

Friday, December 11, 2015 at Santa Ana College
 10:30 a.m.-3 p.m., including lunch
 -DRAFT-

Attendees: Lee Adams, April Cunningham, Pearl Ly, Brena Smith, Annette Marines, David Drexler, Cynthia McCarthy, Jacqui Grallo, Melissa Browne, Shana Higgins
 Absent by notification: Allison Carr, Debra Hoffmann, Les Kong, Jordan Nielson
 Guests: Nicole Branch, Ellen Carey, Ben Lea, Cynthia Orozco, Jenny Yap

Relevant Documents, Review Before and Access During

- [Winter Quarterly Reports](#) (due before Dec 31 or sooner)
- [August Minutes](#)
- Expense Report (pending)

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

****Note 2016 Board Members are not eligible to vote at this meeting****

Agenda Item	Relevant Discussion	Action Item/Next Steps
Call to Order - Annette (10:37am) Approval of the august minutes -- no changes Introductions Explanation of Quarterly Reports -- incl. w/ Minutes		
Updates- Annette <ol style="list-style-type: none"> a. See link to reports b. Les Kong WASC IG panel approved 	WASC ARG CARL IG Workshop: ARC day is a free day of the WASC meeting -- promote to CARL membership. Les Kong is in conversation with coordinator.	

<p>Standing Items/Reports from:</p> <p>c. <u>President- Annette</u></p> <ol style="list-style-type: none"> i. Action items from August meeting still pending (IG/ACRL chapter report; Membership / Website committees; registration form IG changes ii. Sponsorships Activity iii. <i>Still Pending:</i> <ol 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> 	<p>Unfinished "action items":</p> <ol style="list-style-type: none"> 1. Website workgroup has a charge, work needs to be done, Annette would like to see through. 2. Membership Software workgroup: compare & make a decision (Annette or Shana) 3. Standing Rules/Bylaws revision -- Put on hold for 2015 due to inconsistencies between revisions and active rules. 	
<p>d. <u>VP South - 2016 Conference Report-Shana</u></p> <ol style="list-style-type: none"> i. Program is up. *Huge thanks to Lee Adams for coordinating the work of the selection committees and fielding many questions. ii. Registration is open. *Another huge thank you to Melissa Browne for setting up registration for CARL 2016, also fielding many questions. 		<ul style="list-style-type: none"> ● To do: meet with Finance Council regarding deposit due to Westin prior to conference. ● To do: Solicit moderators for Best Practices and Contributed Papers sessions. ● To do: publicize conference.

<p>iii. Working with Joseph Aubele and account liaison at Westin to finalize space and days/time. Site visit in January.</p>		<p>*Talk with Annette about vendor session. *Brena -- lunch tickets for pre-conference attendees & RSVP for free vendor session (make clear to vendor attendees that lunch is not included)</p>
<p>e. <u>Finance Council/Treasurer Report- Jordan</u> i. Report available: https://docs.google.com/spreadsheets/d/1W54vigmsC8xQbIJYYzuPgR6PjuSXKagX5rbrdidsz44/edit?usp=sharing -</p>	<p>“it's pretty straightforward this quarter, but I am happy to answer any questions people may have.”</p>	
<p>f. <u>Membership Director Report- Melissa</u> i.</p>	<p>See report. -Question about CALIBACA -- managed outside of CARL (May die with current owner). -Contact ben amata to find out status moving forward.</p>	
<p>g. <u>ACRL Chapter Council Delegate- Les</u> i.</p>	<p>n/a</p>	<ul style="list-style-type: none"> ● Add Cynthia Orozco to ACRL Chapters listserv ● Provide Cynthia Orozco with summary of IG programs (2015), upcoming CARL Conference

