Coordinating Committee Meeting

Minutes of the Meeting held on October 17, 2017 2:00pm @ CDLC

The meeting was called to order by Lisa Poli at 2:00 p.m.

Attendees: Kathy Corbett, Courtney Degonzague, Jean Guyon, Giovannine Matheron, & Lisa Poli

I. Approval of the minutes of the 9/19/17 meeting minutes
   ➢ Committee approved unanimously.

II. Report from Coordinating Committee Chair
   ➢ Nothing to report.

III. Committee Reports
   A. Membership: K. Corbett reported no new members.
   B. Secretary: G. Matheron had nothing to report.
   C. Treasurer: K. Corbett reported a balance of $119.86.
   D. Web/Media Coordinator: G. Matheron added C. Degonzague to the Facebook page and updated links to the LibGuide on Facebook as well.

II. Old Business

A. Review November Workshop Details
   ➢ J. Guyon discussed DC’s pizza pricing. Committee looked at the rest of the catering menu from DC’s pizza.
   ➢ C. Degonzague suggested Price chopper to supply lunch. The committee reviewed the website to see what our options are for sub-wrap platters.
   ➢ Committee discussed wrap platter with no side salad, finger sandwich with no side salad, sandwich platter that includes a side salad or sub platter with a salad.
   ➢ Committee decided on a wrap platter with multiple choices of wraps.
   ➢ J. Guyon will email the committee with information from Market 32 about wrap platter.
   ➢ J. Guyon will call the Hudson Valley store to have it ready to be picked up the morning of the workshop by L. Poli.
C. Degonzague will make a side salad. K. Corbett will bring Italian dressing and one fat free dressing. L. Poli will bring chips and bring ranch dressing.

CDLC will provide utensils. K. Corbett will bring plates and napkins.

G. Matheron will bring soda/iced tea or lemonade.

K. Corbett will have the attendees list and name tags made up.

J. Guyon will bring an ice bucket and tongs.

J. Guyon will bring cocktail napkins for the cupcakes.

L. Poli will bring brownies. J. Guyon will bring cupcakes.

C. Degonzague will bring infused water

The charity the committee will be supporting is Autism Society of America. J. Guyon has a flyer ready for each attendee and will place one at each seat.

K. Corbett will create receipts for charity donations and workshop attendance.

J. Guyon will create evaluation forms.

J. Guyon will create attendance certificates.

K. Corbett will obtain the honorarium for the presenter.

J. Guyon will send L. Poli an introduction to read at the beginning of the workshop.

J. Guyon asked L. Poli about presenters computing needs. Presenter will need a computer for a power point presentation. Presenter will need the use of a flash drive and the projector.

C. Degonzague volunteered to make favors for the workshop attendees. C. Degonzague will create a keychain with CALA logo on one side and “inner mentor” on the other side. J. Guyon will keep a head count of attendees and will let C. Degonzague know about how many keychains to make at no cost to CALA.

### III. New Business

#### A. CALA Outstanding Service Award 2017
- Will be announced at the November 2017 workshop.
- J. Guyon inquired with other committee members about nominations they may have.
- J. Guyon will change the deadline date of the award from November 1, 2017 to December 1, 2017.

#### B. LibGuide Update
- C. Degonzague discussed her updates to LibGuide.
- Courtney is emailing K. Kakeh to discuss the LibGuide.
- Calendar is a lot easier to set up.
- C. Degonzague inquired about information on the workshop: cost, how to pay, minimum/maximum registrants, registration deadline, special equipment attendees need to bring, and any other important information.
- C. Degonzague will add workshop to the LibGuide calendar.
- J. Guyon asked C. Degonzague to add information about the Outstanding Service Award information on the LibGuide.
C. Confirm dates for future meetings & workshop

- Tuesday, November 14, 2017 Workshop 12pm-2pm @CDLC
- Tuesday, November 14, 2017 Committee meeting 2pm-3pm @CDLC
- Tuesday, December 12, 2017 Committee meeting 2pm-4pm @CDLC

VI. Adjournment

- The meeting was adjourned at 3:00 pm.
- G. Matheron, Recorder