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)
i. Norma will investigate

6. When registration opens, first 2 students *might* be covered by sponsor
   (Yvonne will follow-up with sponsor to confirm)

iii. Payment to host university
   1. Normally library is charged and they are then reimbursed by CARL
   2. Turnaround is quick

e. Program details
   i. Proposed program schedule
      8:45am: Registration and breakfast
      9:30am: Welcome
      9:40am-11:00am: TBD (Depends on number of chosen formats)
      11:00am-11:15am: Break
      11:15am-12:35pm: TBD (Depends on number of chosen formats)
      12:35pm-1:00pm: Lunch
      1:00pm: Poster Session
      1:45pm: End of program
      1. Timings will depend on proposals submitted/accepted
      2. Ending time will ensure everyone gets on the road at a good time
      3. All present agreed on schedule as detailed above
   ii. Timekeepers: Annette and ???
   iii. Create program flyer and registration form
      1. Yvonne will create
      2. Christal will send template used last year
   iv. Program survey and program writeup for CARL newsletter: Corrie
   v. Any other details?
      1. Will have button-making station (Norma will look into, Yvonne will design)
      2. Look to include icebreaker/discussion at tables

4. CARL 2020 Conference proposal
   a. April 1-3, 2020
      i. Norma, Yvonne, and Corrie will go; Christal and Meghan are maybe’s
   b. Our discussion group can have its own session; can be whatever we want it to be
      i. In 2018, we had individual presentation (no panel)
      ii. Prior conference was a panel; those on the panel discussed their experiences
         with being a presenter and what they presented on
   c. Yvonne likes the idea of a joint presentation with another unit; panelists talking about
      their presentation experiences
      i. Yvonne will reach out to ALIGN
      ii. We can go back 2 years (those who presented in Fall 2018 and will present in
          Fall 2019)
   d. Yvonne is thinking about presenting at CARL (2 hour workshop)

5. 2020 Officer Nominations/Vote (Call for nominations?)
   a. Chair: Corrie (current Chair-Elect)
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