**Membership Services Committee Report - 2023**

The membership services committee met on Friday, September 15th, 2023. Members present: Brandie Disberger, Chair; Kellie Claflin, Chair-elect; Kevin Curry, Anil Kumar Chaudhary, and Orlenthea McGowan

Call to Order

* Historical Application data
  + 2022 – 14 applications were submitted in 6 categories, two categories had one application each
  + 2023 – 17 applications were submitted in 6 categories, two categories had one application each
* Feedback on the application process:
  + Clarify the role of the nominator and the nomination letter as part of the packet.
  + The Outstanding Researcher packet has outdated language that does not align with the other similar applications on page #1, item #2 and at the bottom of page #3.
  + Recommended to follow the distinguished packet language.

**Motion:** Kellie Claflin moved to align the language of the research application with the other applications and clarify the letter of support language. The motion was seconded by Orlenthea McGowan and passed.

* Feedback on the application process
  + Reviewers appreciate the simple rubrics, but an area for qualitative feedback should be provided.
  + The excellent communicator rubric did not match the application.
  + Consider revising the Qualtrics forms with a drop-down menu to select the applicant you are scoring

**Motion:** Anil moved to create an open qualitative section at the end of the rubric on the Qualtrics form. Seconded by Kevin. Motion passed.

* Timeframe
  + Discussed allowed for 6 weeks from award selection to conference to use Marilyn and AAAE’s award services.
  + This timeline did not seem feasible with summer obligations.

**Motion:** Kevin moved to retain the September 1st deadline but to put a call for awards out at the end of May/Early June after AAAE to get the process on the minds of potential applicants. Kellie Seconded. Motion passed.

* Representation at the NCAAAE executive committee meeting on Wednesday, September 27th at 1:00 pm in Brookings, SD
  + Orlenthea will bring an update from our committee to the executive committee meeting.
* Individual to present awards at NCAAAE – Kellie as Chair assisted by Anil as Chair-elect.
* Election of a Committee Chair-Elect
* Kellie Claflin was confirmed as Chari and Anil Kumar Chaudhary was selected as the Chair-Elect for 2023-24