

Report of the Membership Chair for the Membership Committee to the CAPPa Executive Committee February 21, 2013

- *Membership Committee Communications.* Have effectively communicated to the committee the APPA initiatives, including RRTF integrated membership and Roles & Responsibilities matrix, Community College Engagement, APPA Membership Committee agenda items, regional President's meeting agenda items, Get 6 & Top 100 programs, APPA Membership Toolbox. Reviewed the charge of the Membership Committee Chair, and the Membership Committee in general.
- *2013 CAPPa Technology and Leadership Conference.* The committee has coordinated with the CAPPa PDC on communications, contacts, membership info, as well as getting the word out through the state associations.
- *State Associations.* The committee will be discussing the methodology and approach of how to initiate APPA-affiliated associations in ND, SD, NB, & KS. Most recently put this systematic approach into practice with the state of Washington.
- *New CAPPa Brochure.* Received input on photos and value-added components for inclusion. Will be discussing at our Membership Committee meeting.
- *State Association Membership Alignment.* We have garnered the support of our state association membership groups in order to align our efforts (TAPPA, OACUPPA, AAFA, MOAPPA, DFW APPA).
- *Membership Update (since October 16, 2012).* New members through the CAPPa website (21). New members via the 2013 Tech registration process (19). All information has been effectively submitted to APPA for contact tracking for retention purposes.
- *Challenges.* 1) CAPPa membership database validity; 2) Scrubbing the CAPPa ListServe database; 3) Participation by committee members; 4) Communications....still have some improvements to make.

Communications to the Membership Committee

Thank you for your willingness to serve in this capacity. My desire is for you to feel connected to the committee, provide value to our input to the Executive Committee, and build strong and positive relationships with our peer institutions. I want you to have fun doing it! Be engaging! Exude excitement to those who you contact! I will be sending out a series of information messages for you to review prior to our first teleconference. The first is my responsibility as the Membership Chair for CAPPa:

I. Membership Chair

1. The Membership Chair shall be elected on even numbered years at the Annual Meeting by a majority vote, provided the candidate is a member of CAPPa and APPA; shall assume the office at the close of the Annual Meeting; and shall be eligible for reelection to a second two-year term; to serve a maximum of four consecutive years.
2. Power and Duties
 - a. Shall in conjunction with the Treasurer, serve a dual role of fostering and recruiting members and promoting membership in both CAPPa and APPA;
 - b. Shall keep accurate records of the active membership;

- c. Shall render a written report at the CAPPAs Annual Meeting and at the Executive Committee Meetings;
- d. Shall provide the First Vice President a list of recommended appointments to the Membership Committee, for the upcoming year, within twenty-one days of the Annual Meeting;
- e. Shall be a member of the Executive Committee.

The charge of the Membership Committee...please review this attached site: <http://www.cappaedu.com/CAPPAs%20Membership.aspx>

I have been appointed to represent CAPPAs on the APPAs Membership Committee, and have attached the agenda (and supporting document) from our first meeting, which occurred on Thursday, October 18th. If you have any questions, please let me know.

My next message will discuss the APPAs Regional Relationship Task Force recommendations, and our subsequent CAPPAs XC actions.

Thanks for all that you do!

Some of our identified goals for this 2012 – 2013 session will be to:

- 1) Identify and work items from the APPAs IM Final Matrix (**attached**).
 - Action #2: When APPAs Drive-In Workshops or CAPPAs Express Workshops occur, we need to identify who will be presenting APPAs/CAPPAs organizational information to the group. As these are scheduled, I will ensure that someone is assigned accordingly.
 - Action #3: Work with our membership group to develop an APPAs state chapter in North Dakota, South Dakota, Nebraska, & Kansas. All the other states and Manitoba have chapters, including the DFW APPAs chapter. Just going through the Oklahoma process, I can share a lot of pertinent information on how to move forward with this initiative.
 - Action #4: When your upcoming state meetings are scheduled, please inform the group so that we may have it placed on our CAPPAs website, and assign someone to present APPAs/CAPPAs organizational information to the group.
 - Action #5: We just received our Get Six from APPAs which I have **attached**. These are our members that have not ‘renewed’ their membership this year. Normally, because it goes unnoticed and falls in the cracks. **Each committee member** contact the listed schools in your state, and report if they will renew. If so, we will need to communicate same to APPAs so that they make process the invoice. There are 9 Texas schools on the list....**Lalo please organize our Texas designated Membership Committee group (all that have a TX next to their name) and assign the Texas schools for them to contact.** Let’s set a **deadline of November 28th** for contacting these schools so that I may report same at my meeting in D.C. on November 29th.
 - Action #6: APPAs has updated the Membership Toolbox...please familiarize yourself with this, as it is extremely helpful when discussing membership. http://www.appa.org/committees/documents/EngagingandGROWINGtheAPPAsmembership_000.pdf

Your committee work is much appreciated, and greatly needed to achieve all our listed goals. Some things to think about as we progress through the year: 1) That we work as a cohesive group and clearly develop and

define who is responsible to accomplish each goal; 2) Identify areas where we may need more of our concerted efforts for success; 3) Always, always, always have fun when we are working together toward our success, and that we celebrate those successes; 5) Identify others along the way that we may like to bring into our committee for future considerations; 6) Provide feedback on what you think may work better, or even better....what is working well, so that we may share those lessons learned; 7) Communicate if you require more support or resources for goal accomplishment; 8) Again...communicate, communicate, communicate. Don't feel like you are on a deserted island.

Respectfully submitted,

J.B. Messer, Membership Chair