 20, 2015

Members Present

April Lopez (chair, FA)
Sandra Smith (FA)
David Forderer (SA)

Members Absent

Linda Landry (FA)

Others Attending

Mike Clark
Aaron Carruthers
Bob Phillips
Natalie Bocanegra
Thomas Johnson
Wayne Glusker

1. CALL TO ORDER/ESTABLISHMENT OF QUORUM

Chairperson April Lopez called the meeting to order at 1:12 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 (Smith/Forderer) and carried to approve the December 9, 2014 Membership Committee minutes as presented. Councilmembers Lopez, Smith, and Forderer voted aye. There were no nays or abstentions.

5. APPOINTMENT AND VACANCIES MATRIX

Executive Director Mike Clark reviewed the vacancies matrix with committee members. He told members this matrix will be updated on a continual basis. Moreover, he briefed the committee on the current status of vacancies. Currently, there are six vacancies: one is an

institutional vacancy, one is an at-large vacancy that should be filled by a parent or family member, and regional offices 9, 10, 11, and 13 are vacant.

6. APPOINTMENT TRACKING FORM

Executive Director Clark reviewed the appointment tracking form with committee members. This form is currently up to date.

7. DEMOGRAPHIC MAP OF CURRENT COUNCIL MEMBERS

Chief Deputy Director Aaron Carruthers reviewed the demographic map of the current council membership.

8. BI-MONTHLY COUNCIL MEMBERSHIP REPORT

Chief Deputy Director Carruthers reviewed the draft bi-monthly council membership report. Staff feels confident that it meets the AIDD Corrective Action Plan mandates and expectations as it relates to bylaws. Members then discussed what else the document should contain or omit. The committee generally agreed that the document should include expired appointments, or at least a note section to account for incorrect appointment information. For this, Chief Deputy Director Carruthers and Counsel Natalie Bocanegra will meet to discuss this issue.

It was moved/seconded (Forderer/Smith) and carried to approve the recommendation that this issue be dealt with in greater detail at the March Membership Committee Meeting. Council members Lopez, Smith, and Forderer voted aye. There were no nays or abstentions.

9. APPLICATION FORM

Regional Office Director Bob Phillips discussed the progress on the application form, which will be completed by prospective candidates wishing to serve on the Council. Currently, there are several draft application forms that other regional offices use. Members reviewed the language of a few of these forms and were in general agreement that the applications should gather both basic demographic information as

well as provide candidates the opportunity to provide a narrative summary on why they wish to volunteer on the Council. Members also agreed that the application form should note the time commitments that are required to serve on the council. Members also agreed that all candidates should take an official oath of office before serving on the council, especially given the fact that they will likely be dealing with confidential information.

Council member David Forderer then requested staff to come back to the next Membership Committee meeting with a completed, preliminary draft application form.

10. RECRUITMENT FLYER

Committee members reviewed several drafts of a recruitment flyer. Members generally liked the different styles of fliers believing different approaches would reach different candidates. Members suggested using pictures of current Council and RAC members.

11. NEXT MEETING DATES

The next Membership Committee meeting is scheduled for March 3, 2015, from 11:00 a.m. to 3:00 p.m.

12. ADJOURNMENT

Chairperson Lopez adjourned the meeting at 3:26 p.m.