

CARLDIG-S Program Planning Meeting Minutes
Conference Call and Site Visit
Sept. 14, 2018

In attendance: John Jackson (LMU), Annette Young (Chaffey College), Christal Young (USC), Corrie Bott (CLU), Michael Yonezawa (UC Riverside)

- I. Called to Order 10:11am
- II. Christal shared some news and photos from the summer field trip
 - a. Mary Michelle is current chair of SCIL – expressed interest in joint outing at Michelle Obama Library; possible mid-semester or winter dates explored. Christal will get in touch with the museum to see what dates are possible either in October/November or the beginning of February.
- III. Fall Program:
 - a. Proposal Submission form: Christal worked on the final draft, Corrie will review;
 - i. Deadline for proposals submissions will be October 19, reviews will be finalized by November 2, for notification on November 2.
 - b. Catering: LMU contracts with Sodexo; continental breakfast approximately \$400, lunch estimate is \$1000 – Sodexo will work within budget to create a menu (John will provide estimates after talking with Sodexo)
 - c. Cost:
 - CARL Members: \$28.00
 - Non-Members: \$42.00
 - Students: \$14.00
 - Parking on your own: \$12.50
 - d. Christal is trying to determine who the current treasurer for the CARL is in order to set up the registration;
 - i. Annette and Christal will staff the registration table at the event; Corrie will handle back-end online registration and sending in the registration budget and funds
 - e. Annette will be time-keeper
 - f. A moderator for the panel will be required
 - g. Program schedule and format: to be determined based on what types of proposals are submitted; full 15 minute presentations, lightning talks, and poster sessions will be offered as options
 - h. Annette will send out proposal call to other interest groups and organizations
 - i. Christal will bring nametags, create the schedule, and provide program survey
 - j. Yvonne will be asked to take notes for the program report
 - k. Table needed for panel; room is set up with A/V equipment
 - i. Pushpins can be used to display posters
 - ii. Room will be set up with round tables
- IV. Other program needs:

- a. Christal will create a reference activity, either as an ice-breaker, or as a break-out activity during a break
 - b. Corrie will bring button maker; Annette will provide template designs
 - c. Swag? John will look into items from LMU for takeaway gifts
- V. 2019 Officer Nominations/ vote:
- a. Yvonne Wilber will take over as Chair
 - b. Corrie Bott nominated as Vice-Chair; Corrie accepted
 - c. Other positions are available: Christal will send out position descriptions and call for nominations to CARLDIG-S
 - i. Positions are: Registrar; Secretary
- VI. January Meeting: Meeting will be held at California Lutheran University, January 11 (tentative)
- VII. Christal took us on a virtual tour of the space

Meeting adjourned 11:30am