Coordinating Committee Meeting

Minutes of the Meeting held on March 22, 2017 2pm @ CDLC

The meeting was called to order by Kathy Corbett at 2:00 p.m. Attendees:

Kathy Corbett, Giovannine Matheron, Jean Guyon, & Lisa Poli

I. Approval of minutes of the 2/16/17 meeting
   ➢ The minutes were approved unanimously.
   ➢ K. Corbett will email K. Kakhe to post on CALA’s webpage.
   ➢ G. Matheron will post to CALA’s Facebook page.

II. Report from Coordinating Chair
   ➢ K. Corbett will order L. Poli’s name tag.

III. Committee Reports

   A. Membership
      ➢ K. Corbett had nothing to report.

   B. Secretary
      ➢ G. Matheron had nothing to report.

   C. Treasurer
      ➢ K. Corbett reported a balance of $167.65.

   D. Web/ Media Coordinator
      ➢ G. Matheron had nothing to report. She will continue to post to the CALA Facebook page and make an effort to obtain more ‘likes’.

IV. Old Business
   ➢ No old business.
V. New Business

A. Finalizing Details for April 11, 2017 Workshop
   ➢ The committee discussed the final details for the spring workshop.

B. Registration
   ➢ K. Kakeh created an online sign up for the workshop via CDLC’s CALA website.
   ➢ The registration submissions will go to K. Corbett.
   ➢ Each registrant will get a thank you response for registering.
   ➢ Payments can be sent to CDLC before the workshop, or be paid at the door.
   ➢ K. Corbett will suggest the wording on the online registration form to be changed from “pay by cash at the door” to “pay by cash or check at the door”.
   ➢ The online sign up was live as of the date of this meeting.
   ➢ J. Guyon received the presenter’s bio to add to the registration flyer.
   ➢ J. Guyon created a draft of the registration flyer.
   ➢ J. Guyon will send out the flyer via email to the CALA, NYSLAA, & CDLC email lists. It will be sent as an attachment, pasted in the email itself, and the email will contain a link to the online registration.
   ➢ J. Guyon will send registration email out on 3/27/17.
   ➢ G. Matheron will post registration information on the CALA Facebook page on 3/27/17.

C. Food
   ➢ G. Matheron reported that Theresa Martin will cater the workshop.
   ➢ Menu will include Lasagna and a salad.
   ➢ K. Corbett will let G. Matheron know how many attendees there will be for T. Martin.
   ➢ K. Corbett will purchase soda.
   ➢ CDLC will provide water.
   ➢ L. Poli will provide bread and butter.

D. Charity
   ➢ K. Corbett will create receipts for donations to the charity.

E. Cake
   ➢ K. Corbett will purchase a quarter sheet blue and white frosted cake with “Thank you, Library Assistants!” written on the cake.

F. Door Prize
   ➢ K. Corbett will purchase the $25.00 Amazon gift card that will be raffled off at the workshop.
   ➢ J. Guyon will bring tickets and a basket needed for the raffle.
G. Honorarium
   ➢ K. Corbett will purchase the $25.00 Amazon gift card that is to be given to the presenter.
   ➢ J. Guyon will create a thank you card for the presenter.

H. Candy
   ➢ J. Guyon will wait to order the candy bars for Krause’s Candy until we have the final attendee number closer to the workshop.

I. Receipts/Evaluations/Attendance Certificates
   ➢ K. Corbett will create receipts for payment for the workshop.
   ➢ J. Guyon will create evaluations forms and attendance certificates for the workshop.

J. Other
   ➢ CDLC will handle the computing needs of the presenter.
   ➢ K. Corbett and C. Tosh will set up the meeting room the day before the workshop.
   ➢ The room will be reserved from 10:30am-4:00pm.
   ➢ J. Guyon will bring the trifold poster board with information on CALA to the workshop.
   ➢ K. Corbett will check with K. Gundrum to see if she would like to make an introductory speech at the workshop.
   ➢ J. Guyon will prepare an introduction for K. Corbett to read at the workshop.
   ➢ The presenter is creating their own handouts for the workshop.
   ➢ No program will be needed for this workshop.
   ➢ G. Matheron will take pictures of the workshop.

C. Confirm dates for future meetings & workshops
   ➢ Tuesday, April 11, 2017 Workshop 12pm-2pm @CDLC
   ➢ Tuesday, April 11, 2017 Committee meeting 2pm-24pm @CDLC
   ➢ Tuesday, May 23, 2017 Committee meeting 2pm-4pm @CDLC
   ➢ Tuesday, June 13, 2017 Committee meeting 2pm-4pm @CDLC

VI. Adjournment
   ➢ The meeting was adjourned at 4:00 pm.

G. Matheron, Recorder