

CCEA – ATTENDANCE PROCEDURES

1) Phone call from the Attendance Director when a member has missed at least one meeting in the previous month without notice.

Friendly “check in”. EA to provide AD with data after the second meeting of each month.

*Attendance Director to document calls (when / who / status) and report to the President prior to the next regular lunch meeting.

2) Email Alert (EA to send through bemail – looks like an automated notice)

****sent after quarterly report shows attendance below 65% (EA to confirm with Attendance Director prior to sending email)***

This is an email notification from our attendance system to notify you that your attendance with the Capital City Executives Association has dropped to 65%.

The minimum attendance requirement for all CCEA members is 60%. If you have any questions regarding this, do not hesitate to contact the Attendance Director, Pamela Smirl, by email at attendance@cceavictoria.ca or by phone at (250) 474-4455.

Thank you.

3) Phone Call from the Attendance Director and Vice President

****One month / 2 meetings after email with no improvement, EA notifies Attendance Director and Vice President to contact member(s)***

*no script – just a “checking-in” type of contact

4) Attendance Letter Template (sent by email)

****After three steps above are complete and no improvement shown, EA notifies the Attendance Director. The following email will be sent by the Attendance Director and copied to the President and Vice President.***

Dear (Member Name),

I am writing to notify you that your attendance with the Capital City Executives' Association is below the acceptable rate. Over the past several months you have been contacted by members of the Board of Directors by phone and email; however your attendance has not improved.

As members, we are able to build solid relationships with regular attendance at meetings. When these relationships flourish, our association has the ability to greatly increase our business opportunities.

If your attendance does not improve, you are at risk of losing your category. When attendance drops below 60% and does not improve or continues to decline, the association may consider a replacement for this category.

Your attendance is very important to the health of our organization and we would like to see you attend as an active member. We hope that you will consider your position and attend each of your bi-weekly meetings or assign an alternate from your organization to attend on your behalf.

Please contact me, the Attendance Director or any other Board of Directors member to discuss the future of your membership with the CCEA.

Yours truly,

Pamela Smirl, Attendance Director, on behalf of the Board of Directors

attendance@cceavictoria.ca

(250) 474-4455

5) FINAL Attendance Letter Template (sent by mail)

****After steps above are complete and no response / intent from member, EA prepares letter for President to send notifying the member that their membership will be terminated.***

Dear (Member Name),

It has been some time since we have seen you at the Capital City Executives' Association meetings and our attempts to encourage your attendance have been unsuccessful. At this time, I must inform you that your membership in the CCEA has ended and your category is now available to potential new members. If, however, you wish to reactivate and recommit to the CCEA before we locate a new member, I would be happy to discuss this with you.

On behalf of the Capital City Executives' Association, I would like to wish you all the best in your future endeavours. Your membership will be missed but I trust that relationships that were built during your time with the CCEA will continue in your personal and professional life.

If you have any questions, please don't hesitate to contact me, or any other Board of Directors member at your convenience.

Yours truly,

Melinda Harris

President, Capital City Executives' Association

president@cceavictoria.ca

(250) 383-5300