**SCCM SoCal Membership/Communications Committee Agenda 3/15/2024**

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))

**Members:** Samantha Gambles Farr, Katrina Derry, Liza George, Cassiya Yi, Zachary Krom, Pooja Nawathe, Yasmin Balin, Micheal Banik, Fady Youssef, Sarah Norton

**Member Attendance:**

| **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 | | |
| **5 mins** | **Check-in and Introductions/ Roster Review** | Sonam Sidhu, MD - Pediatric Intensivist at Cedar Sinai |  |
| **Informational**  **5 mins** | **Membership as of January 2024**  **Total: 282**  MD: 150  DO: 7  RN/NP: 40  PA: 3  PharmD: 37  RD: 1  RT: 2  Student: 2  AH: 7  VET 1  EMS: 1  **INDR: 1** |  |  |
| **10 min** | **Member Spotlight on the website quarterly** | Need volunteer to coordinate this  -Need a process to select members, solicit photo and bio from the member |  |
| **10 min** | **Annual Symposium Sponsors** | Need to solicit new sponsors |  |
| **10 min** | **Member Swag** |  |  |
| **10 min** | **Networking Event** | July in San Diego vs Orange County  Choose date  Will require sponsorship |  |
| **5 min** | **Closeout and review actions** |  |  |