### Committee: \_\_\_Communications and Member Services\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Members:

* Carl Igo, Montana State University (2021)
* Rudy Ritz, Texas Tech University (2021)
* Kellie Enns, Colorado State University (2022)
* Sherri Freeman, California State University Fresno (2022)
* Nan Li, Texas Tech (2020)
* Angel Riggs, xx (2020)

### Minutes:

Chair for coming year: Carl Igo (until 2021)

Vice-chair for coming year: Kellie Enns (2022)

**Items related to Western Conference:**

* We encourage more participation on Member Services committee.
* The committee recommends that hosts modify existing/create a one – page checklist or cheat sheet to share suggestions regarding conference planning, including deadlines for getting items on the National Website regarding the call, registration, etc.
* Organize resources from previous conferences into one shared database storage (prefer at national level to allow for access across multiple changes in officers/hosts)
* Suggest that the conferences recruit a Social Media person (less important here, but suggest this from other regions)– from the committees to help manage social media posts from each of the regions
* Appreciate the efforts of the tours, institution icons on the name tags, and over-all welcoming attitude of Western region folks.

**Suggestions to improve access and inclusivity at conference:**

* Submit a state report (written or verbal) we know what new and exciting or causing pressures in different institutions is to open up the discussion across institutions
* Suggest a networking option to start the conference (provide money for a W-AAAE Grad student social)
* Encourage registration to include committee preference to allow for more adequate representation within all committees (we are worried we are not getting the feelings of different disciplines, career participants or graduate students voices in the committee structure).
* member services committee had several discussions regarding timing of conference, location of conference, costs, access across disciplines, tours
* Discussion around need for a regular review of processes, policies and by-laws to insure that it is representative of the members

Action Item:

*Kellie Enns moved, Rudy Ritz seconded that WAAAE officers conduct a post-conference survey of attendees that would include items related to costs, access to conference, and necessity/availability of tours and timing of the conference. Motion passes.*

*Recommend Western Leadership team appoint an Ad Hoc committee to review Western Region Bylaws, and bring recommendations to the members at the 2020 conference.*

**From AAAE Membership Services:**

Encourage WAAAE members to review committee reports from other regions/AAAE to see items of concern to our membership. These include:

* RFP related to Supply and Demand
* There is a national committee to make sure to edit the national awards from award for clarity and accuracy. *Action Item for committee in 2020: Take national committee information and align awards in region*
* Faculty salary report has not been completed for a few years – look for information on this

### Attendance Sheet:

Courtney Meyers (report)

Kat Wolf (report)

Katie Stofer, U of F

Rose Judd-Murray, Utah State University

Nathan Clark, Colorado State University