

Orientation Task Force

Meeting Notes

Date: April 6, 2016

Commissioners: David Boyd, Nick Cichowicz, Raya Esmaeili, David Zaffrann

The purpose of this meeting was to prioritize the list from the first meeting and map the next steps in order to accomplish an improved orientation packet and process.

Some of the following tasks are to be added to the Policies and Procedures of NCEC. A handful of the items are to be prepared by the task force to include either in the orientation packet or in the Policies and Procedures. Finally, all the tasks that are to be coordinated with NCR staff are identified.

Order	Task	Policies and Procedures	Written Piece	NCEC Member	Coordination with NCR Staff
1	Orientation and Materials				
a.	Orientation				✓
b.	Executive Committee		✓		
c.	Responsibility	✓	✓	David Boyd, Nick Cichowicz	
d.	Branding				✓
e.	Orientation Packet		✓	David Zaffrann	
f.	Group Norms		✓	Raya Esmaeili	
g.	Accountability				✓
h.	Openings				✓
i.	Neighborhood Specialists				✓
j.	Neighborhood Organizations				✓
2	Consistency	✓			
3	Skills				✓
4	Calendar of Events				✓
5	Exit Interview		✓	Raya Esmaeili	
6	Repeat	✓			✓
7	Email Blast	✓			
8	Mentorship				
9	Newsletter				✓
10	Past Commissioners				✓
11	Retreat				