National Onboarding Committee Meeting Minutes
October 25, 2023

Committee Members:
Aaron Merrick (Chair)
Anthony Schifano (NSO-Co-chair)
Rob Kindred (NAL)
Todd Mariani (NCE)
James "Tiny" Lovett (NEA)
Bryan Krampovitis (NNE)
Sam Navarro (NNM)
Kristin Simms (NWP)
Clint Lancaster (RVP)
Rob Wenc (NGL) - Absent
Ed Szczuka (NRX) - Absent
Terry Donaldson (NSW) - Absent
Aaron Mauzy (FCT) – Absent

- Regional Reviews
    - NWP
        - Have a team selected, but haven't trained them just yet
    - NCE
        - A lot of turn over this year, but caught up
        - 4 FCTs, with potentially more
            - Struggle the most with what to give these facilities
            - Poor staffing so don't hear from them often
    - NEA
        - Looking for more people to join the team
            - Training one now
        - **Working on an official time document**
            - Will give to the group to review, may possibly be a leave behind
        - Working on a system to stay ahead of elections
    - NAL
        - Two changes this year, election cycles in the works
    - NNM
        - Have a small team finally, divided by districts
        - Working with Regional reps when new reps come onboard
    - NNE
        - Not much turnover
        - Have a rep that deals with the FCT onboarding (FAA that has prior FCT experience)
    - NSO
        - Not great at FCTs (have a rep that deals with them specifically)
        - Regional teams – getting together to refresh, in person or virtual

- ▪ Utilizing Election Support has helped tremendously

- Checklist Review
  - o Face to Face Checklist
    - ▪ Changed "listserve" to "email list" throughout
    - ▪ Email list (Local & Regional)
    - ▪ Added to the social media (under communications)
    - ▪ Added IT support email
    - ▪ Added a MyNATCA section
    - ▪ Updated internet reimbursement steps
    - ▪ Updated Concur location
    - ▪ Added ATX
    - ▪ Added different reps under local/regional/national
  - o **Sam will make the updated checklist "pretty" and send out to be reviewed on a virtual call**

- Organizing Conversation with John Bratcher
  - o Election phase
    - ▪ Each company handles things differently here
    - ▪ New local is chartered
      - Things to be handled - constitution, election, IRS forms
      - National Office sets some things up
      - Organizing reaches out to RVPs (about 45 days after) with brand new local
      - Then mentorship phase starts
        - o Checkpoints with RVP throughout
  - o Mentorship phase
    - ▪ First 12 months – mentor into a functioning local
    - ▪ Lengthy checklist – an assortment of committee chairs
      - New list is being vetted by Organizing Committee and will be shared with Onboarding
      - Broken into chunks to lessen the overage of information

- Budget
  - o Requested the same numbers as 2023
  - o Please voucher meeting as soon as possible

- Next Meeting
  - o Will have a virtual meeting to finish reviewing checklists
  - o Date to be determined