**SILC Membership Committee Minutes**

**1/23/19**

**Present:** Charlotte Morgan, Karen Prince, Joan LaBelle, Chris Roe and Nancy Jackson

Absent: Joe Triplett

**Call to Order:** Chairperson Charlotte Morgan called the meeting to order at 1:31 PM on ZOOM.

**Responses to Email Question:** Karen said there were no responses to her email that asked their preference whether to conduct new member training outside regular SILC meetings.

**Discussion on New Member Training:**

Nancy suggested we continue to combine new member training with that for all SILC members at regular meetings since we didn’t receive feedback from a majority of new members opposing it. Doing so will continue to save the SILC money that would otherwise go toward additional lodging, meals and room rental for the training. Karen will therefore cancel the arrangements made for the 2/19/18 training.

In reviewing training suggestions from the only response received via Survey Monkey, our February training could provide detailed information on the various SILC committees including their purpose, members on them, accomplishments/progress made so far this year, if more members are needed on the committees, etc. It was decided that each committee chair could incorporate this additional information into their reports during the SILC meeting. Chris will alert the chairs of this at the Executive Committee meeting next week.

Other Survey Monkey training suggestions included SILC’s relationship to the State/DSE and how SILC’s money is administered. Chris said Peter Pike, Program Manager of OILS, is already on the February meeting agenda under Coordinating Activities with Other State Entities to talk about OILS’ evolution and function. During SILC Member Training on the agenda, Peter could then discuss what is the DSE and why it’s necessary. Chris will inform Peter to present this information, too. Chris agreed to provide information on the history of the DSE. Karen will educate everyone on fiscal elements (sponsorship and responsibilities). Chris will check with SILC Treasurer, Steve Heidenreich, about co-presenting with him on the SILC budget, where our operating money comes from and how it’s administered. Everyone agreed these topics dovetail with our Training Plan.

**Membership Development and Vacancies:**

Jacob Cowgill will remain as our Youth Intern for at least the next 6-12 months.

Rick’s position as Youth Member is still vacant. Charlotte reached out to Paige from YLF but as a college student it’s been difficult making a connection with her. Per Joan, efforts are still being pursued with Ian for a youth recruit from Steamboat Springs. Nancy offered to contact Dixie Herring of TIC in Colorado Springs for a possible applicant.

Katie’s vacancy for a person with a disability not employed by the State or a CIL has one prospect, a referral from SILC member Jennifer Scilacci. Charlotte already received Ty Smith’s pre-app who has worked extensively with youth. It’ll be distributed for our review and Charlotte will schedule an interview with him on 2/6/19 at 2:30 PM, following our regular meeting. Because he lives in the Denver metro area where we already have a number of members, efforts will also be made to get additional applicants from outlying areas. Chris will follow up with Bill Edwards of the CIL in Pueblo for names, Joan will check with the attorney on CPWD’s Board in Boulder for consideration and Charlotte will check with her contact at CO Disability Law for possible applicants.

A discussion followed on recruiting members with specific skill sets because this strategy should be developed now for replacing the upcoming 2019 vacancies of Matthew Ruggles, Charlotte Morgan and Nancy Jackson.

**Tracking SILC Members Training:**

Karen reminded us that we must implement a tracking system that records each member’s training history. The responsibility to do this rests within the Membership Committee. Nancy offered to check an ILRU resource document for SILCs and the IL-NET Guidebook for SILC Members to see if either has a sample form we could use.

Chris, Karen and Joan are attending the SILC Congress the third week in February and Joan suggested they ask SILCs from around the country how they track their members’ trainings and store this information. Chris would like to see a sample tracking form (if possible) before the next SILC meeting so it could be introduced then.

**Adjournment:** The meeting’s business concluded at 2:48 PM.

Respectfully submitted,

Nancy Jackson