

Monday, August 31, 10 a.m.-noon (reserve to 12:30, if needed)

CALL IN meeting

-DRAFT-

Attendees: Annette Marines, Debi Hoffmann (notes), Jacqui Grallo, Lee Adams, Annie Knight, Shana Higgins, David Drexler, Jordan Nielsen, Les Kong, Pearl Ly

Absent by notification: Melissa Browne, Allison Carr, Cynthia McCarthy, Brena Smith, Erika Montenegro

Relevant Documents, Review Before and Access During

- [Fall Quarterly Reports](#)
- [May 18, 2015 - Spring Minutes](#)
- [CARL Chapter Report](#)
- [Membership Software Work Group Charge](#)
- [Website Work Group Charge](#)
- Professional Development Work Group (pending)
- Expense Report (pending)
- ACRL Council Meeting [Minutes](#) | [Work Session Minutes](#)

Voting members (if vote called): President, VPs, Past President, Secretary, Treasurer, Membership Coordinator, Directors at Large, ACRL Chapter Council Delegate

Agenda Item	Relevant Discussion	Action Item/Next Steps
1. Call to Order *10:08am* - Annette 2. Approval of the May 18, 2015 - Spring Minutes	Spring 2015 Minutes APPROVED	
3. Updates- Annette a. See Fall Quarterly Reports b. CARL IG Idea (fee for joining IGs) - dead	Annette is still updating her Quarterly Report	ACTION: CARL IG Idea (fee for joining IGs) - DEAD

<p>4. Standing Items/Reports from:</p> <p>a. <u>President- Annette</u></p> <ul style="list-style-type: none"> i. CARL Chapter Report - filed August 2015 ii. Work group charges - Membership Website Completed iii. Professional Development Streaming Tools - Completed iv. <u>Other</u> <ul style="list-style-type: none"> 1. Election Report - Finalized. Report and supplemental materials Shared w/Shana Higgins 2. Sponsorships Activity v. <i>Still Pending:</i> <ul style="list-style-type: none"> 1. <i>Roles Document/Administrative Calendar (CoO role);</i> 2. <i>Letter to appointed members/letters to WASC ARC presenters,</i> 3. <i>appoint UC member to mentorship committee</i> 	<ul style="list-style-type: none"> i. See section 6.b.i (Discussion) below iii. See section 6.c.i (Discussion) below iv. 1. People have until Sept 4th to nominate via Survey Monkey. Call for nominations has gone out through CARLALL, CALIBACA. Sept 14 is the due date for statements from candidates. Elections will take place in Oct. 	<ul style="list-style-type: none"> ii. ACTION- Completed
<p>b. <u>VP South - 2016 Conference Report- Shana</u></p> <ul style="list-style-type: none"> i. 	<p>b. Conference proposal submissions have been received/coordinated/ranked. Draft of conference program is in the works.</p>	<p>b. ACTION: Annette is working on sponsorship for the conference. Poster session call will go out soon</p>
<p>c. <u>Finance Council/Treasurer Report- Jordan</u></p>		

<ul style="list-style-type: none"> i. See Report. ii. Report of expenses, reimbursements, payments. 	<ul style="list-style-type: none"> ii. Current funds: ~\$39,000 (up from last year's total of ~\$31,000). 	<ul style="list-style-type: none"> ii. ACTION: Jordan is hoping to gather historical data regarding the budget. ACTION: More discussion is needed regarding IGs and money for CARL-- currently, IG events/programs only generate funds from these programs, they do not generate funds to support CARL infrastructure
<p>d. <u>Membership Director Report- Melissa</u></p> <ul style="list-style-type: none"> i. See Report 	<ul style="list-style-type: none"> i. As of August, 445 current members (up by 40 members from last year). 	
<p>e. <u>ACRL Chapter Council Delegate- Les</u></p> <ul style="list-style-type: none"> i. Report on ACRL Council Meeting at ALA. Related documents: ACRL Council Meeting Minutes Work Session Minutes ii. ACRL Chapter newsletter Update / Fall focus: "New Member Initiatives: Best Practices." (ie Recruiting new members, Student members, Innovative benefits, Retention of members). Submissions to: Susan Kromrie (Missouri Chapter) skromrie@sbuniv.edu 	<ul style="list-style-type: none"> ii. Suggestions: recruitment efforts aimed at graduate students; a CARL blog (instead of a traditional newsletter) where members could contribute 	

