

**New Frontiers Membership Committee Meeting
City of Mesa Downtown Library Board Room
64 East 1st Street**

**Minutes
September 7, 2018**

Attendees:

Barbara Dixon, Marianne Haggerty, Phyllis Johnson, Cathy McGonigle, Mary McGonigle, Kathy Mitchell, Diana Pearce, Peggy Randolph, Dan Scarpone, Barbara Thelander, Marcie Wooton, and Bob Becker

Call to Order

Chairperson Barbara Dixon called the meeting to order at 9:40 am.

I. Approval of Minutes

Barbara Thelander made a motion to approve the minutes from August 3, 2018. Diana Pearce seconded. The motion passed unanimously.

II. Open House – September 21

Committee discussion regarding the Open House, including actions to be taken, centered on the following:

- Any Committee members interested in viewing the Navajo Room in the Kirk Center and the layout for the Open House were invited to do so later in the afternoon on September 7 at 2:00 p.m.
- New Frontiers will support a food drive for students of Mesa Community College with a collection table at the Open House. Details can be found in the newsletter, which had just been mailed to New Frontiers members.
- Signage for the Open House and carts to transport attendees were discussed as follows:

- **Parking Lot Signage.**

Barbara Dixon indicated that signage needs to be placed in the various parking lots and not restricted to the east parking lot where carts will be available to transport attendees to the Kirk Center. Barbara Thelander indicated that MCC's Pat Esparza should take care of the parking lot signage and suggested that Barbara Dixon discuss signage further with Pat and discuss the matter at Council.

It was suggested that Pat Esparza be contacted to determine the location in the east parking lot of the carts. Barbara Dixon expressed the need for a staging area at the Kirk Center to take people back to the east parking lot and for sufficient MCC staff to be available to transport attendees to and from the Kirk Center. Barbara Thelander indicated that she would contact Pat Esparza about the cart matters.

- **Kirk Center/Navajo Room Signage.**

Various signs at the Kirk Center/Navajo Room were discussed, including entrance signs outside of the Kirk Center/Navajo Room; “Do not enter” signs on appropriate doors of the Navajo Room; and signs within the Navajo Room to direct attendees, such as to the Orientation.

Bob Becker indicated he would bring easels for the signs and make up the signs once instructed on the language for the signs. Dan Scarpone indicated that he would make the “Do Not Enter” signs for the doors.

- **Electronic Sign at the entrance to MCC.**

MCC will be asked to include the New Frontiers Open House on the electronic sign at the entrance to MCC.

- Barbara Thelander indicated that she would communicate with the Enrollment Center and the students at the Student Center to inform them about the Open House and provide them flyers so that they could help direct attendees to the Open House. She also indicated that she would ask the students to develop signage for the food drive at the Open House.

- Assignments at the Open House.

- **Greeters:** Marcie Wooton, Carol Stanton and Vina Kleeman will be greeters at the entrance table. Barbara Dixon has ordered two clickers for the greeters to use to keep track of the number of attendees.
- **Orientation:** Kathy Mitchell and Mary McGonigle will alternate staffing of the orientation.
- **Guides/Wayfarers:** Dan Scarpone, Bob Becker, and Cathy McGonigle will serve as guides, directing attendees to the appropriate locations.
- **Pre-Registration:** Diana Pearce and Marianne Haggerty will work in pre-registration, providing the blue informational folders and helping individuals fill out forms. Diana also will contact Shirley Epp to see if she can assist.
- **Movement of supplies from the MCC closet assigned to New Frontiers to Navajo Room:** Barbara Thelander will contact Pat Esparza to arrange

for MCC staff to transport the supplies via cart from the closet to the Navajo Room.

- **Pro-Class Registration**: Peggy Randolph indicated she will arrive early to set up the computers for Pro-Class Registration. She also will be contacting Arlyss Medicott to see if she will assist again with Pro-Class Registration.
 - **Enrollment**: Kathee Rutherford will work in the Enrollment area.
 - **Cashier Area**: Barbara Dixon indicated that she would try to stand outside the Cashier area and direct attendees as necessary.
- Peggy Randolph indicated that she would bring extra copies of the newsletters and class schedules that she has to the Open House.
 - The greeters will invite prospective new members to attend the orientation and speak with class presenters/facilitators if they would like to do so in order to determine if they wish to join New Frontiers. After doing so and if they decide to join New Frontiers, the steps (and order of the steps) at the Open House for new members to register for New Frontiers, enroll with MCC, and pay membership fees were discussed as follows.

Step 1: They will be directed to the pre-registration area to receive the blue informational folder and fill out appropriate forms.

Step 2: After completing the appropriate forms in the pre-registration area, new members next will be directed to the Pro-Class Registration Area to sign up and register for New Frontiers on the computer.

Step 3: After completing Pro-Class Registration, new members will be sent to the enrollment area to meet with an MCC representative(s) to enroll as a student at MCC. Upon arrival at the enrollment area, Barbara Thelander suggested that new members be provided a number, reflecting their place in line to meet with the MCC representative(s). If a numbering system is used, new members would be called to meet with the MCC representative(s) in order of their numbers.

Step 4: As the final step, once enrolled at MCC, new members will be directed to the Cashier Area to pay the membership fees.

- Those members working at the Open House should plan to arrive by 11:00 a.m. to help prepare and set up for the Open House, which begins at 1:00 p.m. Among the tasks to be completed, the blue informational folders will need to be assembled the day of the Open House prior to the event. A lunch for workers of sandwiches, chips, and cookies will be served between 11:30 and 11:45.

- Barbara Dixon asked that those working at the Open House keep track of the hours they work and email them to her after the Open House. Tracking of hours worked should include travel time to and from the worker's home to the Open House,

III. Volunteer/Leadership Ad Hoc Committee Update

- Dan Taylor suggested that Survey Monkey be used to survey members and that committee chairs send in suggested questions to be included in the survey.
- Sandy Whitley has developed a new, short survey form and submitted it to Dan Taylor for review and consideration.
- Barbara Thelander suggested that members who joined in the spring and members joining this fall be personally contacted via phone after the Open House. Marianne Haggerty indicated that she would see if she can find the previous survey form used for "new member calling," which focused on the new members' experience and any suggestions they have for improvement.

IV. New Member Coffee and Next Membership Committee Meeting

- The New Member Coffee is scheduled for Friday, October 5, at 9:30 a.m. and will be held in Room LB145 on the MCC Dobson Campus. Peggy Randolph commented that the short time span between the Open House and the New Member Coffee may make it harder to contact new members and get them at the coffee.
- Peggy indicated that she will send out the list of new members as soon as possible after the Open House. Marianne Haggerty indicated that she would send out an email reminder to new members about the New Member Coffee as soon as she gets the list.
- Since the New Member Coffee conflicts with the next Membership Committee meeting, Barbara Dixon indicated that she will reschedule the Membership Committee meeting and notify members of the new date and time.

V. Adjournment

- Dan Scarpone made a motion to adjourn the meeting, which was seconded by Peggy Randolph. The motion passed unanimously, and the meeting adjourned at 10:40 a.m.

Respectfully submitted by Cathy McGonigle