

**Membership Committee Report
Committee Meeting
June 6, 2025**

Attendees: Margo Heaps, Kathee Rutherford, Diana Pierce, Dan Scarpone, Carol Straton

Open House Layout

Set Up:

- Put rectangular Greeting Table facing the entry door, so Prospective Members (PM) will see them immediately.
- Two Greeters will be at the table to welcome PM, give them name tags and blue folders.
- Place the Refreshment Table at the back of the room with tablecloth. Refreshments must have cold water and cookies/crackers.
- Place rectangular tables along both sides of the room with stands indicating Class Topics. For Example. Discussion, Entertainment, Financial Matters, Outdoor, Zoom, Exercise. Then a Presenter/Instructor and lay info about their class (handouts) so people have an idea of the class offered. This way no Presenters/Instructors have to be at table.
- Add some decorations and have a map of the room on the overhead screen.
- Have round tables in the middle of the room for enjoying refreshments and with members wearing "Ask Me" pins.
- Down the hall set up for NFLL signup. Members to help PM sign up. If PM have attended MCC or previously belonged to NFLL, there can be a problem signing up.

Questions

- Where can the credit card for refreshments and supplies be used?
- Where are the Great Courses located?

Diana Pierce, Sunshine Lady, needs current info on members so she can send out cards to correct addresses.

Next meeting July 11, 2025, at Mesa Library, Board Room

Submitted by Mary Boehlen, Membership Chairperson