

CRRA DEVELOPMENT / COMMUNICATIONS
COMMITTEE MINUTES

Thursday, November 15, 2007
10 -11 am

Todd Sutton and Tracie Bills present

1. Web Administrator Contract
 - RFP – Hiring Process. Tracie spoke with the Administrative Committee who would like to move forward with an RFP for this contract. Todd and Tracie agreed since it is in our bylaws to do so with any contract over \$10K. David Krueger offered to put together an RFP and we were curious if Bob Hollis already had one in place.
 - Tracie put Addendum together and needs to find out if the Admin committee approved it. Will need for it to go to board meeting for approval.
2. Membership
 - Need to work with Laura and make sure the online form, paypal and invoicing are all in place within the next two weeks. Must be in place before membership invoices go out.
 - It was discussed not to do Group Discounts, as mentioned on the board list serv.
 - It was agreed that TC members should have to pay some nominal fee like \$40 or \$50 in order to support CRRA.
 - Not sure what happened to free membership for following year to new conference attendees. Tracie to ask Judi.
 - The committee feels that membership fees should be at a 3% increase with a rounded fee (if \$195.50 round to \$195).
 - Membership Recruitment will continue and in the late winter early spring board members will contact people who have not renewed.
3. Work Plan
 - Reviewed work plan and made a few changes.
4. Action Items
 - **Tracie:** Contact David regarding the RFP and the Addendum. Tracie to make sure items get on Board Agenda for next week.
 - **Tracie:** Contact Laura to get her to put together the online form, paypal and invoicing for membership fees.
 - **Tracie:** Talk with Judi regarding the free membership for new conference attendees.
3. Next meeting: Thursday, December 20, 2007 @ 10:00 AM