**SCCM SoCal Membership/Communications Committee Agenda 5/19/2023**

Standing meeting date/time: Every other month, Friday, 1:00-2:00 pm

Meeting platform and link: Zoom Meeting ([link to join](https://us06web.zoom.us/j/89419493887?pwd=OHE0RnZtcStLTWhkbG82UEFkM2lDUT09))

**Committee Chair: Jose Chavez, Executive Leadership Liaison: Liza George (Secretary)**

**Members:** Jignesh Patel, Katrina Derry, Pooja Nawathe, Cassia Yi, Zachary Krom, Samantha Gambles-Farr, Hassan Bencheqroun, Yasmin Balin, Michael Banik, Fady Youssef

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| **Name** | **Discipline (i.e. MD, DO, PA, NP, RN, PharmD, etc)** | **Email address** |
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**Member Attendance:**

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| **Time allocation** | **Standing Agenda** | **Notes:** | **Action items and responsible person(s)** |
| **Committee Charge** | Membership/Communication Committee  * Develop and publish two newsletters annually   + Committee Corner –contact each committee chair for updates   + What’s New in the Literature   + Other relevant articles regarding information for the SCCM SoCal Members   + What have our members published? * Create and maintain standard operating procedures for the social media posts as needed (maintain consistency) * Assist committees and leadership with the dissemination of announcements via social media * Maintain newsletter archive on chapter webpage * Maintain the SCCM SoCal website alone or in coordination with the web designer * Develop new member packet with chapter activities and org structure we have some examples to go from * Assist SCCM So Cal recruitment and contact members who did not renew their membership (from list from main SCCM) * Maintain a database of trainee program leadership in Southern California region (i.e. fellowship directors, residency directors) and reach out to them annually to inform them of free membership to sponsored residents and fellows of SCCM | | |
| **7 min** | **Check-in and Introductions/ Roster Review** |  |  |
| **Informational**  **3 min** | **Total: 239 (-4)**  MD: 150  DO: 6  RN/NP: 34 (0)  PA: 5 (-2)  PharmD: 34 (-2)  RD: 1 (+1)  RT: 1 (0)  Student: 0(-1)  AH: 7 (0)  VET 1(+1) |  |  |
| **5 min** | **Question: Using SCCM Connect and/or website to distribute agendas and minutes** |  |  |
| **5 min** | **Website Updates**  **Suggestions:**   1. Member profiles w/in Star Chapter. Is that possible? 2. Can members email each other or groups through our current Star Chapter subscription? 3. Our Member Spotlight page hasn't been updated in quite a long time. Can we ask our members to upload pictures and then use the information we have to pic people (via geographic location or discipline (RN, MD, etc), or title)? 4. Complete a short survey of area of practice (medical ICU, surgical ICU, trauma, pediatrics, etc)...basically having a canned survey on the website 5. Asking for people who are looking for areas of collaboration on research | Newsletter Updates: Content of Newsletter  Symposium Flyer/ Save the Date and Final Flyer |  |
| **10 min** | **Member Spotlight**   * **Cadence? Quarterly vs monthly** * **How chosen? By discipline? By ‘special’ month?** * **Template for them to describe themselves?** | Spotlight Candidates:  Spotlight Template |  |
| **10 min** | **Annual Symposium Communication**   * **Canva** * **Flyer to members, leadership and BOD** * **Twitter** * **Any other ideas?** |  |  |
| **10 min** | **News Feed Conversation**  **Welcome Packets**  **What should be changed?**   * **Orientation to website and login** * **Intro to Executive Committee and Board (linked out)** * **Committees** * **Social Media** | News feed to the website  Transition the member spotlight  New tab on the menu bar called News Feed |  |
| **5 min** | **Social media**   * **Looking for coordinator w/ social media savviness** | Social Media Calendar Review |  |
| **5 min** | **Closeout and review actions** |  |  |