**W-AAAE Communications and Member Services Committee Meeting Minutes**

**09/09/2022**

**I. Opening**

a. Meeting was called to order by Ryan Saucier (chair) at 2:00 p.m. CST via ZOOM

**II. Roll Call**

**Members Present**

a. Ryan Saucier – Chair (Sam Houston State University)

b. Kelsey Hall – Chair Elect (Utah State University)

c. Sherri Freeman – (California State University – Fresno)

d. Nathan Smith – (Oklahoma State University)

**Members Not Present**

a. Laura Fischer – (Texas Tech University)

b. Cara Lawson – moved to Ohio State University

**III. Old Business**

a. Discussed recommendations from W-AAAE committee meeting and subsequent meeting in 11/19/2021

 i. Update membership directory and develop a management plan to keep the directory up

to date

 ii. Have an unsubscribe button for list serve emails for those wanting that service

 iii. Consider purging the membership directory after a member has been inactive for 3

years.

 iv. Keep retired and emeritus faculty members in the directory

**IV. New Business**

a. Continue with recommendations from 11/19/2021 committee meeting and forward those again to the W-AAAE and National AAAE Communication and Member Services Committee.

i. Update membership directory and develop a management plan to keep the directory up

to date

 ii. Have an unsubscribe button for list serve emails for those wanting that service

 iii. Consider purging the membership directory after a member has been inactive for 3

years.

 iv. Keep retired and emeritus faculty members in the directory

b. Possible develop a survey to members about desired actions from committee

 i. Ricky Telge – (University of Florida) – has survey that is used in Ag Com. Community

c. What member services do other associations provide to their members? What are we missing?

**V. Closing**

a. Sherri Freeman moved to close the meeting.

b. Kelsey Hall seconded the motion.

c. Voted unanimously to close the meeting by all in attendance.

**W-AAAE Communications and Member Services Committee Meeting Minutes**

**11/19/2021**

**I. Opening**

a. Meeting was called to order by Ryan Saucier (chair) at 1:00 p.m. CST via ZOOM

**II. Roll Call**

**Members Present**

a. Ryan Saucier – Chair (Sam Houston State University)

b. Kelsey Hall – Chair Elect (Utah State University)

c. Sherri Freeman – (California State University – Fresno)

d. Nathan Smith – (Oklahoma State University)

e. Cara Lawson – (Oregon State University)

**Members Not Present**

a. Laura Fischer – (Texas Tech University)

**III. New Business**

a. Discussed recommendations from W-AAAE committee meeting and goal to forward those recommendations to the N-AAAE communication and member services committee.

 i. Update membership directory and develop a management plan to keep the directory up

to date

 ii. Have an unsubscribe button for list serve emails for those wanting that service

 iii. Consider purging the membership directory after a member has been inactive for 3

years.

 iv. Keep retired and emeritus faculty members in the directory

**V. Closing**

a. Sherri Freeman moved to close the meeting.

b. Kelsey Hall seconded the motion.

c. Voted unanimously to close the meeting by all in attendance.