Coordinating Committee Meeting

Minutes of the Meeting held on September 15, 2015 2pm @ CDLC

The meeting was called to order by Jean Guyon at 2:00 p.m.

Attendees: Jean Guyon, Giovannine Finn, Mary Ann Whelden, Kathy Corbett

I. Approval of minutes of the 8/18/15 meeting
   ➢ Minutes approved unanimously.

II. Report from Coordinating Chair
   ➢ J. Guyon had nothing to report.

III. Committee Reports

   A. Membership
      ➢ K. Corbett had no new members to report.

   B. Secretary
      ➢ G. Finn had nothing to report.

   C. Treasurer
      ➢ K. Corbett reported a balance of $184.39.

IV. Old Business

   A. CALA Service Award
      ➢ J. Guyon sent out another email reminder.
      ➢ G. Finn posted information on the award outside her office as well as on the CALA Facebook page.
      ➢ J. Guyon will send another email reminder out around 10/1/15.

   B. Fall Workshop
      ➢ J. Guyon will identify Laurie Dreyer as a SISP student on the ‘Save the Date’ flyer and registration form.
      ➢ J. Guyon will send out the ‘Save the Date’ flyer on 10/1/15.
J. Guyon will send out the registration flyer on 10/12/15.
J. Guyon will contact the presenter a month in advance of the workshop to see what computing needs need to be met.
Lunch will be catered by Theresa Martin. $35.00 for Ziti, toss salad, and bread. G. Finn will check with T. Martin to see if grated cheese can be made available as well. J. Guyon will provide if not.
The committee agreed to bring in their volunteered items. J. Guyon will also bring in apple cider donuts and cider.
The committee approved evaluation forms created by J. Guyon to be given out at workshop.
J. Guyon sent attendance certificates to G. Finn to print out.
K. Corbett will create and print receipts for attendees.
K. Corbett will purchase two $25.00 Amazon gift cards to give to the presenters as a thank you.
J. Guyon will print NABA flyer for display at the workshop.
G. Finn will be taking pictures of the workshop. J. Guyon will make note of that to members. G. Finn will also present a slide show of member libraries in attendance.

V. New Business
A. Other
J. Guyon was asked by a colleague if CALA would like to have a table at the Library Squared Symposium at SUNY Albany on 10/16/15 from 12-2p in the Campus Center Ballroom. CALA will not be doing a demonstration, but will have an exhibit table.
J. Guyon and G. Finn will both attend. K. Corbett will inquire about attending.
J. Guyon created a poster board with information on CALA. We will also bring brochures, bookmarks to give away, information on CALA and the CALA Service Award, as well as Lindt chocolates.
There will be door prizes given away. The committee agreed to look into purchasing a customizable mug to design and give away with a CALA tote bag. M. Whelden will go to AC Moore to get prices. M. Whelden will contact J. Guyon to inform of pricing. J. Guyon will purchase when contacted by M. Whelden.
K. Corbett reported that we have 12 tote bags left.
G. Finn will bring in her laptop for the program to showcase CALA’s Facebook page.
J. Guyon will inquire about parking for G. Finn.
J. Guyon will purchase a dark blue table cloth to put on the table at the event.
J. Guyon will begin setting up at the event at 10am. G. Finn will arrive by 11:30am.
CALA will be seated next to CDLC.
K. Corbett will give J. Guyon the CALA banner at the October Coordinating Committee meeting on 10/13.

VI. Adjournment
The meeting was adjourned at 4:00 pm