CALA Coordinating Committee Meeting Agenda
Tuesday, February 19, 2019
2-4pm
CDLC, 28 Essex St., Albany

I. Approval of Minutes of the 01/08/2019 meeting

II. Report from Coordinating Chair (Poli)- Sophia Mehner from Hudson Valley Community College will join us for our meeting.

III. Committee Reports
A. Membership – 5 New Members
B. Secretary – F. Steacy
C. Treasurer –
D. Web/ Media Coordinator - G. Matheron

IV. Old Business
A. Due to low funds the committee has agreed to make and bring lunch
   MENU:
   Baked Ziti- Donna and Jean
   Salad- Govie
   Bread and Butter- Fiona
   Desert- Lisa (cookies or brownies)
   Drinks- Soda, Coffee and Water- provided by CDLC
   Plates, plastic ware, napkins and cups- provided by CDLC
   Lisa will get the Sheet cake
B. Jean will make Attendance Certificates and Thank You cards
C. Kari will print the receipts for workshop payment and Charity
D. Kari to get nametags
E. Confirm if we want to add a checklist to email so the committee will know who will be attending the meetings
F. Kari to bring a list of procedures to the meeting, on how Kathy Corbett attended to things for the workshops
VII. **New Business**
   A. Sending out email to CALA members to acquire permission to add email to the Google sheets
   B. Attendance for the Outstanding Service Award on February 20, 2019-who will be attending?
   C. Discuss any last minute additions for the workshop.

VIII. **Adjournment**