

CARLDIG-South Meeting Minutes – September 13, 2013
California State University, Fullerton

Present: Angela Boyd (UC Santa Barbara), Suzanne Im (UC Santa Barbara), Teresa Omidsalar (CSU Los Angeles), Janet Pinkley (CSU Channel Islands), Adolfo Prieto (CSU Fullerton), Lise Snyder (UC Los Angeles), Lettycia Terrones (CSU Fullerton), Michael Yonezawa (UC Riverside)

1. Announcements

- Lettycia Terrones has begun her tenure-track appointment at CSU Fullerton.
- CARLDIG-South will be sponsoring a presentation as part of the Interest Group Showcase sessions to be offered at the 2014 CARL Conference in San Jose (April 4-6, 2014).

2. Approval of Minutes from March 15, 2013 Meeting

- The minutes were approved as written.

3. Officers for 2013

- **Chair:** Suzanne Im (UC Santa Barbara)
- **Vice-Chair/Chair-Elect:** Lettycia Terrones (CSU Fullerton)
- **Co-Secretaries:** Kaela Casey (CSU Channel Islands) and Janet Pinkley (CSU Channel Islands)
- **Web Master/Publicity Officer:** Elisa Slater Acosta (Loyola Marymount University)

Janet Pinkley will confirm with Elisa Slater Acosta about continuing as Web Master/Publicity Officer.

4. Discussion and Final Planning of Fall 2013 Program

- The fall 2013 program will take place on Friday, December 6, 2013 at CSU Fullerton (room PLN-130).
- Proposals currently are being accepted.
- The program will take place from 8:45 a.m. to 1:00 p.m. and includes an opportunity for networking among the attendees. The schedule was shared with the group, reviewed, and accepted.
 - **Action items:**
 - Adolfo Prieto will inquire about a Pollak Library welcome and the possibility of guest Wi-Fi access.
- Pre-program survey results have been collected.
 - **Action item:**
 - Kaela Casey and Janet Pinkley are working on synthesizing the information received.
- A full breakfast will be catered through the OC Choice Catering at CSU Fullerton (25-person minimum required). The option selected includes vegetarian options.
 - **Action items:**
 - Adolfo Prieto will confirm how payment will be handled and when a final count is required.

- Lise Snyder has offered to pay the cost in advance, if needed, and then receive reimbursement.
- Program registration fees are planned as follows and do not include a parking fee of \$8.00:
 - \$22.00 – CARL members
 - \$32.00 – Non-CARL members
 - \$12.00 – Students
- Program registration
 - As with previous programs, an ADA-compliant statement will be included in the registration confirmation.
 - The registration table will be located in front of door #2 of the program venue.
 - **Action items:**
 - Teresa Omidsalar will serve as program registrar.
 - Teresa Omidsalar and Lettycia Terrones will staff the registration table.
- Printed program
 - **Action items:**
 - Kaela Casey will work on the printed program/restaurant map.
 - Lettycia Terrones will provide local restaurant information for the printed program.
- Post-program survey
 - **Action item:**
 - Janet Pinkley will prepare the survey to be completed by program attendees.
- Program write-up for CARL newsletter
 - **Action item:**
 - Suzanne Im will prepare a write-up of the fall 2013 program.
- Program timekeeping
 - **Action item:**
 - Janet Pinkley will check with Billy Pashaie and Elisa Slater Acosta about serving as timekeepers for the fall 2013 program.
- Gifts for program attendees/presenters
 - **Action items:**
 - Adolfo Prieto will coordinate gift bags for program attendees
 - Teresa Omidsalar and Adolfo Prieto will coordinate gifts for program presenters
- The SCIL business meeting will take place after the CARLDIG-South fall 2013 program.

5. Arrangements for Next Meeting

- The next meeting is scheduled for Friday, January 17, 2014, with the meeting location to be determined.
- Teresa Omidsalar generously offered to host the meeting at CSU Los Angeles.

Meeting Adjourned: 12:20 p.m.

Respectfully submitted,

Adolfo Prieto