

PLEASE EMAIL THIS FORM TO YOUR COMMITTEE'S PEA EMAIL AT THE END OF THE MEETING.

COMMITTEE MEETING REPORT

MEETING DATE: 4/7/22

COMMITTEE TITLE: Attendance Committee

COMMITTEE MEMBERS PRESENT

Vince Bitz, Don Miller, Leane Reelfs, Bryce Williams, Karen Wray, Konrad Thaler, Deb Siegle

COMMITTEE MEMBERS ABSENT

COMMITTEE DISCUSSION SUMMARY (include description, help needed from the office, etc.)

DISCUSSION ITEM	ASSIGNED TO	DUE DATE
<ul style="list-style-type: none"> - Discussed positive attendance so far this year - Positive approach outreach to 3 members who have not been attending very regularly – to see how things are going, keep them engaged, remind them they can send an alternate, reminder to alert Angi in advance when they know they will not be attending, get their ideas on how to increase attendance. <ul style="list-style-type: none"> o Curtis Lane – Lane Cleaning Service (Don Miller) o Kathryn West – Hoge Fenton (Leane Reelfs) o Homer Jamison – NetWork Focus (Vince Bitz) 		
<ul style="list-style-type: none"> - Vince suggested that we pre-meeting publicize the attendance gift as a way to further incent people staying through the end of the meeting (don't want to miss the opportunity to win) – and to give the donors additional visibility <ul style="list-style-type: none"> o Include in pre-meeting notice (what the gift is, and who is donating it) o Announce at the beginning of the meeting (what the gift is, and who is donating it) 	Don Miller Leane Reelfs Vince Bitz	
<ul style="list-style-type: none"> - Attendance committee would appreciate receiving a copy of the Attendance report submitted to the Board (monthly?) – Can you send this to us Angi? - Attendance committee would appreciate a quarterly list of chronic unexcused non-attenders 	Angi Roberts Judy Johnson	
<ul style="list-style-type: none"> - Stay tuned in to non-attenders participation to ad hoc PEA social events (possibly better time of day, prefer in-person) participation – Angi, are there attendance lists to these? - Attendance wheel moderators through 6/2/22 set 	Angi Roberts All Attendance committee members /Angi See list below	

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ACTION ITEMS AND NEXT STEPS	ASSIGNED TO	DUe DATE
Outreach/Check in with Curtis Lane	Don Miller	
Outreach/Check in with Kathryn West	Leane Reelfs	
Outreach/Check in with Homer Jamison	Vince Bitz	
Clarify whether attendance drawing gift can be pre-publicized	Angi/Deb	
Confirm that attendance stats/reports and chronic unexcused non-attenders can be sent to the attendance committee on a regular basis	Angi/Deb	
Confirm if any attendance list is kept for ad hoc social events	Angi/Deb	
Attendance Wheel Drawing moderators: Leane Reelfs 4/21/2022 Don Miller 4/28/2022 Karen Wray 5/5/2022 Konrad Thaler 5/12/2022 Vince Bitz 5/19/2022 NO MTG 5/26/2022 Bryce Williams 6/2/2022 Deb Siegle 6/9/22	Leane Don Karen Konrad Vince Bryce	

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