

CRRA DEVCOM COMMITTEE MINUTES
Friday, December 15, 2006

Present: Todd Sutton, Tracie Bills, Leslie Lukacs, Laura Anthony, Judi Gregory (staff); **Absent:** Bob Hollis

Approve minutes from 11/17/06 & 12/1/06 meetings - accepted

Web Administrator Contract

Judi shared info from atty. Basically, the atty shared that CRRA needs to look at what exposure exists with the WA Contract. It was his opinion that CRRA probably has very little exposure with this type of contract and therefore would probably recommend not investing a lot of time or money into creating a lengthy, cumbersome contract. He has agreed to review whatever contract the Board decides upon. Todd had started doing some revisions, and will continue to update and send around to DevCom for review. He noted that most of the edits were fairly minor. Admin will then have the opportunity to review and send to legal. Tracie recommends that the Web Administrator contract go out for RFP in line with the ED and staff contracts next year.

New Member & Member Recruitment

Membership section of website

Tracie has started editing some of the text and sent to Julie for comments. Tracie will forward info to Todd so that he can get in the loop and participate in the process. Todd would like to eventually work through the entire website and clean it up.

New member packet

Judi shared discussions from TC planning regarding the development of a new member packet. An email could be developed that automatically gets sent when a new member is added to the listserv with information on the listservs, conference, elections, benefits, tc's. Bob Nelson suggested (during a separate call with Judi) creating a Membership Liaison who would keep up on membership issues and updating of the packet as needed. Todd recommended adding this concept to the workplan so that it can be discussed at part of future membership planning.

Review Annual Workplan

Survey: **Action: Judi will review Survey Monkey to see if we can add some security so that there is only one response per member.** Todd discussed how we can encourage members to participate. Tracie suggests determining, what is the best time of year to do it? Judi also shared that the results are used as part of the annual member update and strategic plan. There, in some regards we need to do it far enough along in the process to have results of the current year activities, but also the need, have enough time to review results, brainstorm for next year and to share at the Members Meeting in July. Todd would like to share the information with the members on a more regular basis. so that they see we are listening and acting. Suggestion to do a quarterly update via email or newsletter.

Change of Meetings

Changed to the 4th Tuesday at 10:00 starting in January

Next meeting: Tuesday, January 23, 2007 @ 10AM