

CARLDIG-South Meeting Minutes – Sept 7, 2012
PUENTE Learning Center • East Los Angeles Campus
501 South Boyle Avenue, Los Angeles, California 90033
10:30 a.m. – 12:30 p.m.

Present: Adolfo Prieto (CSUF), Janet Pinkley (CSUCI), Debi Hoffmann (CSUCI), Kaela Casey (CSUCI), Elisa Acosta (LMU), Emily Woolery (Mt.SAC), Teresa Omidasalar (CSULA)

Meeting Began: 10:30a.m.

1. Announcements

- There were no announcements.

2. Approval of Minutes

- The minutes from the May 25, 2012 meeting were approved.

3. Officers for 2013

- Confirmation of Chair: Janet Pinkley
- Vice-Chair/Chair-Elect: open position
 - Adolfo Prieto will ask the steering committee to see if anyone is interested in assuming the Vice Chair position.
- Co-Secretaries: Kaela Casey & Debi Hoffmann
- Webmaster/Publicity Officer: Elisa Acosta

4. Discussion and final planning of fall 2012 program:

- Review of program schedule, including Q & A
- Call for proposals update
 - Angela Boyd and Elisa Acosta will post the 2nd and 3rd Call for Proposals to: CARLDIG-South, CARLALL, CALIX, CALIBACA.
 - The deadline for submissions is Friday, 9/21/12.
- Catering
 - Breakfast is going to cost \$5-7 per person
- Registration fees
 - CARL Member \$20, Non-member \$30, student \$10
 - Suggested changes to the header on the registration form: “Early registration is *recommended*, since CARLDIG-South fall events fill quickly. Please note that registration is limited. Registrations received *after program capacity* has been reached will be placed on a waiting list...”

- Accommodation of participants
 - Parking is free!
 - There is no Wi-Fi access at PUENTE Learning Center, but Janet Pinkley is checking to see about using a portable hotspot that may be available to us courtesy of Cal State Channel
 - Kaela Casey has agreed to help with preparing the final program/restaurant list that will be printed and given to all attendees on the day of the event.

- Uploading speaker presentation prior to program

- Announcements/rules for participants on day of program
 - Michael Yonezawa has volunteered to help with technical assistance for the program.
 - Billy Pashaie and Elisa Acosta are currently scheduled to be our expert timekeepers during the presentations.

- Program registrar
 - Teresa Omidsalar will serve as our program registrar for this year.

- Registration table
 - Both Teresa Omidsalar and Michael Yonezawa have volunteered to work at the registration table on the day of the event.

- Program survey
 - Janet Pinkley will help with the survey for our fall program.

- Program write-up for CARL newsletter
 - Debi Hoffmann and Emily Woolery have volunteered to work on the program write-up for the CARL newsletter and our end-of-year report.
 - The deadline for the March CARL newsletter is Feb 15th.

- Gifts for speakers and participants/raffle items
 - Janet Pinkley will provide raffle tickets
 - Suggested gifts for speakers: candy
 - Suggested raffle items: plants, perhaps from Trader Joes
 - Appreciation letter for speakers

5. Arrangements for next meeting

- Chair-Elect Janet Pinkley will make arrangements for our next meeting to be held next Spring.

6. Discussion of reference topics

[none]

7. **Thank you**

- Adolfo thanked the 2012 officers for all their help.

Meeting Adjourned: 12:30 p.m.

Respectfully submitted,

Elisa Acosta
Kaela Casey
CARLDIG-South Co-Secretaries