**SCCM SoCal Membership/Communications Committee Agenda 7/21/2023**

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/84827919115?pwd=emFRcUQwNVNCa0RGQ2oxMHFrM2FoQT09))

**Members:** Jignesh Patel, Katrina Derry, Pooja Nawathe, Jose Chavez, Liza George, Cassia Yi, Zachary Krom, Samantha Gambles Farr, Cassia Yi, Hassan Bencheqroun, Yasmin Balin, Michael 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
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|  | **Check-in:****Minutes Review** |  |  |
| **Informational** | **Current membership: (5/2023)****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** * **Update the Flyer on website to Final Flyer- (Under Events)**

**Member Spotlights*** **August- New Member (Pick at meeting)**
* **September (Helen Harvey MD-** **helen.harvey3@gmail.com****, secondary (Kathryn McMenaman, MD-** **k.mcmenaman@gmail.com** **)**
* **October (Raymond Chow PharmD-** **Raymond.chow@tu.edu****) secondary Jacob White PharmD-** **jswhite.pharmacy@gmail.com** **)**
* **November (Chase Hungerford PA-C-** **cahungerford@gmail.com****) secondary John Commander- Critical Care Paramedic-** **emst184@aol.com****)**
* **December (Jacqueline Saucier CCRN MBA PhD-** **jsaucier76@gmail.com****) secondary Linda Yala, MD** **linda.i.yala@gmail.com** **)**

**Suggestions:** 1. Update Member Spotlight- members to upload pictures and then use the information we have to pic people (via geographic location or discipline (RN, MD, etc), or title)?
2. Complete a short survey of area of practice (medical ICU, surgical ICU, trauma, pediatrics, etc)...basically having a canned survey on the website
3. Asking for people who are looking for areas of collaboration on research
 | Need pictures and Bio’s2 photos/ landscape portraitWhere they workArea of focusResearch InterestMentoring/ Networking |  |
|  **10 min** | **Welcome Packets** **What should be included:** * **Orientation to website and login**
* **Intro to Executive Committee and Board (linked out)**
* **Committees**
* **Social Media**
 |   |  |
| **5 min** | **Social media** * **Looking for coordinator w/ social media savviness**
* **Twitter**
* **IG/ Threads**
* **FB (?)**
 | Social Media Calendar ReviewSocial Media Pay for IG Promotion- increase visibility- Need FB account |  |
| **5 min** | **Annual Symposium Promotion** |  |  |
| **5 min** | **Closeout and review actions** |   |  |