California Academic Reference Librarians Discussion Interest Group Meeting (CARLDIG-South)
Conference Call
Friday, April 21, 2017
10:00am – 12:00pm

In Attendance (via Zoom): Kaela Casey (CSUCI), Debi Hoffmann (CSUCI)- notes, Janet Pinkley (CSUCI), Adolfo Prieto (CSU Fullerton); Teresa Omidsalar (CSULA), Christall Young (USC), Annette Young (Chaffey College), Michael Yonezawa (UCR), Lucy Bellamy (Gnomon), Yvonne Wilber (Cal Lutheran)

- Introductions/Announcements
  - Meeting called to order at 10:05am
  - No announcements

- Approval of minutes from January 27, 2017 meeting
  - The minutes were approved

- Officers for 2017
  - Registrar for December program: Yvonne Wilber

- Field Trips
  - Santa Barbara Museum of Natural History would cost $35/person
    - No to this FT, too expensive
  - Reagan Library does not allow visitors into the archives and offered a Q&A session
    - No to this FT
  - Western Foundation of Vertebrate Zoology (Camarillo)
    - Yes to this FT for summer, Kaela will investigate arrangements
      - 10 person minimum, $5 donation per person
      - Requested a Friday in June or July
  - Art Center College of Design- James Lemont Fogg Library (Pasadena)
    - Yes to this FT for summer, Christal and/or Debi will investigate arrangements
  - National Archives at Riverside (Perris, Ca)
    - Yes to this FT for Fall, Michael will investigate arrangements
  - Michelle Obama Neighborhood Library (Long Beach)
    - Yes to this FT for summer, Christal will investigate arrangements

- Program Planning
  - Promotion
    - Requested program to be added to CARL calendar in May (Kaela will send info to Annette to update the calendar; also to webmaster Tim Ream)
    - Save the Date submitted to CARL Newsletter in May
    - Plan to send out Save the Date to listservs in May
  - Program format
    - “Lightning Round” format with (8) presenters (15 minutes each)
    - Presentation timing:
8:45am:  Registration and breakfast  
9:30am:  Welcome  
9:40-11am:  (4) Presenters/15 min. each  
11-11:15am:  - BREAK –  
11:15am-12:35pm:  (4) Presenters/ 15 min. each  
12:35-1pm:  Lunch  
1:00pm:  Panel Presentation  
1:45pm:  End of Program

- Annette and Lucy will be timekeepers

- **Catering**
  - Full Breakfast
  - Lunch: Sandwich platter plus soup, salad, chips

- **Budget**
  - **Estimated cost of program**: less than $1000.00 [no parking fee; no room fee; $60 housekeeping fee; catering: $4.29 per person for breakfast, $9.99 per person for lunch, with tax the total would be $15.32 per person; no media services cost
  - **Need to investigate**: AV charges (Yvonne); fee to use RegOnline (Kaela)

- **Registration costs**
  - According to the IG Guidelines, “non-CARL members should pay 50% more than CARL members, and students should pay 50% less than CARL members”
  - Suggested cost: $28 for CARL members; $14 for students; $38 for non-CARL members  
  - **Correction**: $42 for non-members (CB 9/22/17)
  - Kaela will update group with budget costs

- **Activity Station**
  1. Button Making station- Kaela and Lucy will coordinate

- **Next steps**
  1. Call for proposals & registration form (August). Kaela will create CFP and will send to group for approval
  2. Core CARLDIG group will review proposals, decision by early November

- **Arrangements for next meeting**
  a)  Friday, September 15th, Cal Lutheran University, 10am (to walk the event space)

- **Reference topics discussion**
  a)  Can CARLDIG name be changed or clarified? People may not know it’s a group for reference librarians. Suggestion, spell acronym out: California Academic Reference Librarians Discussion Interest Group in promotional materials and on website

- **Meeting Adjourned at 11:06am**

Respectfully submitted,
Debi Hoffmann, Co-Secretary, CARLDIG-S