<p>h. <u>Website Coordinator</u>- David i.</p>	<p>-Added ALIGN -working on website revamp</p>	
<p>i. <u>Newsletter Coordinator</u>- Cynthia i.</p>	<p>-Moved to mailchimp platform</p>	
<p>j. <u>IG Coordinator</u>- Brena i.</p>	<p>-Profit from IG programs? Back to CARL pot? -SCORE is struggling to engage their membership. What can we do? -Reform CARL IT to CARL ET (emerging tech) Ben (as president of SEAL): there needs to be something to do/reason to exist Roster of expertise Organizers Networking Annette - IGs focus on subject; but IG leaders will have to be concerned w/leadership skills, the skills needed to organize and put on an event and generate ideas that keep members interested in the programming.</p>	
<p>1.</p>		
<p>Discussion: k. 2020 Conference Format - Annette/Shana i. Background: Before committing to a venue, we would like to discuss 2020 conference format options. Shana and Annette have</p>	<p>April: Context for survey overhaul would be helpful. Questions/survey may lead to feelings. comments/ sensitive/not so much mechanics. feedback from survey will be helpful instead of anecdotes Brena: mention criteria/dates/that we hire a planner to get site (work involved)</p>	<p>ACTION</p> <ul style="list-style-type: none"> ● Context for Conference Venue survey ● Conference site selection: use a consultant, limited choices (we aren't a big conference)

<p>previously discussed polling the membership. Info can be obtained from different perspectives, presenters, attendees, CARL-affiliates.</p> <p>ii. Draft Questions: https://docs.google.com/a/ucsc.edu/document/d/1pBWvEEQsIO3k9Iwd1WohZCnj_FlioV8lCxXJedJiWTc/edit?usp=sharing</p> <p>iii. Discussion of questions / timing</p>	<p>are we trying to give and acrl experience?</p> <p>framing packaging, this is how it works</p>	<ul style="list-style-type: none"> ● What do you get from convenience of hotel site? What do you give up? ● What kind of experience are you looking for? ● Column that explains how conference budget, contracts work. ● Talk with Les about call for conference site
<p>l. Executive Board – Bylaws -Standing Rules Checkin Bylaws/Standing Rules Out of date. Most recent updates also out of date.</p> <p>m. Check in on Directors at Large. Discuss idea of new Awards/Scholarship coordinator? What would help new members? What should CARL Ex Bd do differently? Other issues?</p>	<p>Scholarships & Awards Committee w/th a Chair?</p>	<p>ACTION**Corral all the committees, chair could be rotating North/South VP</p>
<p>n. 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.</p>	<p>ACRL Strategic Goals: how do they fit with CARL/or we fit with our goals? Revisit at Board Meetings.</p>	<p>action item share with IGs</p>

<p>Research and Scholarly Environment.</p> <p>ii. Question to the board: Continue Discussion</p>		
<p>o. CARL Prof Dev streaming programs</p> <p>i. Background: Prof Dev committee established last year. Committee no longer meeting. No clear 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. Update</p> <p>iii. Question to the board: Should professional development be a standing CARL Ex Bd topic?</p>	<ul style="list-style-type: none"> ● Continue conversation on Professional Development support. Revisit at Board Meetings. ● curate a list of available free webinars ● Send free prof. dev opportunities for specific constituencies--something for DaL. 	
<p>6. Member of the Quarter - Annie Knight</p>	<p>-new initiative, limited nominations, no nominations for 4th quarter.</p> <p>-Annie rotating off as Chair, Cynthia has agreed to Chair</p> <p>-remove CV/resume from nomination process</p> <p>-Proactively reach out to CARL members who have accomplished something--publication, project, etc.</p>	

	<ul style="list-style-type: none"> -allow for self nominations -Check in again at end of 2016 -Newly formed: Cynthia McCarthy (Chair), Lee Adams, Brena Smith, Ben Lea 	
1. Newsletter - Cynthia McCarthy	<ul style="list-style-type: none"> -Eliminate Summer issue -Add an ACRL Delegate column (twice a year to coincide w/midwinter and summer conference) -Add IG summary by chair -possibly add free webinars, depends on timing -Dates: April, September/October, December/January 	<p>*Revise on website (David Drexler)</p> <p>SPRING - MARCH 31 - DEADLINE SUMMER ISSUE (OUT IN APRIL) SEPT 15 DEADLINE / FALL ISSUE (OUT IN OCT) DECEMBER 15 / WINTER (OUT IN JANUARY)</p> <p>COMBINED SUMMER SPRING ISSUE</p>
7. 2016 President – Shana Higgins - plans	n/a	
2016 Senior VP – Pearl Ly		
<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. 		