<p>f. <u>Website Coordinator- David</u></p> <p>i. Will share plan for first phase work group</p>	<p>i. David is currently reviewing website content; input is needed from stakeholders. Need for volunteers to help with this project</p>	<p>i. ACTION: a call will go out for participation in Website Work Group to work with David on this project</p>
<p>g. <u>Newsletter Coordinator- Cynthia</u></p> <p>i. See Report</p> <p>ii. Feedback to Cynthia re: Mailchimp</p>	<p>i. Cynthia will continue to use MailChimp for Newsletter (members voted- no objections)</p>	
<p>h. <u>IG Coordinator- Brena</u></p> <p>i. ?</p>	<p>i. No news regarding the status of new CARLDIG-N IG (Ken Lyons is the contact for this group). SEAL will not be part of the IG Showcase at CARL 2016. There is some interest in reviving the InfoTechnology IG.</p>	
<p>5. Approvals (vote):</p> <p>a. Work group charges:</p> <p>i. Membership Software Work Group Charge</p>	<p>i. Compare RegOnline with other vendors; decide which vendor plan will be best</p>	<p>i. ACTION: unanimously approved</p>
<p>ii. Website Work Group Charge</p>		<p>i. ACTION: Annette will ask for approval of Website Work Group Charge via email</p>
<p>b. Changes to Membership Registration Form for Interest Group Sign up:</p> <p>i. Regarding inactive groups: Vote to remove OR add Inactive note next to acronym. Affected groups are: ABLE, CARLIT, CALM, TSIG, CDIG (note, CDIG not listed in</p>	<p>i. Issue: should inactive IGs be removed the IG list on the CARL website?</p>	

<p>registration form - note from Melissa: CDIG is still listed)</p> <p>ii. Add field to allow registrant to indicate willing to participate in IG's leadership. (also ask which group and if they have special skills)</p> <p>iii. Add a field to allow registrant to indicate willingness to revive inactive IG</p>		<p>iii. ACTION: Annette will create a “mock up” to share with members to see if they want these options (i., ii., iii.) on the website</p>
<p>6. Discussion:</p> <p>a. 2020 Conference Format - Annette/Shana</p> <p>i. Background: Before committing to a venue, we would like to discuss 2020 conference format options. Shana and Annette have previously discussed polling the membership. Info can be obtained from different perspectives, presenters, attendees, CARL-affiliates.</p> <p>ii. Question to the board: Brainstorm questions to ask. Develop timeline to evaluate data gathered.</p>	<p>ii. Potential questions to ask:</p> <ul style="list-style-type: none"> ● Length of Conference- is currently 2.5 days, can it be compressed into 2 days? (Tricky- need to fill rooms to get hotel deals). ● LOEX of the West conference is always associated with a college-- thus, how important is it to stay in a 	<p>ii. ACTION: Annette and Shana will create a survey/ask for feedback from members for CARL’s Long-Range Planning Committee</p>

	<p>hotel setting? What is the ability of members to pay for a hotel?</p> <ul style="list-style-type: none"> • Which days of the week to hold the conference? • Length of conference sessions • How important is the pre-conference? • Do we have the number of attendees to warrant a conference? • Virtual vs. in-person conference? Is travel a consideration in attending a conference? 	
<p>b. ACRL Strategic Goals/Chapter Activities - Annette</p> <p>i. Background: While writing CARL Chapter Report, I was directed to ACRL's Strategic Vision. These center on 1. Value of Academic Libraries, 2. Student Learning, 3. Research and Scholarly Environment.</p> <p>ii. Question to the board: Does it make sense for CARL to focus on one or more of these? If so, which one best suits CARL?</p>	<p>ii. should the above three criteria be integrated into CARL and its strategic thinking when it comes to program planning? Is CARL drawing from national examples of research in its strategic thinking and planning?</p>	<p>ii. ACTION: CARL should let IGs know that CARL will report up to ACRL the types of programming its offering to members</p>
<p>c. CARL Prof Dev streaming programs - Annette/Annie</p> <p>i. Background: Prof Dev committee established last year. Committee no longer meeting. No clear</p>		

<p>charge for them. As action item, Annette/Annie discussed streaming tools. Results here Professional Development Streaming Tools. What next? Annette wanted a way to communicate w/membership at large/Pilot.</p> <p>ii. Question to the board: How do we move forward with Professional Development Committee? Annette still wants pilot, what are some topic ideas for that?</p>	<p>ii. What is the future of the Professional Development Committee? Suggestions:</p> <ul style="list-style-type: none"> ● Support IGs' efforts to do more professional development ● Offer more tools, more centralized support ● ACRL YouTube channel? 	
<p>7. Adjourn</p>		
<p>Tabled:</p> <ul style="list-style-type: none"> ● Stipends for CARL members (Annette) - Stipends will continue 2015. Will revisit later in year to consider next steps. Stipended members will keep logs of workload. ● ACRL Info Lit Framework (April/Annette) - Discussion ongoing. 		

Meeting adjourned at 11:42am

Next Meeting: -IN PERSON- Friday, December 11, 2015 at Santa Ana College