

CARLDIG-South Meeting
Planning Meeting
Friday, September 06, 2019
10:45am – 12:00pm
University of LaVerne

Members Present:

Yvonne Wilber (CLU)
Corrie Bott (SBCC) (Zoom)
Meghan Kwast (CLU) (Zoom)
Norma Durian (ULV)
Christal Young (USC)
Nicole Carpenter through 10:53am, Item 2 (Zoom)

Meeting called to order at 10:47am

Agenda

1. Minutes
 - a. Approve minutes from [March 20, 2019](#)
 - i. March 20, 2019 Meeting Minutes approved
2. Field Trips
 - a. Feedback from Glendale Brand and Central Libraries
 - i. Tour was great!
 - ii. Participants enjoyed that they were able to go to more than one library on a single field trip
 - b. Any ideas for future field trips in 2020?
 - i. Michelle Obama neighborhood Library (Long Beach) in early summer
 1. Christal has been in contact with them previously
3. 2019 Fall Program logistics
 - a. Save the dates went out in March: CARLDIG-S website and April CARL Newsletter, will be in Fall Newsletter and another listserve blast when registration opens
 - b. [Call for proposals](#) distributed to CARLDIG-South, CARLALL, CALIX, CALIBACA on 9/5/2019
 - c. Proposal Submission / Registration
 - i. Deadline to submit proposal is Friday, October 4, 2019
 1. Reminder will be sent out in 2 weeks, and last call will go out on 10/04/19
 - ii. Need volunteers for proposal review (Yvonne will lead process)
 1. Corrie will head proposal reviews
 2. Will put out an email to CARLDIG to recruit participants for proposal review

- a. Previously there have been 4-5 reviewers
 - iii. Notification to chosen presenters October 25.
 - iv. Registration will open upon confirmation of presenters (tentative October 30)
 - 1. Want to be able to send out with the names of those presenting with registration
- d. Catering
 - i. Food options
 - 1. ULV has on-site catering opportunity (similar to Sodexo at CLU)
 - ii. Program cost/ Registration fees
 - 1. Cost to reserve ULV space itself is free
 - 2. Meal Fees
 - a. 2017 and 2018 costs
 - i. 2017: \$3.35/person (Breakfast), \$10.00/person (Lunch), also had to pay for parking (55 participants)
 - ii. 2018: was more expensive for 53 people \$7.55/person (Breakfast), \$22.00/person (Lunch) (53 participants)
 - b. 2019 costs
 - i. Healthy Start + tea for half participants , Taqueria Bar + guacamole (\$19.35/guest)
 - ii. Norma will look into whether or not we can order tea for only half the number of guests
 - iii. Linens are included in the buffet
 - 3. Registration Fees
 - a. 2017 and 2018 fees
 - i. For both 2017 and 2018, cost was \$28 for CARL members, \$42 for non-CARL members, and \$14 for students/retirees
 - 1. 2017 registrations: 16 CARL members, 30 non-CARL members, 3 students
 - 2. 2018 registrations: 30 CARL members, 20 non-CARL members, 3 students
 - b. 2019 fees
 - i. We will stick with the same registration fees for 2019 + \$5.00 for parking (not covered by CARL)
 - 4. Schedule can be placed on large-screen monitors outside of room (Yvonne will create all graphics)
 - 5. Look in to giveaway/gift
 - a. Will depend on how many people register and what categories they are (aiming for \$5-6/item)
 - b. Pre-printed, sustainably sourced canvas bags (Yvonne will investigate historic numbers)
 - i. Recycled cotton lunch bag (Corrie will send Yvonne link, would need to order by early November)
 - ii. Local source (Norma will investigate)
 - c. Swag from ULV library (pens, pencils, buttons)

- b. Yvonne will send an email to the listerv to call for nominations (people can self-nominate) and we will then hold a vote at our January meeting. All members present at the January meeting can vote.
 - i. Additional information on the officer positions can be found on the CARLDIG-S website under By-Laws
 - ii. Melissa Cardenas-Down handles the newsletter for CARL
 - c. We need to work to increase attendance at leadership meetings
6. January meeting location
- a. Will use ULV again (agreed upon by all present)
 - b. Room accommodates 23 max
 - c. Will be held on Friday, January 31 2020, 10:00am-12:00pm
7. Adjournment

Meeting adjourned at 12:09pm