



## Retention Committee Meeting Minutes

\_\_\_\_\_ Chapter Retention Committee Meeting Minutes

**Date:** \_\_\_\_\_

**Time:** Begin \_\_\_\_\_  
Adjourn \_\_\_\_\_

### Members Present:

Honor Board Member-at-Large \_\_\_\_  
director of DG Dialogues \_\_\_\_  
director of scholarship \_\_\_\_  
director of new members \_\_\_\_  
director of continuous recruitment \_\_\_\_  
Honor Board adviser \_\_\_\_  
Other meeting attendees \_\_\_\_

### General Discussion:

Reflect on the past month and look to the month ahead – consider the overall success and challenges of the chapter using the monthly retention topics outlined in the Retention Handbook.

**Retention Trends to Flag with CMT:**

Evaluate Resignation Reports and other sources of information (surveys, past retention interviews, etc.) to identify common themes and trends – both positive and negative – that exist within the chapter.

**Retention Interviews:**

Interview at least one member of the chapter using the Retention Interview Guide in the Retention Handbook. Ensure a member of the Retention Committee is taking minutes for the Retention interview.

**Programming:**

Consider recommendations for programming that the Retention Committee can deliver to the chapter or recommendations for programming for other CMT officers to implement. Recommendations should be shared at the following JCMT meeting.

Respectfully submitted,

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Name of minute taker