HALL OF FAME MEETING AGENDA
Tuesday, February 9, 2021

Zoom Conference: https://cccconf.zoom.us/j/95658875267
8:10 am – 9:00 am

1. Review Spring HOF Timeline

   January/February
   - Send email via TC News to remind campus nominations are due March 15th

   March
   - Nominations due March 15th
   - Confirm date and location of awards ceremony

   April/May
   - Review nominations
   - Assign members to provide a short presentation on each nominee
   - Committee to vote via survey monkey ballot and select inductees by May 1st
   - Prepare Board Memo for Board approval

   May/June
   - After Board has approved, prepare letter to inductees congratulating them and letting them know a formal invite will soon follow; prepare letters to nominators of those that were not selected thanking them for their support and reminding them nominees not selected will be on the nomination list for the following year up to a maximum of five years.
   - Send correspondence to nominators of those nominees on 5 year list making them aware they are reaching maximum year. Nominators can then re-nominate if they choose.
   - Update HOF forms (for the next year) and induction ceremony info (for current year) on website
   - Update HOF website with current bio info and profile photos of inductees
   - Invite Foundation to host inductee luncheon/celebration the day/night prior to awards banquet

2. Class of 2021 Nomination Deadline: March 15, 2021

3. Other

4. Spring 2021 Meeting Schedule-2nd Tuesday/month, 8:10-9:00am
   a. Mar 9th
   b. April 13th
   c. May 11th