



Meeting Recap For: Member Resources and Engagement Committee Meeting | May 24, 2022

Committee Members present: Karen Feeney, Adriana Trujillo

Staff: Zachary Misko, Erin Yates

Summary of discussion items:

The committee met to review a list of proposed initiatives for our current project, including:

- Review 2021 award nominations and cut/copy content into a newly developed best practice sharing template so that members can review/replicate ideas/concepts shared. On the template indicate which are general nominations, vs finalist/winner nominations. Template should also list specific competency it applies to (e.g., diversity, recruiting, employee engagement, etc.) so they are easily sorted/searchable to find desired info. (Note: after completion of 2021, previous years nominations can also be included as the information should not be time relevant/sensitive)
 - *Karen noted that the resource can help provide clarity on what constitutes excellence, encouraging more submissions. Nominations can also encourage vulnerability.*
- Live Stream Award Nominee Best Practice Sharing Sessions – Create a prof development series via Live Stream that showcases best practices from award nominations. Engage nominees in presenting/discussing their best practices as described in the nomination. Can segment the series into several sessions throughout the year to provide a good variety of learning formats (ie. Panel sessions hosted by a member of this committee, learning sessions focused on one specific or multiple nominations, workshop concept that helps people think about what things they are doing that are nomination worthy, etc.)
 - *Committee members noted that the workshop should take place well before nomination deadline so it can be applied immediately. Workshop may include a past nominee as a 15 minute case study to kick off the session (recorded) followed by a 30 minute (unrecorded) hands-on workshop.*
 - *Karen Feeney volunteered to be a facilitator for the workshop.*
- Create library format that allows members to search via award category and/or competency.
- Review nomination form to ensure information collected allows for proper showcase/presentation of best practices/lessons learned
 - *Committee may investigate tweaking the nomination form to best capitalize on application content.*

Input from attendees was in support of these initiatives with a few additional recommendations for their success, which have been reflected in the posted project plan.

Action Required:

1. Review initiatives as listed in project plan.



2. Submit any questions and/or additional ideas in support of the initiatives listed. **Also, feel free to submit new initiatives in support of this overall project**, to be considered in addition to those already posted.
3. Indicate which individual initiatives you have a personal interest in joining the work group that will complete the actions as listed for the initiative.
4. **Please complete all above actions by May 31.**

On June 1, an updated project plan will be posted that includes the complete list of initiatives for our project, as well as the list of individuals assigned to each workgroup and tasked with completion of efforts as listed.

A Lead for each workgroup will be assigned and on or shortly after June 1, the lead for each work group will be in contact with all members via email, regarding next steps in completing the actions assigned.

5. An all-hands committee meeting will be scheduled for Thursday, June 16 at 11:30 ET to review progress made over first two weeks, discuss additional support needed, feedback, and next steps. During this meeting, each of the Workgroup Leads should be prepared to give an update/overview of the work completed by their group.
6. Questions? Contact Erin Yates at Erin.yates@SharedXpertise.com.

Next Meeting:

- Thursday, June 16 at 11:30 AM ET.