

AGENDA

VOLUNTEER RECRUITMENT & RETENTION *ad hoc* COMMITTEE

April Business Meeting

DATE & TIME: April 6, 2023 – 9:30 am – 10:30 A.M.

LOCATION: ECIA Community Center Living Room and Via Zoom Videoconference

1. Communications Director update: Jessica Neal on her role and what she needs the VRRRC committee's help with
2. Community outreach teams update: Confirm team members, leaders, actions accomplished and future objectives & key results (OKRs)
 - a. New resident welcome team
 - b. Coordination & publicity for ECIA community events team
 - c. Sustainability guidelines for ECIA events team
3. Budget: How much, who controls it, how to access for new events, planning for next year
4. Meeting norms:
 - a. Report on Board-approved committee members
 - b. Committee leadership: who will organize and lead the meetings? Take notes? Be the point of contact between the committee, staff, Board, and potential future members? Should team leaders rotate? Should we have co-chairs? Or officers like committee chair and secretary?
 - c. Next meeting: date and place?
5. Open Forum: Board liason report, questions from the public

Attachments:

- Minutes from 3/2/23 VRRRC Business Meeting
- Draft Event Checklist

Future Agenda Items:

1. Consider forming teams to work on the following objectives:
 - demographic survey of the ECIA community
 - meet with committee chairs and the Board about volunteer needs and volunteer "job descriptions"
2. July 4 event steering committee