

**CARLDIG-South Meeting Minutes – September 18, 2015, 10:30 a.m.**

**Cal State University, Channel Islands**

**John Spoor Broome Library**

**Present:** Lucy Bellamy (FIDM); Kaela Casey (CSUCI); Madelynn Dickerson (Claremont); Lizzette Gabriel (Pepperdine); Debra Hoffmann (CSUCI); Teresa Omidasalar (CSU Los Angeles); Janet Pinkley (CSUCI); Adolfo Prieto (CSU Fullerton); Eva Rios-Alvarado (Mt. SAC, GCC); Romelia Salinas (CSULA); Lise Snyder (retired); Lettycia Terrones (CSUF); Yvonne Wilber (Cal Lutheran); Michael Yonezawa (UC Riverside)

*Meeting start 10:30 a.m.*

**[ Welcomes & Introductions]**

**1. Announcements**

- Fall field trip to FIDM will take place on October 3, 2015. There is still time to sign-up. Lucy Bellamy announced that there are fourteen people signed up.

**2. Approval of minutes**

- Minutes were voted on and passed [from April 24, 2015 and Officer's planning meeting from July 17, 2015].

**3. 2016 CARL Conference Interest Group Showcase: *CARLDIG-S and ALIGN:***

***Demonstrating the Continuing Value of Reference and User Service***

- ALIGN, Ken Lyons, Partnership **[Action Item] Lettycia** will follow-up with ALIGN to see if they still want to collaborate with CARLDIG-S.
- If ALIGN is still interested in working on the CARL Showcase collaboration, we need to inform Brena Smith and confirm CARL Board. **[Action Item] Lettycia**
- Lettycia proposed the group find images from outings and events, to be added to the previous slide show created by Suzanne Im, former CARLDIG-S President. **[Action Item] Any member can send image(s) to Lettycia.**

**4. 2015 Fall Program Logistics**

- Review of ...
- Deadline to submit a proposal is Monday, September 21, 2015 - we have an option to extend based on submission numbers.
- Discussed changing program format, see call for proposals, based on the number of submissions received.
- Review of all logistics:
  - **Cost**
    - will be \$22 for CARL members, \$32 for non-members, and \$12 for students
  - **Catering**

- Onsite catering services will be ordered. **[Action Item]** CSUCI
- **Program Flyer & registration**
  - Kaela will handle the registration and also create an updated flyer **[Action Item]**
  - Teresa, Debbie and Letty volunteered to provide support and any other information for registration procedures, as needed by Kaela.
- **Event survey**
  - Janet has volunteered to create and record responses **[Action Item]**
- **Presenter review**
  - Lettycia will send a call to the committee for those interested in the review process. Voting will take place through a ranking system and be done via email. **[Action Item]**
  - Lettycia will compile raking feedback of final results **[Action Item]**
- **Program schedule**
  - The final program schedule will depend on submissions. Madelynn and Lettycia will work out the details and finalize the program schedule once all submissions have been voted on. **[Action Item]**
- **Presenter confirmation**
  - Will be announced in mid-October along with any other program details **[Action Item]**
- **Other details**
  - Registration opens late October and will close November 20th.

#### **5. 2016 CARLDIG-S Steering Committee**

- Kaela Casey, nominated by Lettycia
- Chair, Madelynn Dickerson
- Other officers to be nominated in January **[Action Item]**

#### **6. Next meeting**

- Madelynn will host the next meeting at Clairemont College Library.

#### **Other topics discussed:**

- Michael reminded committee about event budget forms to be turned into CARL Board ? **[Action Item]**

*Adjournment 12:39 p.m.*

Respectfully,

Eva Rios-Alvarado and Juliana Morley