

CARLDIG-South Meeting Minutes – September 9, 2010
Conference Call Hosted by UCLA
Special Thanks to Lise Snyder

Present: Elisa Slater Acosta (LMU), Angela Boyd (UCSB), Debi Hoffmann (CSUCI), Janet Pinkley (CSUCI), Adolfo Prieto (CSUF), Lise Snyder (UCLA), Emily Woolery (Mt. SAC), Michael Yonezawa (UCR).

Meeting Began: 9:40 a.m.

1. Announcements

2. Discussion of Fall 2010 Program

“How Do I Assess That?” is the fall 2010 program scheduled for Friday, December 3, 2010, from 9:30 a.m. to 12:30 p.m. in the Von der Ahe Suite, located on the third level of Loyola Marymount University’s William H. Hannon Library (special thanks again go to Elisa Slater Acosta for offering to host the event). The three presenters for the event are Will Breitbach (CSUF), Cynthia Johnson (UCI), and Georg Romero (Cabrillo College). Cynthia Johnson and Georg Romero have confirmed their participation with Debi via e-mail. Will Breitbach has agreed to present as well, and Adolfo will confirm with him. The proposed schedule for the event is as follows:

- 9:00 a.m. – 9:30 a.m. Breakfast and Registration
- 9:30 a.m. – 9:45 a.m. Welcome/Announcements (M. Yonezawa)
- 9:45 a.m. – 10:20 a.m. Presentation #1
- 10:20 a.m. – 10:30 a.m. Q & A
- 10:30 a.m. – 11:05 a.m. Presentation #2
- 11:05 a.m. – 11:15 a.m. Q & A
- 11:15 a.m. – 11:50 a.m. Presentation #3
- 11:50 a.m. – 12:00 p.m. Q & A
- 12:00 p.m. – 12:15 p.m. Wrap-Up
- 12:30 p.m. Transfer Room to SCIL for its Business Meeting

There will be no formal break during the CARLDIG-South program. Participants will be able to get food and visit the restroom as needed. If necessary, the final Q & A can go until 12:10 at the latest, followed by evaluations and general announcements. The plan is to run the program until 12:15 p.m. and let SCIL proceed with its business meeting at 12:30 p.m.

Following are the additional details associated with the planning of this event:

- **Catering**

Lise suggested that attendees be offered items from the Breakfast Buffet menu provided by Elisa. The planning committee agreed to offer the Hot Sunrise menu (\$8.50/person) and add oatmeal (\$1.40/person) in order to accommodate vegan diets. For people staying for the SCIL business meeting as well as those coming only for the SCIL meeting, the LMU library café will be able to offer a variety of lunch options.

- **Attendance Capacity / Registration Fee / Financial Considerations**

The limit to program participants has been set to 45, with a final capacity to be no more than 50 persons. We need to determine the complete cost of catering in order to finalize registration fees. Two registration fees that were discussed were possibly charging \$15 to CARL members and \$20 to non-CARL members. The committee agreed to use the student rate as the base point for finalizing all registration fees to be collected for the program. (As a matter of comparison, the fees for the April 2009 CARLDIG-South program were as follows: \$20 for CARL members, \$30 for non-CARL members, and \$10 for students.) Fifty percent of the total cost of catering is due one week prior to the event.

Action Items:

- Elisa will check with her event coordinator to confirm if we need to pay any taxes associated with the cost of catering the event, especially since CARLDIG-South is part of a non-profit organization.
- Lise will contact the CARL treasurer about obtaining a copy of our tax-exempt certificate in case it is needed for tax savings.
- Elisa will obtain the final price, including any taxes and fees (pending further investigation), for a maximum attendance of 50 persons.
- Elisa will check about the deadline for submitting a final count of attendees.
- Elisa will check with her library dean to see if the library can put down the deposit and agree to be reimbursed later.
- Lise graciously offered to help make the deposit and be reimbursed later, if needed.

- **Seating and Program Recording**

Action Items:

- Elisa will communicate to LMU the group's preference for lecture-style seating for 56 persons.
- Elisa will check about the possibility of recording speakers' presentations for the benefit of individuals who will not be attending the program.
- If the presentations are to be recorded, a verbal agreement at minimum needs to be obtained from each of the presenters.

- **Registration**

The registration form should indicate that registration for the December program will close on Friday, November 19, 2010. In addition, the form needs to communicate that requests for refunds will not be honored after November 19, 2010. Registrants will be able to give their seats to another individual, but no refunds will be issued.

Action Items:

- Debi will use her template to prepare the registration form for dissemination.
- Debi will send the form to the group.
- Teresa Omidasalar (CSULA) has graciously offered to collect registration forms.
- Verify that Teresa will issue confirmations to attendees via e-mail.
- Blank receipts will need to be available to attendees on the day of the program.

- **Publicity**

The announcement should confirm the program location as the Von der Ahe Suite, located on the third level of Loyola Marymount University's William H. Hannon Library. The program is being hosted in conjunction with the William H. Hannon Library. In addition, the announcement should acknowledge that breakfast will be offered, with lunch the individual responsibility of each attendee (e.g., purchase from the LMU library café or bring your own lunch).

The program is already on the CARL main calendar and on the CARLDIG-South website.

Action Items:

- Someone will need to send out the announcement and registration form via CARLALL.
- The initial announcement should be sent the week of September 27, 2010.
- A reminder should be sent no later than October 18, 2010.
- The final program reminder should be sent no later than November 8, 2010.
- Michael will communicate information about the CARLDIG-South fall program to Dominique Turnbow, CARL Southern Interest Group Coordinator, and Stephanie Brasley, CARL Southern Vice President.

- **Day of Event**

The program will be dedicated to the memory of Karin Durán, Ph.D., of CSU Northridge.

Action Items:

- Michael will contact the directors of the Los Angeles chapter of REFORMA ahead of time to let them know of our plan, and that our group will ask for scholarship donations in Karin Durán's memory.
- Confirm that Teresa will help with the registration table.
- Michael will serve as program moderator, with Debi available to assist.
- Adolfo and Angela will take notes during the program.
- Adolfo will arrange for takeaways to be given to program attendees.
- Elisa is willing to conduct an optional tour for CARLDIG-South program attendees who do not plan to stay for the SCIL business meeting.
- Elisa is also willing to conduct an optional tour for attendees of the SCIL business meeting and will contact SCIL about this.
- Michael will announce the optional tours during his welcome, in addition to other information (e.g., no formal break).

3. Discussion of Future Programs

Michael suggested a possible future program revolving around the water resources archive at UC Riverside. For the spring 2011 event, he proposed a "road trip" to the Automobile Club of Southern California Archives, located near USC. He contacted them and prepared a proposal formatted according to a CARL template. Michael is willing to submit the final proposal to the Automobile Club and welcomes other ideas for future programs. The group agreed that the best time for a program in spring 2011 could possibly be at the end of April so as not to conflict with the ACRL conference.

4. CARLDIG-South 2011 Elections

There are openings for the official officer positions of Vice-Chair/Chair-Elect and two Co-Secretaries. Michael agreed to send an e-mail communication to the CARLDIG-South listserv announcing the open positions. The deadline for nominations will be no later than October 8, 2010. His plan is to conduct an electronic voting process to coincide with the CARL elections.

5. Next Meeting

TBD

Meeting Adjourned: 11:00 a.m.

Respectfully submitted,

Janet Pinkley
Adolfo Prieto
CARLDIG-South Co-Secretaries