

Name of Committee	Membership and Communications - <i>Internal Communications Subcommittee</i>
Date	5/13/08
Start & End Time	2 – 3pm
Regular Meeting or a Conference Call?	Conference Call and Video Conference “demo”
Purpose of Meeting or Call	Discussion of OWA Vacancies and Recruitment
Documents Required	Review of Current Recruitment and Orientation Materials
Committee Members Present/Participated	Norm Gershon – Chair Betty Albertson Kolleen Carrel Kris Latimer Art Hill
Committee Members Absent	
Others Participating	
Discussion Topics	
<p>a) Welcome</p> <p>b) OWA Vacancies – Review and Recruitment Norm reviewed that there are currently 8 vacancies in business and industry. It is important that these are filled. Additionally, the re-write of the bylaws will allow us to target recruitment to specific industries, etc. rather than mandating regional appointments. Norm will draft memo regarding these vacancies, etc. to be distributed to TOC, OWA, Regional Directors and RWIB staff. The suggestion was also made that an offer be made for Kris to attend and present to civic groups in the regions in order to begin to make the organization more visible – ultimately assisting with recruitment efforts.</p> <p>c) Member Orientation Orientation for new board members has been difficult and not very successful so far. Members have continued to struggle with determining what exactly their role is on the Boards, etc. Kris explained that she hasn’t been satisfied with the orientation – but is in need of assistance in order to really make it work. Kolleen and Betty agreed to review and offer edits of the current orientation manual.</p> <p>d) Update on Communications – i.e. video conference The group used the new Virtual Board Room to view materials and were also able to view (eventually) Kris, Norm and Art on the screen. Kris explained that TOC/OWA would be making headsets for audio available to all Board officers and committee chairs in the near future. Headsets will also be made available eventually for low or no cost to the balance board members. Ideally all members will at minimum be able to access the audio and video view portions of the Virtual Board Room. Those members who have or invest in a web camera will also be able to participate via video. The ability to fold audio into the web based</p>	

system will result in real savings to the organization due to the fewer number of conference calls necessary. All participating seemed to like the technology.

Action Item(s)	Staff or Board Member(s) Responsible	Deadline
1. Memo to TOC, OWA, Regional Directors regarding current vacancies and approach for recruitment	Norm	5/19/08
2. Review and edit orientation manual	Kolleen, Betty	5/30/08
3.		
4.		
5.		

*Please email completed form to Elisha and Kris following your call.

Elisha – please file completed form in the appropriate committee folder, print to pdf and post on website