

<b>Committee Name:</b>	Recognition & Awards	<b>Session #:</b>	<b>Report #:</b>
<b>Committee Chair:</b>	Ray Novitske	<b>Vice Chair:</b>	Sally Dillon
<b>Minutes recorded by:</b>	Sally Dillon	<b>Date/time of meeting:</b>	Nov. 29, 2015 7:00 pm EST

## Motions Passed:

none

<b>Number of committee members present: 12</b>	<b>Absent: 4</b>	<b>Number of other delegates present: -</b>
<b>Committee members present (list all, including chair and vice chair):</b> Chair Ray Novitske, Vice-Chair Sally Dillon, Rich Burns, Chris Campbell, M.J. Caswell, Colleen Driscoll, Cheryl Gettelfinger, Ted Haartz, Megan Lassen, Laura Val, Robert Zeitner and Tracy Grilli ex officio		

## Minutes

The conference call meeting was called to order at 7:00 pm EST

1. Committee members attending the call introduced themselves and listed their LMSCs and positions held and other committees they serve on.
2. Communications
  - a. Our committee has a website forum. After logging in, the Recognition & Awards forum will be visible.
  - b. Our committee's email list is: recognition-committee@usms.org. Messages sent to this address will be received by all committee members.
  - c. We will have two or more conference calls during the year, the last one before the convention.
3. Award programs
  - a. Sally will lead the Ransom J. Arthur MD Award award selection and possibly mentor someone to take over next year or the year after. The award is voted on by all committee members and past award recipients who are registered with USMS.
  - b. It is expected that Nancy Ridout will take the lead on the June Krauser Communications Award again this year. Rich, Laura, and Cheryl volunteered to help with the selection committee.
  - c. Heather Howland has indicated a willingness to lead the Club of the Year Award again this year. Megan, Robert, and Laura volunteered to help with the selection committee. Additionally, Chris will represent the Coaches Committee for selection, and Colleen the Long Distance Committee.
  - d. The Dorothy Donnelly Service Awards are selected by the Chair, Vice-chair, and USMS president.
4. Project for 2016 – Increasing nominations
  - a. The June Krauser Communications and the Club of the Year awards need more attention in increasing nominations. Rich suggested asking Laura Hamel if we can use national media to give these specific awards more visibility. Possibly create a campaign just for them.
  - b. Colleen suggested that an email reminder be sent to the local levels.
  - c. Sally suggested that an email blast could be sent to team/club representatives targeting the Club of the Year Award. After we write something, Laura Hamel would approve and send it from the National Office. Ray said that some people on the local level not attending the convention may be unfamiliar with these awards.
  - d. Rich and Megan agreed to work on increasing nominations for these awards.
5. Recognition on the local level
  - a. Sally reported that she continues to work with the LMSC Development Committee on providing merchandise the LMSCs could use for local recognition. Also, templates for sample service awards have been uploaded to the USMS web site in the Guide To Operations. We may need to remind LMSC leaders that the information is available.
6. Promotion of award recipients
  - a. Ray reported that the press releases had a little traction this year. We prepared them on time and distributed them immediately after the convention. At least one generated a story in the local press. The National Office keeps track of anything USMS-related that is publicized in the online news media, national and local, and ran across a story about a DDSA recipient. We will plan to prepare releases before the convention again next year.

7. Online bios of award recipients
  - a. The National Office has begun placing short pieces about award recipients on the web site, with better layout and design than just listing recipients. For the Ransom Arthur recipients, bios were previously prepared by R&A committee members and posted by the History and Archives committee. With the new layout, many of the stories have been misplaced and most don't have photos. Sally has reviewed the materials and prepared a document that summarizes the information and includes links to stories so volunteers can prepare them. She suggested that our first goal should be to assure that every RJA recipient has a photo and a story. We can work with the National Office to provide the information.
  - b. Sally, Cheryl, Ray and Robert agreed to work on this project.
8. International Masters Hall of Fame – Contributor category.
  - a. Nancy Ridout was honored this year and it was suggested that we nominate someone for 2016. Sally, Ted, and Laura offered to help identify possible candidate(s) and bring the suggestion to the committee for selection. Rich agreed to help assemble the nomination document again. Nominations are due May 31, 2016.
9. Ray suggested that our committee review committee policies and operating procedures.. He suggested that it may no longer be necessary to have the member representation as it is stated in the committee description. Sally suggested we look at other procedures to assure that they correctly represent our actual procedures. Ray will send out our committee policies after the New Year for all committee members to review and comment if there are suggestions for changing.

The meeting was adjourned at 7:55 pm EST

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