

COMMUNICATING CTCI MEMBER TO MEMBER IMPROVEMENTS/SUGGESTIONS

Use this form to document & share member ideas – complaints – issues – etc. Procedure:

- 1. Listen to member, make sure they understand that their idea will be documented and shared.
- 2. The Member Information Block Must be Filled Out including Member Number. If the member wishes to remain anonymous then explain that their idea / issue WILL NOT BE ACTED UPON NOR WILL ANY ADDITIONAL TIME BE SPENT ON IT.
- 3. Make PDF and/or take picture of Form and send it to ctcioffice@ctci.org
- 4. The Office will combine all ideas monthly and forward all to the President. (unless it requires an immediate response)
- 5. The President will share with all of the Board Members to discuss at appropriate methods / time.
- 6. Board Members (except for emergency related items – safety or legal), should not bring up / discuss member ideas that have not been previously documented and shared through this process.

Member Name: _____ Number: _____

Member City / State _____

Documented By: _____

Idea or Issue: _____
