CARLDIG-South Meeting Minutes – Sept 7, 2012
PUENTE Learning Center • East Los Angeles Campus
501 South Boyle Avenue, Los Angeles, California 90033
10:30 a.m. – 12:30 p.m.

Present: Adolfo Prieto (CSUF), Janet Pinkley (CSUCI), Debi Hoffmann (CSUCI), Kaela Casey (CSUCI), Elisa Acosta (LMU), Emily Woolery (Mt.SAC), Teresa Omidsalar (CSULA)

Meeting Began: 10:30 a.m.

1. Announcements
   - There were no announcements.

2. Approval of Minutes
   - The minutes from the May 25, 2012 meeting were approved.

3. Officers for 2013
   - Confirmation of Chair: Janet Pinkley
   - Vice-Chair/Chair-Elect: open position
     - Adolfo Prieto will ask the steering committee to see if anyone is interested in assuming the Vice Chair position.
   - Co-Secretaries: Kaela Casey & Debi Hoffmann
   - Webmaster/Publicity Officer: Elisa Acosta

4. Discussion and final planning of fall 2012 program:
   - Review of program schedule, including Q & A
   - Call for proposals update
     - Angela Boyd and Elisa Acosta will post the 2nd and 3rd Call for Proposals to: CARLDIG-South, CARLALL, CALIX, CALIBACA.
     - The deadline for submissions is Friday, 9/21/12.
   - Catering
     - Breakfast is going to cost $5-7 per person
   - Registration fees
     - CARL Member $20, Non-member $30, student $10
     - Suggested changes to the header on the registration form: “Early registration is recommended, since CARLDIG-South fall events fill quickly. Please note that registration is limited. Registrations received after program capacity has been reached will be placed on a waiting list…”
• Accommodation of participants
  o Parking is free!
  o There is no Wi-Fi access at PUENTE Learning Center, but Janet Pinkley is checking to see about using a portable hotspot that may be available to us courtesy of Cal State Channel
  o Kaela Casey has agreed to help with preparing the final program/restaurant list that will be printed and given to all attendees on the day of the event.

• Uploading speaker presentation prior to program

• Announcements/rules for participants on day of program
  o Michael Yonezawa has volunteered to help with technical assistance for the program.
  o Billy Pashaie and Elisa Acosta are currently scheduled to be our expert timekeepers during the presentations.

• Program registrar
  o Teresa Omidsalar will serve as our program registrar for this year.

• Registration table
  o Both Teresa Omidsalar and Michael Yonezawa have volunteered to work at the registration table on the day of the event.

• Program survey
  o Janet Pinkley will help with the survey for our fall program.

• Program write-up for CARL newsletter
  o Debi Hoffmann and Emily Woolery have volunteered to work on the program write-up for the CARL newsletter and our end-of-year report.
  o The deadline for the March CARL newsletter is Feb 15th.

• Gifts for speakers and participants/raffle items
  o Janet Pinkley will provide raffle tickets
  o Suggested gifts for speakers: candy
  o Suggested raffle items: plants, perhaps from Trader Joes
  o Appreciation letter for speakers

5. Arrangements for next meeting

• Chair-Elect Janet Pinkley will make arrangements for our next meeting to be held next Spring.

6. Discussion of reference topics
   [none]
7. Thank you

- Adolfo thanked the 2012 officers for all their help.

Meeting Adjourned: 12:30 p.m.

Respectfully submitted,

Elisa Acosta
Kaela Casey
CARLDIG-South Co-Secretaries