

# USMS Convention — Atlanta, Georgia 2016

<b>Committee Name:</b> Registration	<b>Session #:</b> 1
<b>Committee Chair:</b> Leo Letendre	<b>Vice Chair:</b> George Simon
<b>Minutes recorded by:</b> Kim Thornton	<b>Date/time of meeting:</b> 22 Sep 2016 2:00 PM

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## Actions Requiring Approval by the HOD:

1. None

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## Motions Passed:

1. MSC to recommend to the Board of Directors the reworded policy concerning the delivery of paper Membership Cards to members.

<b>Number of committee members present:</b>	<b>Absent:</b>	<b>Number of other delegates present:</b>
<b>Committee members present (list all, including chair and vice chair):</b> , Susan Ehringer, Douglas Handler, Leo Letendre, Charlene O'Brien, Kim Thornton, Anna Lea Matysek (ex-officio)		
<b>Committee Members Absent:</b> Marica Anziano, J Scott Campbell, Arni Litt, George Simon, Tim Lecrone		

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## Minutes

The meeting was called to order at 2:00 PM.

1. Based upon feedback from the National Office, the Membership Card Policies were found to be opaque. A rewritten policy was presented, discussed and recommended to the Board of Directors for approval.
2. A discussion of the mentoring program for registrars was held. Members of the committee are available to mentor new registrars in addition to any help obtained from the National Office. Anna Lea is aware of those that have volunteered and will recommend mentors based upon need.
3. A general discussion on the registration process was held with emphasis on the registration system.
  - a. Jim Matysek discussed the introduction of new features planned to be operational this year.
  - b. Discussions on the use of year-plus memberships centered around the timing and the options for those that use paper registration forms.
  - c. A discussion on the implementation of a rolling registration system was held. It was pointed out that the registration committee would not likely propose such a system but if an LMSC was particularly interested in this, they could propose a change to Part 2 of the Code.
  - d. A sense of the attendees was take concerning their thoughts on their LMSC would wave their LMSC fees if a national membership scholarship program was in place. The discussion led to suggest the LMSC charitable arms would cover the fees if needed.
  - e. A suggestion was made to consider presenting a redefinition of the committee since the role of the registrar has changed considerably since the implementation of the online registration system. The role of the registrar and the committee were deemed to be still important but the nature of the job has changed.

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## Tasks for the Upcoming Year

1. Continue to develop the committee policy manual.
2. Provide mentors to other registrars.
3. Assist the National Office with software feedback and suggestions

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The meeting was adjourned at 3:05 PM

## Restated USMS Membership Card Policy

It is the policy of USMS that:

- 1) Any member requesting a paper membership card shall receive one at no additional charge.
  - 2) Members registering using a paper registration form shall automatically receive a paper membership card unless they affirmatively indicate otherwise. The paper registration form may only contain an opt-out option for the membership card.
  - 3) Members registering using the online registration system may opt-in to receive a membership card.
  - 4) LMSCs may contract with the National Office to provide membership cards to members.
  - 5) The National Office may provide membership cards to members from LMSCs that fail to deliver membership cards in a timely manner. The LMSC shall be responsible for the National Office standard charges for this service.
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