

Committee Name:	Recognition & Awards	Session #:	Report #:
Committee Chair:	Ray Novitske	Vice Chair:	Sally Dillon
Minutes recorded by:	Sally Dillon	Date/time of meeting:	Nov. 30, 2014 7:30 pm EST

Motions Passed:

none

Number of committee members present: 11	Absent: 5	Number of other delegates present: 1
Committee members present (list all, including chair and vice chair): Chair, Ray Novitske, Vice Chair Sally Dillon, Rich Burns, Betsy Durant, Maria Elias-Williams, Megan Lassen, Hugh Moore, Mark Moore, Lori Payne, Nancy Ridout, Laura Val, Robert Zeitner and Chris Stevenson - EC		

Minutes

The meeting was called to order at 7:35 pm EST

1. Housekeeping

- Ray noted that members should see the Recognition and Awards Committee listed when they log in to the USMS forum. If it does not show up, please contact him.
- When sending messages to the entire committee, use recognition-committee@usms.org.
- Last year's minutes can be found on the USMS website.

2. Award subcommittees

Our committee responsibilities include the selection of recipients for the following awards (leaders in parentheses):

- Ransom J. Arthur Award (Sally)
- Club of the Year Award (Heather Howland) Ray will contact Heather to confirm.
- June Krauser Communications Award (Nancy)
- Dorothy Donnelly Service Award (Ray)

3. Projects for the year

- Committees were formed to review and recommend revisions to award nomination forms & evaluations
 - Ransom Arthur – Sally, Megan, Laura, and Maria
 - Dorothy Donnelly – Ray, Sally, and Lori
 - Club of the Year – Maria, Mark, Laura and Sally
 - June Krauser Communications – Robert, Cheryl Gettlefinger, Betsy and Nancy

Nancy noted that she found it difficult to compare nominees because they were very different. She suggested that there be better instructions to make comparison easier.
- Increase and maintain a high number of nominations for the awards. Ray suggested we form a subcommittee to develop ideas for increasing nominations. While last year's efforts resulted in increased nominations for some awards, more were desired for other awards. Nancy suggested promotional efforts be started in January. Mark suggested awards be promoted at the LMSC Chair's summit in March. The Peer-to-Peer conferences have been successful so we might see if one can be arranged for Awards. Rich offered to spearhead the development of a flyer that can again be distributed at nationals in May. Ray mentioned the press releases that were prepared this September (and in 2013) that were distributed in an effort to promote the recipients in their LMSCs. The National Office offered to review and assist in writing our press releases prior to the convention announcements to ensure that they meet USMS publication guidelines. Lori suggested that the Zone chairs should promote award nominations within the LMSCs in their zones. Betsy suggested that the applications be on forms that can be attached to email reminders. Sally noted that not all awards have forms but we should consider changing that. Ray noted that convention presentation with the photos brought well-deserved attention to the USMS awards.
- Promote awards & recognition at the LMSC level. Sally reviewed a "plan of action" for a continuing effort to encourage LMSCs to recognize volunteers as follows:
 - Distribute the 2014 survey to LMSC leaders (done).
 - Reach out to LMSCs that indicated they would like to do more. Rich Burns suggested we put together guidelines for LMSCs on creating, communicating, and selecting recipients. Post these on the USMS website.
 - Work with the National Office to develop some "swag" that LMSCs can inexpensively obtain and present to volunteers in recognition of their service and contributions.

4) Reach out in future years to all LMSCs that do not have established ways to recognize volunteers and offer encouragement and “how-to” information.

5) Develop downloadable draft applications for award nominations or templates for provide information that will be helpful to the LMSCs.

Laura, Ray, Sally and Kerry O’Brien will continue to serve on the committee. Hugh and Megan volunteered to help as well. d. Nominees to IMSHOF as a Contributor: USMS had members honored in 2012 and 2013 (Mel Goldstein and Ted Haartz). Ray suggested we get the ball rolling for more nominees. The first step would be to identify possible nominees. Sally noted that the chosen nominee would need to help with assembling the biographic and accomplishment information. She can share the nomination documents for Mel and Ted. A committee led by Laura and Rich and including Hugh and Sally will report back to the committee with recommendations to consider.

The meeting was adjourned at 8:35 pm EST
