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

Attendees: Jean Guyon, Giovannine Matheron, Lisa Poli, Donna Craver, Fiona Steacy, & Kari Kakeh

I. Approval of Minutes of the 12/18/18 meeting
   - minutes approved

II. Report from Coordinating Chair (Poli)
   - nothing to report

III. Committee Reports
IV. A. Membership -- J. Guyon (interim): no new members
V. B. Secretary – F. Steacy: waiting for response from Anderson Center for Autism re: potential future workshop
C. Treasurer – K. Kakeh (interim): provided account balance sheet; balance is $80.58
D. Web/ Media Coordinator - G. Matheron: has been updating the LibGuide in Courtney’s absence

VI. Old Business
A. Confirmed date for April workshop—April 9th
B. Rooms are booked for April workshop -- L. Poli confirmed that both rooms at CDLC are booked
C. Food for workshop:
   - G. Matheron reports that her mother cannot cater
   - Coordinating Committee members will provide food: G. Matheron - salad, J. Guyon and D. Craver - ziti, L. Poli - dessert, F. Steacy - bread and butter, CDLC - beverages, salad dressings, flatware/plates, L. Poli will order cake and be reimbursed from CALA account
D. Ideas for future workshops/ Charities: Joe’s House proposed as future charity
E. Date and time for Outstanding Service Award to be presented to Laurie Constable:
   - J. Guyon has contacted L. Constable’s supervisors to arrange a time for award presentation
   - Due to the parking situation at UAlbany, CALA Committee members will need to coordinate transportation once date is decided

VII. New Business
A. K. Kakeh advised that she will be default liaison for the time being.
B. Bio needed from Valerie Waldin - L. Poli is awaiting this info
C. Details for April workshop:
   - April 5 will be registration deadline
   - J. Guyon will send invite flyer Tuesday, March 5 (will send draft for review by CALA committee before that)
   - J. Guyon will make evaluation forms, attendance certificates, and thank-you cards
   - Grassroot Givers is still the charity
   - K. Kakeh will provide receipts
   - Thank-you for presenter ($25) and door prize ($10) will be Amazon gift cards
D. Dates for future meetings and workshop:
   - Tuesday, February 19, 2019
   - Tuesday, March 19, 2019
   - Tuesday, April 9, 2019 (workshop)
   - Tuesday, May 7, 2019

VIII. Adjournment
   - The meeting was adjourned at 3:03 pm
   - F. Steacy, Recorder