

**From:** [Cella, Julie A.](#)  
**To:** [Maureen Rizzo](#); [Penny Mechley-Porter](#); [susanmerwin50@gmail.com](#); [Maureen Rizzo](#); [Penny Mechley-Porter](#); [susanmerwin50@gmail.com](#)  
**Cc:** [Diane Chido](#); [dchido@gmail.com](#); [Diane Chido](#); [dchido@gmail.com](#); [Julie Cella](#)  
**Subject:** RE: Member Care committee discussion items from 8/2 meeting  
**Date:** Thursday, August 3, 2023 9:44:00 AM  
**Attachments:** [club\\_committee\\_structure\\_en.pdf](#)  
[ClubMembCommManual226b\\_en.pdf](#)

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Here is a summary of the discussion from yesterday’s meeting. I’ll drop a copy of the email in a new “Membership Committee Meetings” folder in our Files in DACDB.

Attendees: Julie, Penny, Diane, Suzanna

Not present: Maureen

1. Brochure – Maureen had one last edit and will provide to Geri
2. DACDB
  - a. Penny is working on user defined fields (UDF)
  - b. Julie has reset our committee
  - c. People in DACDB with action needing to be taken

Member	Action	Assigned To
Holly Cook	Reach out to	Maureen – in process
Joshua Gdantz	Terminate to remove from queue	Penny – complete
Kelly Grace Green	Reach out to	Maureen – in process
Julia Hagen	Reach out to	Maureen – in process
Dawn Joy	Merge into active profile	Penny – in process
Suzanne Sweeny	Reach out to	Maureen – in process

3. Mentors
  - a. Diane will schedule a mentor the mentor session at the end of the next Rotary meeting
  - b. Suzanna will provide content to be placed in the See-Way and speak about becoming a mentor
  - c. Julie has posted a list of Mentor-Mentee Relations in the Membership Care folder pending our UDF being available in DACDB
4. New members
  - a. Onboarding
    - i. The flowchart has been updated in Miro (additional access granted)
    - ii. Penny will see who has access to the third avenue inside of MyRotary
      - Keep track of your prospective member candidates: [Club leaders](#)

- View your membership lead reports: [Club leaders](#)
    - iii. Penny will reach out to Geri for list of committee and members
    - iv. Committee will engage Karen Tyler on transitioning to her after the process is stable
  - b. Membership requests – none in DACDB
4. Research new meeting locations (separate ad-hoc committee)
- i. Ed Smith will be involved + Karen Staab per Geri
  - ii. Current Sheraton contract (provided)
  - iii. Important factors besides price: **location** (downtown Erie); free parking; elevator available if not ground level (accessibility); pay as you go option
    - Suzanna mentioned purchasing alcohol consume at lunch to draw people and/or pad our coffers
  - iv. Locations to consider: Julio's place, Calamari's, Olivers, ?
  - v. Next step: Juie will have Ed Smith review contract and engage with Sheraton and/or Gus for price negotiation
6. Karen Staab's upcoming meeting – Julie & Penny

Also, I wanted to include a few extra items.

1. New member video: [https://learn.rotary.org/members/learn/course/524/rotary-basics?generated\\_by=38267&hash=a3469e2aaa89a9facbc47c289dbb1bce203d5c14](https://learn.rotary.org/members/learn/course/524/rotary-basics?generated_by=38267&hash=a3469e2aaa89a9facbc47c289dbb1bce203d5c14)
2. This is the link to the committee structures from RI. The manual isn't working today, so I am attaching it here. [Club committee | My Rotary](#)

-----Original Appointment-----

**From:** Cella, Julie A.

**Sent:** Monday, July 10, 2023 9:11 AM

**To:** Cella, Julie A.; Maureen Rizzo; Penny Mechley-Porter; susanmerwin50@gmail.com; Maureen Rizzo; Penny Mechley-Porter; susanmerwin50@gmail.com

**Cc:** Diane Chido; dchido@gmail.com; Diane Chido; dchido@gmail.com

**Subject:** Member Care committee (1st Wednesday of the Month)

**When:** Wednesday, August 2, 2023 12:00 PM-12:50 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Microsoft Teams Meeting

### Agenda for 8/2

1. Previous open items
  - a. Maureen
    - i. Brochure had one last edit

ii. Will send list of new members

b. Penny

i. DACDB – UDF fields for linking member to mentor

c. Julie

i. Schedule mentor the mentors (still to do)

ii. our committee has been reset in DACDB (closed)

iii. add Suzanne to Miro & add 3 avenues for applications (closed)

iv. committee chairs list (attached, closed)

d. Research new meeting locations (separate ad-hoc committee)

i. Ed Smith will be involved + Karen Staab per Geri

ii. Current Sheraton contract (attached)

iii. Important factors besides price: **location** (downtown Erie); free parking; elevator available if not ground level (accessibility); pay as you go option

1. Purchase alcohol to draw people and/or pad our coffers

2. Julie - Reach out to Ed and Gus on current contract

iv. Julio's place, Calamari's, Olivers, ?

v. Next step: have Ed Smith review contract and engage with Sheraton and/or Gus for price negotiation

e. Current state of recent new members

Member	Action	Assigned To
Holly Cook	Reach out to	Maureen
Joshua Gdantz	Terminate to remove from queue	Penny
Kelly Grace Green	Reach out to	Maureen
Julia Hagen	Reach out to	Maureen
Dawn Joy	Merge into active profile	Penny
Suzanne Sweeny	Reach out to	Maureen

f. Is there anyone in the queue now? – dacdb queue; email queue?

g. Karen Staab's upcoming meeting – Julie & Penny

h. New items?

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