

CARLDIGS Business Meeting  
USC Doheny Memorial Library

Friday, September 9, 2016

Attendance: Madelyn Dickerson, Kaela Casey, Christal Young, Janet Pinkley, Adolfo Prieto, Elisa Acosta Slater, Michael M. Yonezawa, Lettycia Terrones

**Meeting start: 10:16am**

- **Minutes**
  - Approve minutes from April 22, 2016
    - Adolfo move to approve minutes
    - Christal second
    - All approved
  
- **Field trips**
  - Impressions, feedback from Getty and SCL trips
    - Both trips went well.
    - SCL had so many opportunities for collaboration and so many insights into CritLib. They were very passionate and it was exciting to go there. (Madelynn) They had concerns over community as research subject and the ethics of that.
    - From both field trips there are lots of pictures so Letty and Madelynn are going to be working on a write up of, particularly the SCL field trip, for the CARL newsletter.
    - Action Item: Letty will send Madelynn a draft notes taken at the SCL trip.
  
  - b. Natural History Museum field trip tentatively scheduled for Oct 28<sup>th</sup>
    - Being organized by Lucy Bellamy.
    - Emails will be coming out soon for that field trip.
  
- **2016 Fall Program Logistics**
  - **Review of progress: Steering committee, Google folder, timeline**
  
  - There is a Google Drive that has been shared with all on the steering committee that includes timeline and other planning documents.  
<https://drive.google.com/drive/folders/OBwcfXly0gxEgVVFOQXNVMDZTbm8>
  
  - **Deadline to submit a proposal is Monday, September 23, 2016**
  - Currently there are no proposals submitted, so please send it out on any listservs you know and help us get the word out. In previous years, we have had few submissions until the last week or two before the deadline. We do have a little wiggle room in our timeline, if we needed to extend the deadline a week, we could.
  
  - **Catering options**
  - \$300 seed money to cover coffee, pastries, and water will be requested
  - Chichén Itza will cater our event.

- Food costs:
  - \$14 per person (75 people lunch total approx. \$1050. The cost per person is \$12 lunch + \$2 tamale)
  - \$15 per coffee traveler (6 travelers at approx. \$90)
  - \$5 per pastries tray ( 6 trays at #30)
  - TOTAL FOOD EXPENSES APPROX= \$1170
- Area outside of main meeting room are well suited for lunch, refreshments, and registration table.
- Christal will be in charge of coffee.
- Michael will be in charge of pan dulce or pastries.
- **Cost (confirm cost for CARL, non-CARL and student registrants; any news from the CARL Board on “overflow” cash?)**
- 2016 Registration: CARL Members \$24, non-CARL members \$35, students \$14. Decision to increase registration cost by \$2 to cover catering and refreshments costs.
- Parking is \$12 at USC lots, and not included in the cost of registration.
- 75 attendees is the ideal number. Official statement will indicate 70 attendees, and we will build in food costs for 5 extra people.
- Registration fee includes RegOnline - \$2 catering + \$14 per person (75 people for lunch catering \$1050, coffee at \$90) and pastries (\$30) = 1170 / 75 plus \$2 for RegOnline per person = \$18 per person
- RegOnline
  - Many pros to using RegOnline were discussed. Adolfo motioned a vote to have CARLDIGS used RegOnline moving forward. Michael seconded. Unanimous vote yes.
  - Fall program will honor RegOnline registration only, no onsite registration.
  - RegOnline will charge a \$2 fee (additional to the registration cost)
- CARL Board “overflow” cash
  - Treasurer – As of now, CARL bylaws do not include treasure designation for the IGs. However, the CARL Board is meeting to discuss IG Treasure directives. Below is an email from Brena Smith sent on 9/14/16:
 

“I have been working with Jordan (Treasurer) to tighten up the individual IG budgets. For a variety of reasons he can track the budgets but has offered some guidelines to help the IGs. Each IG should have a designated treasurer, if you don't have one already;  
Jordan should be notified when there is a program an IG will be charging for;  
All programming requiring payment should go through RegOnline - you can work with Melissa;  
Report to income to Jordan after program.  
I will be working on modifying the IG Guidelines to include this information.”

- CARLDIGS bylaws do not currently designate a treasurer. Given the above info, this will be an item for future discussion.
- Pam Howard was the treasurer for CARL long time.
- In the past, CARLDIGS has requested money from CARL to purchase small items. Jordan would want to be notified if we have any paid events, including our fall program. There are pre and post forms estimating the costs of the fall program.
- For past programs, CARLDIGS and other hosts have paid for costs with reimbursement from CARL. For example, last year Amy Wallace, Library Dean at CSUCI paid for catering with reimbursement from CARL.
- CARL can pay from their credit card where we have had catering costs paid for ahead of time.
- Preference is to have CARL pay ahead of time.

- **Program Schedule**

- 9:00am - 9:30am      30 min coffee and registration
- 9:30am – 9:35am      introductions
- 9:35am – 10:05am      Presentation 1
- 10:05am – 10:35am      Presentation 2
- 10:35am – 11:00am      Poster / Break
- 11:10am – 11:40am      Presentation 3
- 11:40am – 12:00pm      Tell Your Story (Tinker Table) activity/ break
- 12:00pm – 1:00pm      Lunch & panel discussion with moderated questions (12-12:15 p.m. to get lunch; 12:15-1:00 p.m. for moderated Q&A; 6 participants w/ Madelynn as moderator)

- a. **Program flyer and registration details:**

- Registration table: Christal and Lettycia
- Timekeeper: Adolfo
- Light monitor and Program timetable: Letty
- Tell Your Story supplies: Letty and Kaela (green buckets)
- Survey: Janet with Adolfo as candy survey incentive
- Program flyer: Kaela

## 5. 2017 Officers

- Kaela Casey will be CARLDIGS Chair, 2017!

- Christal Young accepted nomination to be Vice Chair, 2017.

**6. January 2017 Meeting - TBD**

**Meeting adjourned at 12:03 pm.**